Course Outline

Code: HRM210
Title: Managing Human Resources

School: Business
Teaching Session: Semester 1
Year: 2020
Course Coordinator: Dr Dan Abell
Course Moderator: Professor Karen Becker

Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?
   1.1 Description
   An organisation’s human resources are a unique source of sustainable competitive advantage. The ability to lead and manage these people is integral to success in all industries. In this course, you will gain understanding of how to utilise human resource management systems and processes to drive business success. You will learn knowledge and skills in human resource planning, employer branding, recruitment & selection, retention, performance management, wellbeing and workforce analytics.

   1.2 Field trips, WIL placements or activities required by professional accreditation
   N/A

2. What level is this course?
   200 level Developing – Applying broad and/or deep knowledge and skills to new contexts. May require pre-requisites and introductory level knowledge/skills. Normally undertaken in the 2nd or 3rd year of an undergraduate program.

3. What is the unit value of this course?
   12 units
4. How does this course contribute to my learning?

<table>
<thead>
<tr>
<th>Specific Learning Outcomes</th>
<th>Assessment tasks</th>
<th>Graduate Qualities or Professional Standards mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>On successful completion of this course, you should be able to:</td>
<td>You will be assessed on the learning outcomes in task/s:</td>
<td>Completing these tasks successfully will contribute to:</td>
</tr>
</tbody>
</table>

- **Demonstrate knowledge of human resource management strategy and practice.**
  - 1, 2 and 3

- **Demonstrate effective communication for the Human Resource Management profession.**
  - 2 and 3

- **Demonstrate an understanding of effectively managing and working in teams in a human resource management context.**
  - 2

- **Apply creative and critical thinking to human resource management strategy and practice.**
  - 2 and 3
  - Creative and critical thinkers.

5. Am I eligible to enrol in this course?

Refer to the [USC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1 Enrolment restrictions

Nil

5.2 Pre-requisites

Nil

5.3 Co-requisites

Nil

5.4 Anti-requisites

Nil

5.5 Specific assumed prior knowledge and skills (where applicable)

N/A

6. How am I going to be assessed?

6.1 Grading scale

Standard – High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL)

6.2 Details of early feedback on progress

In week three of the course students will be given an opportunity to receive feedback on their progress through a practice online-quiz and draft assignments structures will be reviewed in tutorials.
6.3 Assessment tasks

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Assessment Product</th>
<th>Individual or Group</th>
<th>Weighting %</th>
<th>What is the duration / length?</th>
<th>When should I submit?</th>
<th>Where should I submit it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quiz/zes</td>
<td>Individual</td>
<td>20%</td>
<td>1 hour</td>
<td>Week 4, Friday, Before 4pm (AEST)</td>
<td>Quiz (Online Test)</td>
</tr>
<tr>
<td>2</td>
<td>Oral, and Written Piece</td>
<td>Group</td>
<td>30%</td>
<td>15 Minutes and 1000 words</td>
<td>Week 6 or 7, at a time allocated by your marker.</td>
<td>Online Assignment Submission with Plagiarism check</td>
</tr>
<tr>
<td>3</td>
<td>Oral, and Written Piece</td>
<td>Individual</td>
<td>50%</td>
<td>5 Minutes and 1000 words</td>
<td>Week 13, at a time allocated by your marker.</td>
<td>Online Assignment Submission with Plagiarism check</td>
</tr>
</tbody>
</table>

Assessment 1: Quiz

**Goal:** To assess knowledge of human resource management strategy and practice.

**Product:** Quiz/zes

**Format:**
This quiz is designed to test your content knowledge of the course material. The test includes multiple-choice questions on the topics covered in Weeks 1 to 3 (Chapter 1 to 5). Additional details will be provided in the Assessment area on Blackboard.

**Criteria:** Demonstrate knowledge of human resource management strategy and practice.

Assessment Task 2: Interview

**Goal:** The goal of the Interview Role Play is for you, as part of a group, to demonstrate your knowledge of human resource management strategy and practice.

**Product:** Oral and Written Piece

**Format:**
1. As a group, prepare for and participate in an interview.
2. As a group, complete a summary of key references that helped inform your practice (using the template provided).
3. Individually, complete a learning reflection (using the template provided).

Additional details will be provided in the Assessment area on Blackboard.

**Criteria:** The following criteria are considered:
- Identification and critical analysis of pertinent issues in human resource management strategy and practice.
- Demonstrate critical thinking to develop and evaluate appropriate solutions to human resource management problems.
- Referencing of sources of information using Harvard referencing style.
- Demonstrate reflective thinking for human resource management problem solving and decision making.
- Clarity, logic and flow of arguments presented.
- Use of appropriate verbal and non-verbal communication (posture, gesture, eye contact, and vocal expressiveness).
- Use of interpersonal skills when engaging with team members.
- Acknowledgement and facilitation of strengths and skills of team members.
- Individual contribution to the group task.
Assessment Task 3: Case Study Advice

**Goal:**
To demonstrate your advanced oral communication skill and knowledge of human resource management strategy and practice.

**Product:**
Oral and Written Piece

**Format:**
This is an individual assessment task.

1. Through an oral presentation, share your human resource management strategy and practice advice regarding an assigned case study.
2. Complete a summary of key references (using the template provided).
3. Complete a learning reflection (using the template provided).

Additional details will be provided in the Assessment area on Blackboard.

**Criteria:**
The following criteria are considered:

- Identification and critical analysis of pertinent issues in human resource management strategy and practice.
- Demonstrate critical thinking to develop and evaluate appropriate solutions to human resource management problems.
- Referencing of sources of information using Harvard referencing style.
- Demonstrate reflective thinking for human resource management problem solving and decision making.
- Clarity, logic and flow of arguments presented.
- Use of appropriate verbal and non-verbal communication (posture, gesture, eye contact, and vocal expressiveness).

### 7. Directed study hours

The directed study hours listed here are a portion of the workload for this course. A 12 unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

<table>
<thead>
<tr>
<th>Location:</th>
<th>Directed study hours for location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>On campus</td>
<td>Lecture (2 hours)</td>
</tr>
<tr>
<td></td>
<td>Tutorial (1 hour)</td>
</tr>
</tbody>
</table>

### 8. What resources do I need to undertake this course?

Please note that course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard site. Please log in as soon as possible.

### 8.1 Prescribed text(s) or course reader

Please note that you need to have regular access to the resource(s) listed below as they are required:

<table>
<thead>
<tr>
<th>Author</th>
<th>Year</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
</table>

### 8.2 Specific requirements

Nil
9. **How are risks managed in this course?**

Health and safety risks for this course have been assessed as low. It is your responsibility as a student to review course material, search online, discuss with lecturers and peers, and understand the health and safety risks associated with your specific course of study. It is also your responsibility to familiarise yourself with the University’s general health and safety principles by reviewing the online Health Safety and Wellbeing training module for students, and following the instructions of the University staff.

10. **What administrative information is relevant to this course?**

10.1 **Assessment: Academic Integrity**

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Blackboard, are electronically checked through SafeAssign. This software allows for text comparisons to be made between your submitted assessment item and all other work that SafeAssign has access to.

10.2 **Assessment: Additional requirements**

**Eligibility for Supplementary Assessment**

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:

a) The final mark is in the percentage range 47% to 49.4%

b) The course is graded using the Standard Grading scale

c) You have not failed an assessment task in the course due to academic misconduct

10.3 **Assessment: Submission penalties**

Late submission of assessment tasks will be penalised at the following maximum rate:

- 5% (of the assessment task’s identified value) per day for the first two days from the date identified as the due date for the assessment task.
- 10% (of the assessment task’s identified value) for the third day
- 20% (of the assessment task’s identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.
- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task.

Weekdays and weekends are included in the calculation of days late.

To request an extension, you must contact your Course Coordinator and supply the required documentation to negotiate an outcome.
10.4 Study help
In the first instance, you should contact your tutor, then the Course Coordinator. Additional assistance is provided to all students through Academic Skills Advisers. To book an appointment or find a drop-in session go to Student Hub.
Contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au

10.5 Wellbeing Services
Student Wellbeing Support Staff are available to assist on a wide range of personal, academic, social and psychological matters to foster positive mental health and wellbeing for your success. Student Wellbeing is comprised of professionally qualified staff in counselling, health and disability Services.

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, mental health issue, learning disorder, injury or illness, or you are a primary carer for someone with a disability, AccessAbility Services can provide assistance, advocacy and reasonable academic adjustments.

To book an appointment with either service go to Student Hub, email studentwellbeing@usc.edu.au or accessibility@usc.edu.au or call 07 5430 1226

10.6 Links to relevant University policy and procedures
For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website: http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching

10.7 General Enquiries
In person:

- USC Sunshine Coast - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- USC Moreton Bay – Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- USC SouthBank - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- USC Gympie - Student Central, 71 Cartwright Road, Gympie
- USC Fraser Coast - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- USC Caboolture - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890
Email: studentcentral@usc.edu.au
## Appendix 1  Course content

<table>
<thead>
<tr>
<th>Week # / Module #</th>
<th>What key concepts/content will I learn?</th>
<th>Directed Study Activities: teaching components</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Evolution &amp; Context of Strategic Human Resource Management (Chapter 1 &amp; 2)</td>
<td>Lecture, Tutorial</td>
</tr>
<tr>
<td>2</td>
<td>Industrial relations: frameworks and practice (Chapter 3)</td>
<td>Lecture, Tutorial</td>
</tr>
<tr>
<td>3</td>
<td>Human resource planning and work design challenges in a changing, global environment (Chapter 4 &amp; 5)</td>
<td>Lecture, Tutorial</td>
</tr>
<tr>
<td>4</td>
<td>Talent attraction and selection (Chapter 6)</td>
<td>Lecture, Tutorial</td>
</tr>
<tr>
<td>5</td>
<td>Talent retention and development (Chapter 7)</td>
<td>Lecture, Tutorial</td>
</tr>
<tr>
<td>6</td>
<td>Assessment Task 2</td>
<td>No classes</td>
</tr>
<tr>
<td>7</td>
<td>Assessment Task 2</td>
<td>No classes</td>
</tr>
<tr>
<td>8</td>
<td>Management of performance (Chapter 8)</td>
<td>Lecture, Tutorial</td>
</tr>
<tr>
<td>9</td>
<td>Strategic reward management (Chapter 9)</td>
<td>Lecture, Tutorial</td>
</tr>
<tr>
<td>10</td>
<td>Managing work health and safety (Chapter 10)</td>
<td>Lecture, Tutorial</td>
</tr>
<tr>
<td>11</td>
<td>Workplace negotiation processes (Chapter 11)</td>
<td>Lecture, Tutorial</td>
</tr>
<tr>
<td>12</td>
<td>Evaluating SHRM: towards the future (Chapter 12)</td>
<td>Lecture, Tutorial</td>
</tr>
<tr>
<td>13</td>
<td>No classes: Assessment Task 3</td>
<td></td>
</tr>
</tbody>
</table>

Please note that the course activities may be subject to variation.

**Mid Semester Break:**
13th April 2020-19th April 2020 (Between Week 7 and Week 8)

**Public Holidays**
- Good Friday- Friday 10th April 2020 (Week 7)
- Labour Day - Monday 4th May 2020 (Week 10)