

# Unit Outline

## MN210

<b>Unit Code</b>	Managing Human Resources		
<b>Unit weighting</b>	Unit credit points: 3		
<b>Pre-requisite or co-requisite</b>	Principles of Management		
<b>Delivery mode</b>	Face to face on site	Full time or part time	
<b>Location</b>	<i>Sheridan</i> 18/7 Aberdeen St, Piccadilly Square West, Perth WA 6000		
<b>Student Workload</b>	<p><i>Timetabled: 36 hours (3 hours per week over 12 teaching weeks)</i></p> <p><i>Personal Study: 132 hours (9 hours per week over 12 teaching weeks + 12 hours per week over 2 non-teaching weeks)</i></p> <p><i>Total workload: 168 hours (12 hours per week over 14 weeks)</i></p> <p><i>Academic writing support available if needed</i></p>		
<b>Prescribed Textbook(s)</b>	Dessler, G.(2020). <i>Human resource management</i> (16 <sup>th</sup> ed.). Pearson.		
<b>Other resource requirements</b>	Access to the Learning Management System Canvas <a href="https://canvas.sheridan.edu.au">canvas.sheridan.edu.au</a>		
<b>Work-integrated learning activity</b>	Not applicable		
<b>Timetabled day and time</b>	9am Tuesday	<b>Room</b>	5 Ruby
<b>Unit Coordinator</b>	Dr Blake Hurst	Phone:	6222-4222
<b>Email</b>	bhurst@sheridan.edu.au		

## Unit Description

Managing Human Resources introduces students to Human Resource Management (HRM) roles, functions and activities. Having explored current HRM theory and contemporary issues students will be given the opportunity, through workplace focused assessments, to evaluate Human Resource practice and apply Human Resource knowledge.

## MN210 Learning Outcomes

Upon successful completion of this unit, you will be able to:

- A. Explain the Human Resource Management role, function and activities.
- B. Describe and discuss current Human Resource Management theory, practice and issues.
- C. Describe legal, ethical, safety and discrimination factors relating to Human Resource Management.
- D. Evaluate current workplace Human Resource policies, procedures and systems.
- E. Apply Human Resource Management knowledge and skills to workplace scenarios.

## Sheridan Graduate Attributes

Sheridan graduates will be ...

1. Lovers of truth
2. Seekers of wisdom
3. Innovative thinkers
4. Effective communicators
5. Independent learners
6. Servant leaders

## Assessment Schedule

Assessment Type	Value	Due Date	Learning Outcomes (LOs) Assessed	Graduate Attributes (GAs) Addressed
1. Reading Journal	20%	Weeks 2-12	A,B,C	1,2,
2. Class Discussion	10%	Weeks 2-12	A,B,C,D,E	5,6
3. HR Project	30%	Week 9	D,E	3,4
4. Examination	40%	Week 15	A,B,C,D,E	2,3

## 1. Reading Journal

From weeks 2-12, submit a weekly 150-word summary outlining key concepts in the assigned readings, plus two questions for class discussion. Reports are due in Canvas at 9 am Monday (the day before class). Your report and questions should be *in your own words*. Do not cut and paste content or questions from the textbook.

Reading Journal Rubric					
Criteria /Grade	Fail (0-49%)	Pass (50-59%)	Credit (60-69%)	Distinction (70-79%)	High Distinction (80-100%)
Identify key themes.	Inadequate and insufficient.	Satisfactory but incomplete understanding of material.	Sound but not thorough understanding of material.	Good understanding of material.	Thorough understanding of material.
Summarize key themes in your own words.	Unfocused, irrelevant and/or unclear.	Lacking in one or all of structure, clarity or confidence.	Occasionally lacking in structure or clarity.	Good overall structure and clarity.	Clear, well-organized, well-written.

## 2. Class Discussion

Be prepared to discuss your chosen discussion questions (see item 1), when called upon to do so in class. Questions are due at 9 am Monday. Your questions will be shared through Canvas with other members of the class, to give everyone a chance to prepare for class discussion.

This item will be assessed on a pass/fail basis, according to the following criteria:

- Relevance and suitability of your discussion questions
- Ability to articulate the significance of your questions
- Willingness to contribute actively to in-class dialogue (including questions posed by other students) while respecting the views of others

## 3. HR Project (30%)

Suppose that you are the HR manager at Sheridan Institute. You are assigned the task of updating forms used for performance appraisal (PA) of Sheridan's academic staff.

- Create a sample BARS document (3-5 pages) for PA of a Sheridan lecturer. Include 3-5 performance dimensions. This document will be accompanied by a memorandum (500-word limit) explaining your choice of critical incidents and performance dimensions.

B. Aside from BARS, what would be the most effective method of PA for a Sheridan lecturer? Create a sample appraisal document using this alternative method (the length will depend on the chosen method but should not exceed 5 pages). This document will be accompanied by a memorandum (500-word limit) explaining 1) why this particular method is well-suited for evaluation of a lecturer and 2) how you decided what to include in this appraisal document.

In sum, this project requires creation of a BARS document and a second PA document. Both documents are accompanied by an explanatory memo. The combined word limit for the two memos is 1000 words.

Assessment Type	Project Rubric				
	Fail (0-49%)	Pass (50-59%)	Credit (60-69%)	Distinction (70-79%)	High Distinction (80-100%)
<b>BARS document</b>	Document contains few or no relevant categories and descriptions.	Document contains some relevant categories and descriptions in a sometimes confusing format.	Document contains some relevant categories and descriptions in an adequately clear format.	Document contains well-chosen categories and descriptions in a mostly clear format.	Document contains well-chosen categories and descriptions in an entirely clear format.
<b>Alternative PA document</b>	Document contains few or no relevant categories and descriptions.	Document contains some relevant categories and descriptions in a sometimes confusing format.	Document contains some relevant categories and descriptions in an adequately clear format.	Document contains well-chosen categories and descriptions in a mostly clear format.	Document contains well-chosen categories and descriptions in an entirely clear format.
<b>Content of explanatory memos</b>	Inadequate justification of the method used to compile the two documents.	Limited justification of the method used to compile the two documents.	Adequate justification of the method used to compile the two documents.	Insightful justification of the method used to compile the two documents.	Compelling justification of the method used to compile the two documents.
<b>Logical structure of explanatory memos</b>	Little or no evidence of a plan of logical organization.	Basic plan of logical organization.	Adequate plan of logical organization.	Sound plan of logical organization; clear and concise.	Compelling plan of logical organization; clear and concise.
<b>Language Conventions</b>	Poor spelling and grammar characterize the work.	Many errors in spelling and grammar evidenced in paper.	Some grammatical or spelling errors evidenced in the paper.	Few grammatical or spelling errors are noted in paper.	Consistently uses correct grammar with rare misspellings.

#### 4. Exam (40%)

The final exam consists of a mixture of short answer and essay questions. All assigned readings and topics are examinable. (While this exam will be open-book, it is essential to prepare a detailed study outline before sitting the exam, as there will not be enough time to find answers to all of the exam questions during the exam.)

## Learning Resources

### Prescribed Textbook(s)

Dessler, G. (2020). *Human resource management* (16<sup>th</sup> ed.). Pearson.

### Recommended Supplementary Reading

Bray, M., Waring, P., Cooper, R., & Macneil, J. (2018). *Employment relations: theory and practice* (4<sup>th</sup> ed.). McGraw Hill.

CCH. (2016). *The Australian human resources guide* (11<sup>th</sup> ed.). CCH.

Dessler, G. (2017). *Human resource management* (15<sup>th</sup> ed.). Pearson.

Gatewood, R., Field, H., & Barrick, M. (2015). *Human resource selection* (8<sup>th</sup> ed.). Cengage.

Hartel, R., & Fujimoto, Y. (2014). *Human resource management* (3<sup>rd</sup> ed.). Pearson.

Holland, P., Sheehan, C., Donohue, R., Pyman, A., & Allen, B. (2014). *Contemporary issues and challenges in HRM* (3<sup>rd</sup> ed.). Tilde University Press.

Hor, J., & Keats, L. (2008). *Finders keepers – How to attract and retain great employees*. CCH.

Hor, J. (2017) *Labour and employment law manual*. (2<sup>nd</sup> ed.). Wolters Kluwer.

Kramar, R. (2014). *Human resource management in Australia: Strategy people and performance* (5<sup>th</sup> ed.). McGraw Hill.

Kramar, R., & Syed, J. (2012). *Human resource management in a global context*. Palgrave Macmillan.

Monroe, D. (2013). *Untapped talent – Unleashing the power of the hidden workforce*. Palgrave Macmillan.

Nankervis, A., Compton, R., Baird M., Coffey, J., & Shields, J. (2017). *Human resource management: Strategy and practice*. (9<sup>th</sup> ed.). Cengage.

Ormod, J. (2015). *Human learning* (7<sup>th</sup> ed.). Pearson.

Stone, R. (2016). *Managing human resources* (9<sup>th</sup> ed.). John Wiley & Sons.

Wilson, N. (2019). *An introduction to human resource management* (4<sup>th</sup> ed.). Sage.

### Academic Journals

You may find relevant articles in the following journals:

- *Harvard Business Review*
- *HR Monthly*
- *Human Resource Management Journal; London*
- *Human Resource Management Review; Greenwich*
- *Human Resource Management; New York*
- *Journal of Applied Psychology*
- *Journal of Industrial Relations; Sydney*
- *Journal of Managerial Psychology*
- *Management Development Review; Bradford*
- *People Management; London*
- *Personnel*
- *Personnel Psychology*
- *Personnel Management; London*
- *The Journal of Management Development; Bradford*
- *Training and Management Development Methods; Bradford College Library Resources*

## Weekly Schedule of Topics

### MN210 Managing Human Resources

#### Prescribed text(s):

Dessler, G. (2020). *Human resource management* (16<sup>th</sup> ed.). Pearson.

WEEK	TOPICS	PRESCRIBED READINGS	ASSESSMENTS
1	Intro to HRM	Dessler (2020). Ch 1	
2	Equal opportunity principles; managing diversity	Dessler (2020). Ch 2	Reading Journal; Class Discussion
3	HRM strategy and performance	Dessler (2020). Ch 3	Reading Journal; Class Discussion
4	Training and development	Dessler (2020). Ch 8	Reading Journal; Class Discussion
5	Performance management and appraisal	Dessler (2020). Ch 9	Reading Journal; Class Discussion
6	Managing careers and retention	Dessler (2020). Ch 10	Reading Journal; Class Discussion
7	In-semester Study Week		
8	Compensation	Dessler (2020). Ch 11	Reading Journal; Class Discussion
9	Building positive employee relations	Dessler (2020). Ch 14	HR Project; Reading Journal; Class Discussion
10	Safety, health and risk management	Dessler (2020). Ch 16	Reading Journal; Class Discussion
11	Managing global human resources	Dessler (2020). Ch 17	Reading Journal; Class Discussion
12	Managing human resources in small and entrepreneurial firms	Dessler (2020). Ch 18	Reading Journal; Class Discussion
13	Review		
14	Exam Study Week		
15	Exam week		Exam