

Course Outline

Foundations of Human Resource Management



BUSS 2043 Offshore Study Period 1 - 2016

Internal - Hong Kong Baptist University

Introduction

Welcome

Welcome to BUSS 2043 Foundations of Human Resource Management.

This course has been designed to assist you to develop (i) foundation knowledge across the scope of Human Resource Management (HRM), (ii) an understanding of the context in which HRM practice occurs, (iii) skills in Human Resource (HR) problem solving, and (iv) comprehension, analytical and reflective skills.

This course will help people who want to make human resource management a career. No matter what discipline you work in – finance, marketing, engineering, production, or human resources – you will have to deal with the human side of enterprise if you are responsible for other people.

The educational philosophy applied to the development of this course assumes you are aware of the academic process and that you possess the skills necessary to progress in the materials set for each week. Accordingly, it is crucial that you have the ability to take control of your learning process and outcomes and be motivated to excel. We are keen to ensure the learning experience is interesting yet challenging and that you experience an environment that encourages you to succeed. As with any student of the University of South Australia you will be asked to demonstrate good research skills and apply professional standards of preparation and presentation for all of your written work.

Please read and clearly understand the parts of this Course Outline relating to assignments and assessment.

The preferred means for students to communicate regarding the course, its content, assessment and any queries are either via email generated from a UniSA student email account, or on the Course Learnonline site.

Some students choose to set up Facebook discussion pages to promote social contact and to discuss the course where they can control who participates. Whether discussing course content and assignments on the official Learnonline Discussion Forum or on Facebook or any other social media, students need to be aware that:

- There are risks in sharing assessable information in a public forum as other students may copy your ideas and they will be in breach of paragraphs 9.2.2 (c) and 9.2.1 (f) of the UniSA Assessment Policies and Procedures Manual. Both of these breaches usually incur a minimum penalty of zero for an assignment.
- Discussion on Facebook sites is not monitored by the course coordinator and so may be misleading or wrong, and, without this supervision, students must be very careful in assuming that any technical discussion is accurate or relevant.
- Under no circumstances should students engage in defamatory exchanges on Facebook sites – whether the postings relate to other students or to academic staff or to the University. If we become aware of any comments that are defamatory, the matter will be referred for formal action by the University's lawyers if those comments are not retracted or removed upon request. Accordingly, we strongly suggest that your discussion on any forum must be of a professional standard and not involve any personal attack or openly derogatory statements.

All queries should be directed to your tutors in the first instance. I am always happy to help you in the unlikely event your tutor is unavailable to answer your queries.

We wish you all the very best with your studies, and very much hope you find the course to be of real use to you. We certainly hope you enjoy it as much as academic staff did in structuring it for you.

Chia-Yen (Chad) Chiu, PhD
Course coordinator

Course Teaching Staff

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* Please refer to your Course homepage for the most up to date list of course teaching staff.

Local Contact Details

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Course Overview

Prerequisite(s)

There are no prerequisite courses to be completed before this course can be undertaken.

Corequisite(s)

There are no corequisite courses to be completed in conjunction with this course.

Course Aim

To provide students with an appreciation of current theoretical, sociological and practitioner-based issue and developments in the technical aspects of human resource management.

Course Objectives

On completion of this course, students should be able to:

CO1. Describe the main technical activities and responsibilities of human resource managers

CO2. Identify the implications of current and recent economic and sociological pressures on human resource management

CO3. Develop effective organisational responses to legal, political and ethical issues and developments which impinge on human resource practices and policies

CO4. Determine the changing roles and competencies of human resource practitioners in response to strategic and environmental modifications

CO5. Provide constructive feedback in a team setting.

Upon completion of this course, students will have achieved the following combination of Graduate Qualities and Course Objectives:

	Graduate Qualities being assessed through the course						
	GQ1	GQ2	GQ3	GQ4	GQ5	GQ6	GQ7
CO1	•		•	•			
CO2	•						•
CO3		•	•		•	•	
CO4	•						
CO5			•	•			

Graduate Qualities

A graduate of UniSA:

GQ1. operates effectively with and upon a body of knowledge of sufficient depth to begin professional practice

GQ2. is prepared for life-long learning in pursuit of personal development and excellence in professional practice

GQ3. is an effective problem solver, capable of applying logical, critical, and creative thinking to a range of problems

GQ4. can work both autonomously and collaboratively as a professional

GQ5. is committed to ethical action and social responsibility as a professional and citizen

GQ6. communicates effectively in professional practice and as a member of the community

GQ7. demonstrates international perspectives as a professional and as a citizen

Course Content

The effects of sociological, legal, economic, ethical, political, strategic and environmental changes, issues and developments on human resource management processes, practices, programs and policies.

Teaching and Learning Arrangements

Workshop 3 hours x 10 weeks

Unit Value

4.5 units

Additional assessment requirements

There are no additional assessment requirements identified for this course.

Learning Resources

Textbook(s)

You will need continual access to the following text(s) to complete this course. The library does not hold multiple copies of the nominated text books. It is strongly recommended that you purchase the book(s).

Stone, R J 2013, *Managing human resources*, 4th edn, Wiley, Milton, Queensland.

Reference(s)

Ehnert, Ina; Harry, Wes; Zink, Klaus J 2014 *Sustainability and human resource management: developing sustainable business organizations*, Springer Berlin Heidelberg: ISBN 9783642375248

Entrekin, Lanny; Scott-Ladd, Brenda D 2014, *Human resource management and change a practising manager's guide* : Routledge, London. ISBN: 0-415-82404-4; 1-299-98046-5

Kramar, R, Bartram, T & De Cieri, H 2014, *Human resource management*, 5th edn, McGraw-Hill, Australia. ISBN 9781743070536

Kreitner, R & Kinicki, A 2013, *Organisational behaviour*, 10th edn, McGraw Hill/Irwin, New York. ISBN 9780078029363 0078029368

Machado, Carolina; Melo-Pinto, Pedro 2014; *Advances in human resources management and organizational development (AHRMOD)*; EBSCOhost Publisher: Hershey, PA ISBN: 9781466647329; 1466647329. Access this Book Online: Full text available via EBSCOhost Ebooks

Mathis, Robert L.; Jackson, John Harold 2014; Valentine, Sean, *Human resource management*, 14th edition, Cengage Learning, Australia. ISBN: 9781133953104

Phillips, Jean M; Gully SM, 2014 *Human resource management*, Cengage Learning, Australia. ISBN: 9781111533557; 1111533555

Storey, J 2007, *Human resource management: a critical text*. 3rd edn, Thomson Learning, United Kingdom. ISBN 9781844806157 (This text presents a radically different view of HRM from most other HRM texts).

Materials to be accessed online

learnonline course site

All other course related materials can be accessed through your learn**online** course site which you will be able to access from the my Courses section in myUniSA.

myUniSA

All study related materials can be accessed through: <https://my.unisa.edu.au>

Assessment

Assessment Details

Details of assessment submission and return are listed under each assessment task. Assessment tasks will be returned to you within two to three weeks of submission.

If the Course Coordinator allows submissions in hard copy format, you will be required to attach an Assignment Cover Sheet which is available on the [learnonline student help](#) and in myUniSA.

Assessment Summary

#	Form of assessment	Length	Duration	Weighting	Due date (Adelaide Time)	Submit via	Objectives being assessed
1	Annotated bibliography	1000 words	N/A	15%	4 Feb 2016, 2:30 AM	learnonline	CO1
2	Case Study and Peer Reflection	2500 words	N/A	35%	13 Mar 2016, 2:30 AM	learnonline	CO3, CO4, CO5
3	Examination	NA	2 hours	50%	Other - TBA	attend in person	CO2, CO4

Feedback proformas

The feedback proforma is available on your **learnonline** course site. It can be accessed via the Feedback Form link in the Course Essentials block.

Assessments

Assessment #1 - Annotated bibliography (Graded)

Weighting: 15%

Maximum 1,000 words (5 annotations each approximately 200 words each)

Due date and time

Please note carefully. Submit your assignment by February 3 by 11:55 pm (HK time).

Assessment objective:

Explain the significance of the human resource management role in organisations, its different facets and its contribution to the achievement of corporate goals.

This assessment will help you develop information literacy skills which you will then apply in assessment 2 – the online case study.

Required:

5 annotated references each of 200 words = approx. 1000 words in total

Your task:

Locate five (5) relevant references from the Human Resource Management literature which address the aim and objectives of the course. You are encouraged, but not compelled to use these references in Assignment 2 set for the case studies found at the end of each chapter of Stone (2013).

Your references should be from:

Refereed academic journal articles

Three (3) references will come from refereed academic journal articles published between 2012-2016

HRM textbook chapter

One (1) reference will come from your prescribed textbook (Stone 2013)

One (1) other reference published at any time up to 2016

This can be sourced from:

Newspaper articles, business magazines, HRM research case studies, an eReading, conference proceedings, or professional organisations such as the HKIRM or the Chartered Institute of Personnel Development (CIPD) fact sheets <http://www.cipd.co.uk/hr-resources/factsheets/>

Start your search by using the refereed journal *Human Resource Management*.

The *Human Resource Management* journal is a great resource for finding articles as it is a refereed academic journal, so it contains articles of high quality.

Other excellent HRM academic journals you could use for your assessment include:

Human Resource Management Review

Human Resource Management

International Journal of Human Resource Management

Asia Pacific Journal of Human Resources

Journal of Industrial Relations

Personnel Review

Industrial Relations Journal

Journal of Applied Psychology

Journal of Organizational Behavior

Journal of Vocational Behavior

Personnel Psychology

Please note:

Sometimes a journal is available through more than one database. In these cases, choose the link which includes the most recent articles. Once you're in a journal, you can then search the contents to find articles relevant to your assessment.

You should then widen your search from this journal to other refereed HRM journals, a relevant chapter or part of a chapter from Stone 2013, newspaper articles dealing with HRM issues, HRM magazines, HRM research case studies, eReadings, conference proceedings, and articles published by professional associations such as HKIHRM.

Presentation of your document

At the end of Assignment 1 attach a reference list of the 5 annotations using the Harvard method: <http://resource.unisa.edu.au/mod/resource/view.php?id=9819>

Show a total word count for the five annotations (your references, headers, footers are not included in your word count).

Show a URL and date accessed for each reference except Stone (2013).

Visit the Course Learnonline web page and look under 'Assessment' for a comprehensive set of resources to assist you in providing a quality document. Also please use the library help.

Extensions to assignment due date

For this course, a 7-day extension may be allowed but this is not automatic and it must be applied for via the learnonline website.

Students should note the following:

Requests for an extension of time for submission of an assignment should be made at least two days before the due date of the assignment via the "Extensions" menu on the Course website. Please monitor your request on

the course learnonline site so you will know if your extension has been approved.

The Business School policy is as follows:

Assignments must be submitted by the time specified on the due date. 10% a day will be deducted from the total available mark, for up to 7 calendar days. After 7 calendar days the assignment will no longer be accepted.

Extensions of more than 7 days (but no longer than 10 days) may be granted to students, only in exceptional circumstances (for example, genuine illness, family bereavement) and where supported by a medical certificate or other evidence.

Work commitments or pre-arranged holidays are insufficient grounds on which to apply for or be granted an extension. Many students studying this course are working and studying at the same time. As such, it is a question of equality and fair treatment for all.

Assessment #2 - Case Study (Graded)

Weighting: 35%

2,500 words (ranging from 2250 to 2750 in-text words, which excludes the reference list)

Case title: Graduate trainee selection at Pacific International Airlines (page 288 to 289 in Stone, 2013). Please answer questions 1, 2, and 3 ONLY.

This case study provides the student with an opportunity to apply HRM theoretical concepts to real-life experiences.

Assignment objectives:

- demonstrate knowledge of the variety of techniques available to HR practitioners in carrying out the various activities of operational HRM.
- identify appropriate techniques for use in specific operational HRM situations.

Note carefully:

The closing date and time for assessment 2 is 12 March by 11:55 pm (HK time).

The minimum number of required references is twelve (12)

Please use at least eight(8) HR refereed journal articles + four(4) other references in this assignment

The *Human Resource Management* journal is a great resource for finding articles as it is a refereed academic journal, so it contains articles of high quality.

Other excellent HRM academic journals you could use for your case studies include:

Academy of Management Journal
Administrative Science Quarterly
Asia Pacific Journal of Human Resources
Human Resource Management Review
Human Resource Management
Industrial and Labor Relations Review
International Journal of Human Resource Management
Journal of Industrial Relations
Organizational Behavior and Human Decision Processes
Personnel Psychology
Personnel Review
Industrial Relations Journal
Journal of Management

Journal of Applied Psychology
Journal of Organizational Behavior
Journal of Vocational Behavior
Personnel Psychology
Personnel Review
Strategic Management Journal

Please note:

Sometimes a journal is available through more than one database. In these cases, choose the link which includes the most recent articles. Once you're in a journal, you can then search the contents to find articles relevant to your case study.

Also use Google Scholar, but not Google. For more information about accessing Google Scholar visit the UniSA Library guide *Beyond Google for your Research*.

Visit the course Learnonline website for a comprehensive set of library resources to assist you in this assignment.

Extension to contribution due dates

Students should note the following:

Requests for an extension of time for submission of an assignment should be made online.

The Business School policy is as follows:

Contributions must be submitted by the time specified on the due date. Assessment 10% a day will be deducted from the total available mark, for up to 7 calendar days. After 7 calendar days the assignment will no longer be accepted.

Extensions of more than 7 days (but no longer than 10 days) may be granted to students, only in exceptional circumstances (for example, genuine illness, family bereavement) and where supported by a medical certificate or other evidence.

Examination

A sample examination paper will be made available to students.

Exam Duration: 120 minutes

Reading Time: 10 minutes

NESB Time: 20 minutes

During this exam, you must not have in your possession, any book, notes, paper, electronic device(s), calculator, pencil case, mobile phone or other material/item which has not been authorised for the exam or specifically permitted as noted below. Any material or item on your desk, chair or person will be deemed to be in your possession. You are reminded that possession of unauthorised materials in an exam is a disciplinary offence.

To pass the course you need an aggregate of assessment 1 marks + assessment 2 marks+ the exam in order to gain an overall grade of P2 or better.

Supplementary Assessment

Supplementary assessment is not available for this course.

Important information about all assessment

All students must adhere to the University of South Australia's policies about assessment: <http://w3.unisa.edu.au/policies/manual/default.asp>.

Students with disabilities or medical conditions

Students with disabilities or medical conditions or students who are carers may be entitled to a variation or modification to standard assessment arrangements. See Section 7 of the Assessment Policy and Procedures Manual (APPM) at: <http://w3.unisa.edu.au/policies/manual/default.asp>

Information for students with disabilities is available at: <http://www.unisa.edu.au/Disability/Current-students/>

Variations to assessment tasks

Variation to assessment methods, tasks and timelines can be provided in:

Unexpected or exceptional circumstances, for example bereavement, unexpected illness (details of unexpected or exceptional circumstances for which variation can be considered are discussed in clauses 7.8 - 7.10 of the Assessment Policy and Procedures Manual). Variation to assessment in unexpected or exceptional circumstances should be discussed with your course coordinator as soon as possible.

Special circumstances, for example religious observance grounds, or community services (details of special circumstances for which variation can be considered are discussed in clause 7.11 of the Assessment Policy and Procedures Manual). Variations to assessment in expected circumstances must be requested within the first two weeks of the course (or equivalent for accelerated or intensive teaching).

More information about variation to assessment may be found by consulting the relevant policy: <http://w3.unisa.edu.au/policies/manual/default.asp>(section 7).

Academic Integrity

UniSA is committed to fostering and preserving the scholarly values of curiosity, experimentation, critical appraisal and integrity. Students are expected to demonstrate the highest standards of academic integrity.

Academic integrity is a term used at university to describe honest behaviour as it relates to all academic work (for example papers written by staff, student assignments, conduct in exams, etc) and is the foundation of university life. One of the main principles is respecting other people's ideas and not claiming them as your own. Anyone found to have used another person's ideas without proper acknowledgement is deemed guilty of Academic Misconduct and the University considers this to be a serious matter.

The University of South Australia wants its students to display academic integrity so that its degrees are earned honestly and are trusted and valued by its students and their employers. To ensure this happens and that students adhere to high standards of academic integrity and honesty at all times, the University has policies and procedures in place to promote academic integrity and manage academic misconduct for all students. Work submitted electronically by students for assessment will be tested using the text comparison software Turnitin <http://www.turnitin.com>.

More information about academic integrity and what constitutes academic misconduct can be found in Section 9 of the Assessment Policies and Procedures Manual (APPM) at: <http://w3.unisa.edu.au/policies/manual/> or on the Academic Integrity Module website at: <https://lo.unisa.edu.au/mod/book/view.php?id=252142>

Submission and return of assessment tasks

See above under Assessment details.

Action from previous evaluations

All the staff who teach this course take very seriously all student feedback
Where possible, the next time the course is offered, it will take into account student comments.

Course Calendar

Offshore Study Period 1 - 2016

Weeks	Topic	Notes	Assessment Details (Adelaide Time)
1 18 - 24 January	HR Staffing: Planning, Recruiting, & Selection (Ch2, 5, 6, & 7)	Prof. Marie Wilson	
2 25 - 31 January	Strategic HRM (Ch1)		
3 01 - 07 February	HR Development (Ch 9)		Annotated bibliography due 04 Feb 2016, 2:30 AM
08 - 14 February	Mid-break	Chinese New Year	
4 15 - 21 February	Career Planning & Development (Ch 10)		
5 22 - 28 February	Appraising and Managing Performance (Ch 8)		
6 29 February - 06 March	Rewarding Human Resources (Ch 11)		
7 07 - 13 March	Employee Relations & Engagement (Ch 12)		Case Study due 13 Mar 2016, 2:30 AM
8 14 - 20 March	Employee Health, Safety, & Wellness (Ch 13)		
9 21 - 27 March	Managing Diversity & International HRM (Ch 14&15)		
10 28 March - 03 April	Assessing HRM Effectiveness (Ch 16)		
04 - 10 April	Mid-break	Study Break	
11 - 17 April	Exam week		