



Academic Inquiries: Communication University of China

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MGT 2201 - Human Resource Management

Basic Information:

Instructor Name	TBA
E- Mail	
Home Institution	
Office	TBA
Office Hours	TBA, and by appointment

Course Description:

Develops a framework for human resource management comprising the context, issues, strategies, and processes of managing people in organizations. The challenges arising from the context include legal and ethical issues as well as global perspectives. Processes include selection and recruitment, performance appraisal, training and development, compensation and benefits, labour relations, and managing employee and employer interests within the employment relationship.

Required Course Materials:

Textbook	Edition	Author	Publisher	ISBN-10
Canadian Human Resource Management: A Strategic Approach	10th	Schwind et al	McGraw-Hill Ryerson	1259066665

Link to e-book purchase address:

https://www.amazon.ca/Canadian-Resource-Management-Connect-Access/dp/1259066665/ref=sr_1_1?s=books&ie=UTF8&qid=1493696956&sr=1-1&keywords=Canadian+Human+Resource+Management%3A+A+Strategic+Approach

Course Hours:

The course has 17 class sessions , a 5-hour field trip and four 80-minute after-class discussion. Each class session is 160 minutes in length. The course normally meets from Monday to Friday. This course has a total of 66 contact hours including a final exam. Final exams are scheduled on July 27, 2019.

Prerequisite:

None

Tentative Course Schedule:

Week	Session	Day	Topic (s)	Chapter(s)
Week 1	July 4	Th	School Orientation	



	July 5	F	Introduction Ch. 6: Selection	Ch. 6
	July 5 18:40-20:00	F	After-class Discussion	
	July 6	Sat	Legal Aspects of Employment	
Week 2	July 8	M	Ch.4: Legal Requirements and Managing Diversity	Ch. 4
	July 9	T	Quiz #1; (Chapters 4 and 6)	
	July 10	W	Ch.3: HR Planning Ch.5:Recruitment	Ch. 3&5
	July 11	Th	Ch.7: Orientation, Training	Ch. 7
	July 11 18:40-20:00	Th	After-class Discussion	
	July 12	F	Ch.8: Performance Management	Ch. 8
Week 3	July 15	M	Midterm Exam (Chapters 3-8)	
	July 16	T	Ch.9: Compensation	Ch. 9
	July 17	W	Ch.10: Employee Benefits and services	Ch. 10
	July 18	Th	Ch.11: Managing Employee Relations	Ch. 11
	July 18 18:40-20:00	Th	After-class Discussion	
	July 19	F	Field Trip (5 hours) Company Visit of Industrial Bank Co.,LTD Industrial Bank is one of the first batch of joint-stock commercial banks in China and represents a time of change. Industrial Bank will arrange their HR manager and Business manager to introduce key elements of their bank operations.	
Week 4	July 22	M	Quiz #2 (Chapters 9-11)	
	July 23	T	Ch.12: Ensuring Health and Safety	Ch. 12



July 24	W	Ch.13: Union-Management Framework Ch.14: Global HRM	Ch. 13&14
July 25	Th	Review all the chapters	Exam Preparation
July 25 18:40-20:00	Th	After-class Discussion	
July 26	F	Reading Day	
July 27	Sat	Final Exam (Chapters 9-14)	

Evaluation: Students will be evaluated by 2 Exams, 2 Quizzes, and Attendance.

Grading Policies:

<u>Part</u>	<u>Percentage</u>	<u>Points</u>
Attendance	10%	10
Quizzes*2	30%	30
Midterm Exam	30%	30
Final Exam	30%	30
Course Total	100%	100 Points

Grade Distribution:

<u>Percentage</u>	<u>Letter Grade</u>	<u>Grade Points</u>
100-90	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
59 or below	F	0.0

Exam Policy

Quizzes and Exams are closed-book and closed-notes. You may not use an electronic device of any type during exams, with the exception of an ordinary wristwatch. Dictionaries are not permitted.

Academic Integrity

School expects honesty from students in presenting all of their academic work. Students are responsible for knowing and observing accepted principles of scholarly research and writing in all academic work.

Academic dishonesty or cheating includes acts of plagiarism, forgery, fabrication or misrepresentation, such as the following:

- claiming the work or thoughts of others as your own
- copying the writing of others into your written work without appropriate attribution
- writing papers for other students or allowing them to submit your work as their own
- buying papers and turning them in as your own



- having someone else write or create all or part of the content of your assignments
- submitting the same paper for more than one study or class without explicit permission from the faculty members

General Principles

This program is committed to principles of trust, accountability, clear expectations and consequences. It is also committed to redemptive efforts, which are meaningful only in light of these principles. Students will be granted due process and the opportunity for an appeal.

Academic dishonesty offenses generally are subject to incremental disciplinary actions. Some first offenses, however, receive severe penalties, including dismissal from the program.

General Disciplinary

The following is a non-comprehensive list of possible actions apart from dismissal from the program: warning from a professor, program director; a lower or failing grade on an assignment, test or course; suspension or dismissal from the course; suspension or dismissal from the program.

Disciplinary Actions for Specific Offenses

Some academic dishonesty offenses call for specific disciplinary actions. The following have been identified:

Falsification of documents: Students who falsify or present falsified documents may be dismissed. Prospective students who are discovered to have presented falsified admission documents prior to admission shall be denied admission to the program. Should it be discovered after admission that a student had presented falsified documents for admission, such admission may be annulled and the record of academic achievement removed from the academic record, with appropriate notations. Such annulments or denials may be reviewed after one year.

Dishonesty in course requirements: Course work (a quiz, assignment, report, mid-term examination, research paper, etc.) in which a student has been dishonest generally will receive zero points towards the grade in fulfillment of a course requirement, and/or the student may receive a failing grade for the course. The professor of the course determines the appropriate consequence.

Final assignment: When a student cheats in a major or final assignment such as a comprehensive examination or presents plagiarized material in a major or final assignment, that student shall receive an F in that particular subject. Student cheats on more than two exams shall be dismissed from this program.