



**College of Commerce
Division of Economic and Financial Studies
Department of Business**

HRM107

**INTRODUCTION TO
HUMAN RESOURCES**

***UNIT OUTLINE
SEMESTER 1, 2008***

Unit Convenor: Dr Angie Knox

Lectures: Tuesday 11am to 2pm
Wednesday 6pm to 9pm

Prerequisites: Entry to BBA or BHRM

Students in this unit should read the Unit Outline carefully at the beginning of the semester. It contains important information about the unit. If anything in it is unclear, please consult the Unit Convenor.

ABOUT THIS UNIT

HRM107 is a 3 credit point unit.

The aim of this subject is to provide you with an understanding of the key issues and contemporary developments in this discipline. The subject examines the role and changing nature of Government, employers (and their representatives) and employees (and their representatives) in the field of employment relations. Accordingly, this subject includes an analysis of the various aspects of employment relations that influence the management of workers, including: centralisation, decentralisation, and forms of collective bargaining and individual bargaining. The influence of trade unions is also examined and their impact on workplace performance is evaluated. Particular issues such as conflict and resistance, employment restructuring, flexible work organisation, work-life balance and women at work are also considered.

TEACHING STAFF

Convenor: Dr Angie Knox aknox@efs.mq.edu.au
Room: E4A-633 Ph. 9850 6468
Consultation: Wednesday 4-6pm

CLASSES

Lecture/Seminar Time: Tuesday 11 am-2 pm (E6A 133) OR Wednesday 6 pm-9 pm (C5C T1)
iLecture will be available but it is preferable that you attend each class in person.

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

Prescribed Text

Bray, M., Deery, S., Walsh, J. and Waring, P. (2005). Industrial Relations: a Contemporary Approach (3rd ed.). Sydney: McGraw Hill.

Prescribed Unit Materials

Course Notes- Introduction to Human Resources Readings.

Journals

The following journals contain many articles in the area of employment relations and may be useful to students:

Industrial Relations Journal
British Journal of Industrial Relations
International Journal of Human Resource Management
Employee Relations
Journal of Industrial Relations
Human Resource Management Journal

LEARNING OUTCOMES

The learning outcomes of this unit are:

- A detailed understanding of the major concepts in employment relations, including trade unionism, collectivism and individualism, human resource management and contemporary trends in employment and work organisation.
- Demonstration of an ability to analyse policy debates regarding the employment and management of workers.
- An ability to understand the implications of changes in work organisation, employment structures and political regulation for the character of work.

In addition to the discipline-based learning objectives, all academic programs at Macquarie seek to develop students' generic skills in a range of areas. One of the aims of this unit is that students develop skills in the following:

- written and oral communication skills
- taking responsibility for your own learning
- critical analytical skills

TEACHING AND LEARNING STRATEGY

This unit is taught using lectures and seminars (whole-of-class tutorial discussions). Students are expected to read in advance of lectures and participate in seminars.

LECTURE PROGRAM

Lecture 1 Introduction to Human Resources

Date: Tuesday or Wednesday February 26 or 27

Lecture 2 Australian Employment Relations in Transition

Date: Tuesday or Wednesday March 4 or 5

Lecture 3 Flexibility & the Changing Nature of Employment

Date: Tuesday or Wednesday March 11 or 12

Lecture 4 Collectivism, Individualism, HRM and Non Unionism

Date: Tuesday or Wednesday March 18 or 19

Lecture 5 Trade Union Decline

Date: Tuesday or Wednesday March 25 or 26

Lecture 6 Trade Unions and Performance

Date: Tuesday or Wednesday April 1 or 2

Lecture 7 Equity in the Workplace

Date: Tuesday or Wednesday April 8 or 9

**** MID-SEMESTER ASSESSMENT TASK DUE 11th APRIL ****
SEMESTER BREAK

Lecture 8 Conflict and Resistance

Date: Tuesday or Wednesday April 29 or 30

Lecture 9 Work-life Balance

Date: Tuesday or Wednesday May 6 or 7

Lecture 10 Women in the Workforce

Date: Tuesday or Wednesday May 13 or 14

Lecture 11 Contemporary Issues in Employment

Date: Tuesday or Wednesday May 20 or 21

Lecture 12 Strategic HRM

Date: Tuesday or Wednesday May 27 or 28

Lecture 13 Course Review

Date: Tuesday or Wednesday June 3 or 4

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

Knowledge and understanding of Introduction to Human Resources is assessed using a combination of written pieces of work. There are two major assessment components: a mid-semester test and a final exam.

Mid-Semester Assessment (worth 50%)

This assessment will consist of a 'take home task' that focuses on appraising your knowledge and understanding of the content covered during the first half of the course (week 1 to week 6). It will consist of short answer questions and it is to be completed in your own time and submitted to ERIC by the due date (11 April). You will receive a copy of the task 10 days in advance of the due date, as well as any additional instructions. You must abide by the stipulations regarding the maximum length of your answers, as detailed in the task. You will be penalised if you do not follow these instructions.

Due Date: Friday 11 April

FINAL EXAMINATION (worth 50%)

The final exam will be held in the formal examination period. The examination will be 'closed book'. Further details will be given later in the semester regarding format and content.

The University examination period in First Half Year 2008 is from 11 June to 27 June.

You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. The timetable will be available in Draft form approximately eight weeks before the commencement of the examinations and in Final form approximately four weeks before the commencement of the examinations.

<http://www.timetables.mq.edu.au/exam>

The only exception to not sitting an examination at the designated time is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for Special Consideration. Information about unavoidable disruption and the special consideration process is available at <http://www.reg.mq.edu.au/Forms/APSCon.pdf>

If a Supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled after the conclusion of the official examination period.

You are advised that it is Macquarie University policy not to set early examinations for individuals or groups of students. All students are expected to ensure that they are available until the end of the teaching semester, that is the final day of the official examination period.

PLAGIARISM

The University defines plagiarism in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties. You must read the University's practices and procedures on plagiarism. These can be found in the *Handbook of Undergraduate Studies* or on the web at: <http://www.student.mq.edu.au/plagiarism/>

The policies and procedures explain what plagiarism is, how to avoid it, the procedures that will be taken in cases of suspected plagiarism, and the penalties if you are found guilty. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee.

UNIVERSITY POLICY ON GRADING

Academic Senate has a set of guidelines on the distribution of grades across the range from fail to high distinction. Your final result will include one of these grades plus a standardised numerical grade (SNG).

On occasion your raw mark for a unit (i.e., the total of your marks for each assessment item) may not be the same as the SNG which you receive. Under the Senate guidelines, results may be scaled to ensure that there is a degree of comparability across the university, so that units with the same past performances of their students should achieve similar results.

It is important that you realise that the policy does not require that a minimum number of students are to be failed in any unit. In fact it does something like the opposite, in requiring examiners to explain their actions if more than 20% of students fail in a unit.

The process of scaling does not change the order of marks among students. A student who receives a higher raw mark than another will also receive a higher final scaled mark.

For an explanation of the policy see <http://www.mq.edu.au/senate/MQUOnly/Issues/Guidelines2003.doc> or <http://www.mq.edu.au/senate/MQUOnly/Issues/detailedguidelines.doc>.

STUDENT SUPPORT SERVICES

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at <http://www.student.mq.edu.au>.

CLASSROOM ETIQUETTE

Students are expected to arrive on time, certainly before five minutes past the hour, and not to leave until the class ends. If you have a recurring problem that makes you late, or forces you to leave early, have the courtesy to discuss this with your lecturer/tutor. Students are expected to be quiet during lectures unless, of course, class participation is required. Mobiles should be turned off during classes; not simply set to “silent”.

REFERENCING GUIDELINES

Citing References

1. Citations to references in the essay should be as follows:

Blyton and Turnbull (1992) argue that human resource management ...

or

Recent developments in human resource management (Blyton & Turnbull, 1992) ...

2. When there are **more than two** authors, the first citation should be

Deery, Iverson and Erwin (1994) argue that organisational commitment...

Subsequent citations should be: Deery et al. (1994) assert that organisational commitment ...

or

The importance of organisational commitment (Deery, Iverson & Erwin, 1994) ...

Subsequent citations should be: The effect of industrial relations climate ... (Deery et al., 1994)

3. When there are **two or more** citations within the same parentheses, the order is alphabetized, e.g.,

The recruitment and retention of employees is fundamental to organisations (Deery & Walsh, 1999; Gahan, 1992; Jones, 1990; Smith, 1989).

Quotes

4. When quoting always provide page numbers, e.g.,

"It is assumed that both workers and management share a common objective" (Deery & Walsh, 1999, p. 5).

or

Deery and Walsh (1999) "assumed that both workers and management share a common objective" (p. 5).

Secondary Sources

5. When you do not have access to the original material that has been cited in another's work, the citation is:

Hyman and Fryer (1975, cited in Deery & Walsh, 1999) argue that rather and there being symmetry in the distribution of power ...

In the References only the actual work read is included e.g., in the above example Deery and Walsh would be included and Hyman and Fryer (1975) would be excluded from the References.

References

6. The reference list appears on a separate page at the end of the essay and includes all references cited in the essay. They are listed in alphabetical order, by the first author's surname, with the title, year of publication, title, and publishing information provided, e.g.,

Abbott, J., De Cieri, H., & Iverson, R.D. (1998). Costing turnover: Implications of work/family conflict at management level. *Asia Pacific Journal of Human Resources*, 36 (1), 25-43.

Deery, S.J., Iverson, R.D., & Erwin, P.J. (1994). Predicting organisational and union commitment: The effect of industrial relations climate. *British Journal of Industrial Relations*, 32 (4), 581-597.

Guest, D.E. (1992). Employee commitment and control. In J. F. Hartley & G.M. Stephenson (Eds). *Employment relations* (pp. 111-135). Oxford: Blackwell.

Young, W.R., McHugh, P.P., & Reed, C.S. (1992). A cross-national comparison of company and union commitment: A meta-analysis. *Proceedings of the 44th Annual Meeting, Industrial Relations Research Association*. WI: IRRA.

Note: Students can **underline** rather than **italicize** titles if an italicized font is not available.