



<b>Course Code:</b>	<b>2002EHR</b>
<b>Course Name:</b>	<b>Human Resource Management Principles</b>
<b>Semester:</b>	<b>Semester 3, 2014</b>
<b>Program:</b>	Associate Degree in Commerce & Business
<b>Credit Points:</b>	10
<b>Course Coordinator:</b>	Lars Tretow-Loof
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#### Teaching Team

Your lecturer/tutor can be contacted via the email system on the portal.	
<b>Name</b>	<b>Email</b>
Lars Tretow-Loof	<a href="mailto:lars.tretow-loof@staff.qibt.qld.edu.au">lars.tretow-loof@staff.qibt.qld.edu.au</a>

#### Staff Consultation

Your lecturer/tutor is available each week for consultation outside of normal class times. Times that your lecturer/tutor will be available for consultation will be given in the first week of lectures. A list of times and rooms will be published on the QIBT Portal under the "myTimetable" link.

#### Prerequisites

To successfully enrol in this Course, you must provide evidence that you have completed the following Courses:

- 1001EHR - Employment Relations

#### Brief Course Description

Human Resource Management Principles is a 10 Credit Point course within the Associate Degree in Commerce and Business. The course is situated within the second year of the program. The Associate Degree in Commerce and Business is designed to provide students with a pathway to:

- further university studies in Commerce, Business and related degrees or
- direct employment

This course provides students with a comprehensive overview of the key elements of Human Resource Management concepts, theories and practices. Students will be given the opportunity to develop key skills in understanding how HR is understood and practiced within 21st century organisations.

#### Rationale

The course complements first year management and communication courses and further develops the conceptual, communication and critical analysis skills acquired in these courses. The HRM Principles course is essential if students wish to undertake further study in the Human Resource Management field.

#### Aims

The primary emphasis of this course is the management of human resources in organisations. A central theme throughout this course is the contribution of Human Resource Management (HRM) to the efficiency and productivity of organisations. The course delivery will balance theoretical developments in HRM with practical and strategic considerations of the management of diverse people in the work place and its surrounding environment.

#### Learning Outcomes

Upon successful completion of this course students will be able to...

- 1 Develop useful procedures for researching HRM issues within organisations
- 2 Critically analyse the research literature concerning HRM

- 3 Use effective written communication skills
- 4 Understand HRMs essential role in ensuring ethical and socially responsible policies and practices
- 5 Identify & describe appropriate recruitment and selection, performance management and managing diversity and other HRM techniques
- 6 Clearly explain the respective roles & strategic links between HRM, industrial relations and occupational health and safety in the current business environment

## Texts and Supporting Materials

### Required Text:

- Stone, R.J. (2013). *Managing Human Resources (4e)*. Brisbane: Wiley.

### Other Recommended Texts:

- De Cieri, H., & Kramar, R. Noe, R., Hollenbeck, J., Gerhart, B. & Wright, P. (2008) *Human Resource Management in Australia: Strategy, people, performance. (3rd ed.)*. Sydney: McGraw Hill.
- Hartel, C.E.J., & Fujimoto, Y. (2010). *Human Resource Management, (2nd ed)*. Frenchs Forest, NSW: Pearson Education.
- Nankervis, A R., Compton, R. L., & Baird, M (2008). *Human Resource Management: Strategies & Processes (6th ed.)*. Melbourne: Thomson Learning.

### Journal Titles And Data Bases:

You are strongly advised to refer to the following databases and e-journals (electronic periodicals) available on Griffith library web pages for a comprehensive and current literature review

### HRM-Related Web Sites:

- <http://www.ahri.com.au>

Home page of Australian Human Resource Institute (AHRI). You can access Asia-Pacific Journal of Human Resource Management, published by AHRI, from this site.

Members of AHRI can also access Global Village from this site. AHRI is the professional body for HR professionals in Australia and offers a range of membership services, such as professional accreditation, conferences, seminars, workshops, network meetings and online discussion forums. If you are interested in a career in HR it is recommended that you become a student member of AHRI by visiting the web site.

- <http://www.shrm.org/>

This is the (U.S.) Society for Human Resource Management (SHRM) home page.

## Organisation and Teaching Strategies

Each week, you are required to attend 4 hours of contact time in class consisting of lectures, tutorials and workshops. During **lectures** you will be introduced to the essential areas of the course content and be given information about, and explanations of, the principal topics that are relevant to achieving the learning objectives of the course. The **tutorial** sessions offer you the opportunity to be involved in discussions related to the lecture material and provide you with the opportunity to develop your knowledge of the course content.

### Class Contact Summary

#### Attendance:

Your attendance in class will be marked twice during a four hour class. To receive full attendance, you must be present in the classroom on both occasions.

#### Program Progression:

You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, and that GPA is maintained at equal to or greater than 3.5 with passing grades achieved in more than 50% of courses in any semester [please see QIBT Policy Library - Program Progression Policy - for more information].

#### Lecture Notes & Course Materials:

You are required to bring a copy of the lecture notes printed from the QIBT website and any other required course materials to classes each week.

#### Independent Study:

You are expected to reinforce your learning gained during class time by undertaking sufficient independent study. For this 10 CP course, you will need to spend at least 10 hours per week engaged in activities that will help your learning and fulfil the course objectives. Thus, provided you have well used the 4 hours per week of formal contact, you would then complete at least 6 hours per week of independent study.

## Content Schedule

### Weekly Teaching Schedule

Week	Topic	Activity	Readings
1	Introduction to HRM Principles	Lecture	Stone Chapter 1
	Overview of course	Tutorial	
2	HR essentials Part 1: HR and the law	Lecture	Stone Chapter 4
	HRM foundations	Tutorial	
3	HR essentials Part 2: Human Resource Planning	Lecture	Stone Chapter 2
	HR and the law	Tutorial	
4	HR essentials Part 3: Job Design & Analysis	Lecture	Stone Chapter 5
	Human Resource Planning	Tutorial	
5	HR essentials Part 4: Quality of Working Life	Lecture	Stone Chapter 5
	Job design and analysis	Tutorial	
6	HR essentials Part 5: Managing Diversity at Work	Lecture	Stone Chapter 14
	Quality of working life	Tutorial	
7	HR practices Part 1: Employee Recruitment	Lecture	Stone Chapter 6
	In-class test	Tutorial	
8	HR practices Part 2: Selecting Employees	Lecture	Stone Chapter 7
	Managing diversity & Employee recruitment	Tutorial	

9	HR practices Part 3: Performance and Appraisal	Lecture	Stone Chapter 8
	Employee selection	Tutorial	
10	HR practices Part 4: HRM and Career Planning	Lecture	Stone Chapter 9 & 10
	Performance and appraisal	Tutorial	
11	HR practices Part 5: Reward and Compensation	Lecture	Stone Chapter 11
	Career planning	Tutorial	
12	Assessing HR Effectiveness	Lecture	Stone Chapter 16
	Training and development	Tutorial	
13	Course review	Lecture	
	Wrap up	Tutorial	

## Assessment

This section sets out the assessment requirements for this course.

### Summary of Assessment

Item	Assessment Task	Weighting	Relevant Learning Outcomes	Due Date
1	In-Class Test	20%	3,4,5,6	7
2	Individual Essay	40%	1,2,3,4,5,6	11
3	Final examination	40%	3,4,5	14

### Assessment Details

As assessment items are designed to examine understanding and/or application of the course's learning objectives, non-submission of a piece of assessment will result in a failure to demonstrate mastery of these learning objectives and may therefore incur a fail grade for the course.

#### **In class test (60 minutes):**

This assessment item consists of an in-class test consisting of a set of short answer questions that are based on the first 5 weeks of lectures in this course. All questions are of equal value. The total mark is out of 20. The questions will test students' knowledge of material from weeks 1 - 5 that is covered in the text, lectures, tutorials and relevant readings from the textbook.

#### **Individual essay (2000 words):**

- Each student will choose ONE of two topics provided by the course coordinator. The topics and related information will be made available at the start of the semester.
- The essay should demonstrate that you have grasped the theoretical concepts of HRM, that you are able to interpret research in a critical manner, and that you can link theory with HRM practice
- Essay length is 2000 words.
- The essay should incorporate a minimum of eight (8) peer reviewed sources dated 2000 and later. The prescribed textbook may be referenced, but the essay should **not** use additional textbooks as references.
- Proper APA academic referencing must be applied.
- Each essay will be thoroughly checked for all forms of plagiarism and collusion.

Further details will be provided in tutorials.

#### **Final Examination (2 hours + 10 min perusal):**

A final examination will assess your understanding, application and critical analysis of Human Resource Management in a controlled environment. In particular, the examination is designed to assess your knowledge of the practical applications of theories and concepts presented during lectures and workshops, weeks 1-13 inclusive.

### Submission and Return of Assessment Items

You are required to submit your written assignment electronically for marking. The assignment will be returned in the electronic format with marking comments and corrections.

Normally your assignment will be returned or available electronically within fourteen (14) days of the due date for submission of the assignment.

**Please note:** You are required to submit assignments electronically to a collusion detection tool to allow the detection of possible instances of collusion/plagiarism. This will also involve QIBT or its nominee storing your work on a secure institutional database for use in testing assessment submitted by others in the future. For further information on QIBT's Academic Misconduct Policy refer to QIBT's online Policy Library. End of Semester Exam will be held in week 14, and results posted to the QIBT portal in the week following exam week.

#### **Retention of Originals:**

You must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the course.

### Extensions

To apply for an extension of time for an assessment item you must submit a written request to your lecturer via the Student Website at least 48 hours before the date the

assessment item is due. Grounds for extensions are usually: serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation [e.g. medical certificate]. Please refer to the QIBT website - Policy Library - for guidelines regarding extensions and deferred assessment.

### Penalties for late submission without an approved extension

Penalties apply to assignments that are submitted after the due date without an approved extension. Assessment submitted after the due date will be penalised 10% of the TOTAL marks available for assessment (not the mark awarded) for each day the assessment is late. Assessment submitted more than five days late will be awarded a mark of zero (0) For example:

- > 5 minutes and <= 24 hours 10%
- > 24 hours and <= 48 hours 20%
- > 48 hours and <= 72 hours 30%
- > 72 hours and <= 96 hours 40%
- > 96 hours and <= 120 hours 50%
- > 120 hours 100%

Note:

- Two day weekends will count as one day in the calculation of a penalty for late submission.
- When a public holiday falls immediately before or after a weekend, the three days will count as one day in the calculation of a penalty for late submission.
- When two public holidays (e.g. Easter), fall immediately before or after, or one day either side of a weekend, the four days will count as two days in calculating the penalty for late submission.
- When a single public holiday falls mid-week, the day will not be counted towards the calculation of a penalty.

Please refer to the QIBT website - Policy Library > Assessment Policy for guidelines and penalties for late submission.

### Assessment Feedback

Marks awarded for assessment items will also be available on the on-line grades system on the Student Website within fourteen [14] days of the due date. You may arrange an appointment during the designated consultation time to discuss assessment in more detail.

### Generic Skills

QIBT aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills.

Studies in this course will give you opportunities to begin to develop the following skills:

Generic Skills	Taught	Practised	Assessed
Written Communication		Yes	Yes
Oral Communication		Yes	
Information Literacy		Yes	Yes
Secondary Research		Yes	Yes
Critical and Innovative Thinking	Yes	Yes	Yes
Academic Integrity		Yes	Yes
Self Directed Learning		Yes	Yes
Team Work		Yes	
Cultural Intelligence			
English Language Proficiency		Yes	Yes

### Additional Course Generic Skills

Specific Skills	Taught	Practised	Assessed

### Additional Course Information

In addition to formal contact hours, you are provided with extra support through individual consultation with teaching staff, tutorials in English language, and self-access computer laboratories.

### Academic Integrity

QIBT is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual's and the College's reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, QIBT also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at QIBT, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity, however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

Please ensure that you are familiar with the [QIBT Academic Integrity Policy](#); this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Academic Integrity Policy on the QIBT website – Policy Library.

#### ***Risk Assessment Statement***

There are no out of the ordinary risks associated with this course.

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