THE UNIVERSITY OF NEWCASTLE AUSTRALIA

MISSION: To develop a unique business school identity which is distinctive in the marketplace and provides a clear value proposition for students. This will be achieved by embedding the themes of entrepreneurship and innovation, digitalisation and data within our programs and embracing sustainability, work integrated learning and a commitment to social justice.

OVERVIEW

Course Description
Human Resource Management links people related activities to business strategy. The course develops a critical understanding of the role and functions of the various human resource activities in an organisation, providing students with a comprehensive review of key HRM concepts, techniques and issues. Topics include job analysis and design, recruitment and selection, evaluation, performance management, occupational health and safety, and the strategic contribution of HRM to organisational performance and evaluating HRM effectiveness. Working with contemporary case studies, students not only engage in collaborative and individual work processes but use communication and discourse characteristic of the HRM context and environment.

Contact Hours
Integrated Learning Session
Face to Face On Campus
2 hour(s) per Week for Full Term
Students are expected to complete 4 hours of guided learning via online preparation, lectures, interactive workshops, tutorials, discussion groups or self-directed learning and an additional 6 hours of independent study per week.

Unit Weighting
10

Assumed Knowledge & Pre-Requisites
Any Assumed Knowledge or Pre-Requisites for this course have been previously satisfied by the successful completion of courses within the approved student study plan.

Workload
Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

Course Learning Outcomes
On successful completion of this course, students will be able to:
1. Develop an understanding of key HR practices and activities necessary for an organisation's value creation and success;
2. Analyse human resource planning and forecasting techniques;
3. Investigate and evaluate the key procedures in recruitment and selection;
4. Understand key concepts and theories to develop effective performance management and rewards systems that reinforce desired employee behaviours;
5. Illustrate the essential features of a human resource information system and discover data that can be used to improve the effectiveness of HR functions and decision-making;
6. Understand diversity in the workplace and its value in attracting and retaining employees, boosting productivity and fostering innovation
7. Analyse and evaluate significant contemporary issues in human resource management including HRM's contribution to organisational performance.

COURSE OUTLINE

ASSESSMENT DETAILS

This course has **3** assessments. Each assessment is described in more detail in the sections below:

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	HRM Group Challenge	Sunday Week 6	Group	30%	2,3,4,7
2	Online Quizzes	Biweekly; Refer to the course schedule	Individual	30%	1,2,3,4,5,6,7
3	Final Examination	Formal Examination Period	Individual	40%	1,2,3,4,5,6,7

Please note: students are advised that all assessments must be submitted in English. Assessment items **not** submitted in English will receive a mark of zero.

Results of individual assessment items and final results, including those provided via the Learning Management System (LMS) are 'unofficial results' until they are confirmed as finalised by the School Assessment Body and the Head of School or delegate. Finalised results are released directly to students on the Fully Graded Date of the relevant Semester/Trimester.

Time referenced is time in Bangkok, Thailand

Late Submissions	The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 10% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. **Note**: this applies equally to week and weekend days.

Assessment 1 – HRM Group Challenge

Assessment Type	Video
Purpose	This assessment is designed to provide an opportunity for students to work through issues as they relate to scheduled course topics and provide an opportunity for students to build on and demonstrate their knowledge of HRM matters.
Description	In this assignment, students will form into groups, assuming that each group is a HRM team at a company. The groups will each create a video on HRM-related topics, to be viewed by the other classmates who are, in this hypothetical case, employees of the company in concern. Each group will choose a topic from a list provided by the lecturer. The videos will be uploaded on CANVAS for classmates to be able to view. In developing HRM videos, students will identify insights, techniques and/or another building block related to HRM. The training video may be in a format of students' choice and can include (but not limited to) exercise, mini-case, role-play and lecture.
Weighting	30%
Length	12-15 minutes
Due Date	Sunday of Week 6 by 11:59 pm via CANVAS
Submission Method	Online via CANVAS - refer instructions on course CANVAS under "Assessments"
Assessment Criteria	• Insightfulness of the video • Application of and relevance to essential knowledge and HRM concepts demonstrated with evidence • Engagement of audience creating a transformative experience • Effective communication throughout the video, e.g. professionalism and clarity, and delivery of the video
Return Method	Online
Feedback Provided	Online

Assessment 2 – Online Quizzes

Assessment Type	Online Quiz
Purpose	These quizzes assess students' understanding of the lecture material and readings required for workshops.
Description	There are six (6) quizzes in total. Each contains ten (10) multiple choice questions, based on the essential readings and lecture content. The total weighting is 30%, with each quiz counting for a maximum of 5 marks.
Weighting	30% (6 quizzes x 5%)
Length	15 minutes each
Due Date	To be informed in class

Submission Method	Online via course CANVAS site.
Feedback Provided	Online and generic feedback on multiple choice questions provided in class.

Assessment 3 - Final Examination

Assessment Type	Formal Exam
Purpose	The examination will test your knowledge, analytical and writing skills; and ability to apply the knowledge and skills you developed in IRHR2270.
Description	Students will complete a series of exam questions related to the contents covered in the course.
	This course has a **RESTRICTED OPEN BOOK** examination. A memory aid is permitted. The memory aid is a single double sided A4 sheet of handwritten or typed notes for use during the examination. Note: memory aids must be left on the examination table and cannot be removed from the examination venue.
Weighting	40%
Length	120 minutes
Due Date	During formal examination period
Submission Method	Formal Face-to-face Exam
Assessment Criteria	Instructions on course CANVAS under "assessments" tab
Return Method	Not Returned
Feedback Provided	No Feedback. Examination scripts will not be returned to students. Final examination scripts will be made available for review by students, upon request, in a controlled and monitored setting. Students are required to make requests, directly to the relevant course coordinator. Completed examination scripts are kept by the Newcastle Business School for a period of six (6) months only, from the relevant fully graded date. Requests made after the six (6) month period **cannot** be considered.

SYLLABUS

Course Content	**Topics in the course include but are not limited to the following:**
	1. HRM development, models and strategic alignment
	2. HRM structures and HR manager's profile and competencies
	3. Human resource planning and career development
	4. Job analysis and job redesign
	5. Affirmative action, equal employment opportunity and managing diversity
	6. Recruitment, selection and dismissal
	7. Performance and evaluation
	8. Reward management
	9. Occupational health and safety
	10. Training and development
	11. Auditing HRM. Evaluating HRM's contribution to organisational competitiveness; and
	12. Human Resource Information Systems (HRIS)
Course Materials	**Required Text:**
	Stone, R.J., Cox, A., & Gavin, M. (2020) *Human Resource Management,* 10th Edition, Australia: John Wiley & Sons, Ltd.
	ISBN: 9780730385356

SCHEDULE

Week	Topic	Class Preparation	Workshop Activities
1	Understanding HRM: Introduction and Overview		
2	Understanding HRM: The Environment	Chapters 1 & 2 Optional supplementary readings located on CANVAS.	
3	Acquisition of Human Resources 1: Recruitment	Chapters 5 & 6 Optional supplementary readings located on CANVAS.	**Quiz 1**
4	Acquisition of Human Resources 2: Selection	Chapter 7 Optional supplementary readings located on CANVAS.	
5	Development of Human Resources 1: Training	Chapter 7 Training in Noe, R., Hollenbeck, J., Gerhart, B. & Wright, P. (2021). Human resource management: Gaining a competitive advantage. McGraw Hill.	**Quiz 2**
6	Development of Human Resources 2: Career Planning and Motivation	Chapter 10 Optional supplementary readings located on CANVAS.	**Assessment 1, Video due:** Sunday of week 6 by 11:59 pm
7	Assessment of Human Resources: Performance Management	Chapter 8 Optional supplementary readings located on CANVAS.	**Quiz 3**
8	Compensation of Human Resources: Reward Management	Chapter 11 Optional supplementary readings located on CANVAS.	
9	Special Topics 1: Human Resource Information Systems (HRIS)	Chapter 3 Optional supplementary readings located on CANVAS.	**Quiz 4**
10	Special Topics 2: HRM and the Law	Chapter 4 Optional supplementary readings located on CANVAS.	
11	Special Topics 3: Workplace Health and Safety	Chapter 12 Optional supplementary readings located on CANVAS.	**Quiz 5**
12	Special Topics 4: International HRM and Managing Diversity Course Review and Exam Advice	Chapter 14 Optional supplementary readings located on CANVAS. Student course revision	**Quiz 6** Course Revision

CONTACTS

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ADDITIONAL INFORMATION

Grading Scheme   This course is graded as follows:

Range of Marks	Grade	Description
85-100	High Distinction (HD)	Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all assessment objectives.
75-84	Distinction (D)	Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives.
65-74	Credit (C)	Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes.
50-64	Pass (P)	Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic achievement; satisfactory development of skills*; and achievement of all learning outcomes.
0-49	Fail (FF)	Failure to satisfactorily achieve learning outcomes. If all compulsory course components are not completed the mark will be zero. A fail grade may also be awarded following disciplinary action.

*Skills are those identified for the purposes of assessment task(s).

Communication Methods	Communication methods used in this course include: - CANVAS Course Site: Students will receive communications via the posting of content or announcements on the CANVAS course site. - Email: Students will receive communications via their student email account. - Face to Face: Communication will be provided via face to face meetings or supervision.
Course Evaluation	Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.
Oral Interviews	As part of the evaluation process of any assessment item in this course an oral examination may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the Oral Examination Guidelines. In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the Student Conduct Rule.
Academic Misconduct	All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment.

	Academic Integrity policies apply to all students of the University in all modes of study and in all locations. For the Student Academic Integrity Policy, refer to https://policies.newcastle.edu.au/document/view-current.php?id=35.
Adverse Circumstances	The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for special consideration due to adverse circumstances will be made using the online Adverse Circumstances system where:

1. the assessment item is a major assessment item; or
2. the assessment item is a minor assessment item and the Course Co-ordinator has specified in the Course Outline that students may apply the online Adverse Circumstances system;
3. you are requesting a change of placement; or
4. the course has a compulsory attendance requirement.

Before applying you must refer to the Adverse Circumstances Affecting Assessment Items Procedure available at:
https://policies.newcastle.edu.au/document/view-current.php?id=236

Important Policy Information	The 'HELP for Students' tab in UoNline contains important information that all students should be familiar with, including various systems, policies and procedures.

This course outline was approved by the Head of School. No alteration of this course outline is permitted without Head of School approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.