HRM 107: Introduction to Human Resources

UNIT OUTLINE
Semester 2, 2005

Lecture: Tuesday, 8-11am, E6A 131, or Wednesday, 6-9pm. E6A 108

Unit Convenor: Dr Angie Knox

Prerequisites: Entry to 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 labour 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
Room: C5C-316
Consultation:
aknox@efs.mq.edu.au
Ph. 9850 6468
Wednesday 4-6pm

CLASSES
Lecture/Seminar Time: Tuesday 8-11 am in E6A131 OR
Wednesday 6-9 pm E6A108
REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS
Prescribed Text


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

UNIT WEB PAGE
There is no web page for this unit.

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 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 analysis 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 August 2 or 3

Lecture 2  Australian Employment Relations in Transition
Date: Tuesday or Wednesday August 9 or 10

Lecture 3  Flexibility & the Changing Nature of Employment
Date: Tuesday or Wednesday August 16 or 17

ESSAY TIPS

Lecture 4  Workplace Transformation
Date: Tuesday or Wednesday August 23 or 24

RESEARCH PROJECT DUE

Lecture 5  Collectivism, Individualism, HRM and Non Unionism
Date: Tuesday or Wednesday August 30 or 31

Lecture 6  Trade Union Decline
Date: Tuesday or Wednesday September 6 or 7

Lecture 7  Trade Unions and Performance
Date: Tuesday or Wednesday September 13 or 14

ESSAY DUE

SEMESTER BREAK

Lecture 8  Conflict and Resistance
Date: Tuesday or Wednesday October 4 or 5

Lecture 9  Fairness and HRM
Date: Tuesday or Wednesday October 11 or 12
SPEAKER (Tuesday 11th)

Lecture 10  Work-life Balance
Date: Tuesday or Wednesday October 18 or 19

Lecture 11  Women in the Workforce
Date: Tuesday or Wednesday October 25 or 26

Lecture 12  Strategic HRM
Date: Tuesday or Wednesday November 1 or 2
SPEAKER (Tuesday 1st)

Lecture 13  Course Review
Date: Tuesday or Wednesday November 8 or 9
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 three assessment components: an essay, a research project and a final exam.

Essay (worth 30%)

You are required to submit an essay on the following:

Examine the theory related to employment flexibility and discuss whether research evidence supports the propositions made by these theories.

Length: up to a maximum of 2000 words

Due Date: Wednesday 14 September

Marks: 30

If you have any queries or questions about the essay, please discuss them with me. Essays should be typewritten and formatted in accordance with the guidelines on p. 7-8 in this handout. Unless there are extenuating circumstances, late submissions will be penalised by deduction of marks at the rate of 10 per cent per day.

A Research Project (worth 10%)

You are required to read the article (in your collection of readings) by Isaac (1998) entitled: “Australian Labour Market Issues: An Historical Perspective”. Using your research skills, find a related article in an academic journal. The second article can either present a similar or an opposing point of view to that presented by Isaac. The purpose of this research project is for you to summarise the two articles, comparing and contrasting their respective arguments. You are required to use correct Harvard citation and referencing technique (refer to p. 7-8 of this handout).

Length: up to a maximum of 500 words (approx. one page typed)

Due Date: Wednesday 24 August

Marks: 10

Final Examination (worth 60%)

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 Second Half Year 2005 is from 16 November to 2 December.

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

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.
ESSAY GUIDELINES

Failure to follow these instructions will result in the essay being returned to the student for rewriting in an acceptable format. Also, plagiarism will not be tolerated in any form, and will result in automatic failure.

Format of Essay
1. Essays should be typewritten using double spacing.
2. Under no circumstances should an essay be typed on both sides of a single page.
3. A margin of around 30 millimetres should be provided on both the left and right sides of the page so that examiners' comments can be made.
4. Quotations of up to two lines should be enclosed in double inverted commas with the appropriate page number. Quotations greater than two lines should be indented and single spaced (inverted commas are unnecessary).
5. Avoid using sexist or other biased language, and use the third-person tense when writing.

Citing References
6. 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) ...

7. 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)

8. 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
9. 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
10. 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
11. 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.,


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