

Victoria Management School

HRIR 201
MANAGING HUMAN RESOURCES
& INDUSTRIAL RELATIONS

Trimester 1 2007

COURSE OUTLINE

Contact Details

COURSE COORDINATOR & LECTURER

Jane Bryson

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Website: www.vuw.ac.nz/vms

LECTURER

Grant Herman

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ADMINISTRATION ASSISTANT

Tania Loughlin

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TUTORIAL COORDINATOR

Garry Tansley

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Class Times and Room Numbers

Lectures (Begin Tuesday, 27 February 2007)

Tuesday 12.40pm – 1.30pm RHLT1

Thursday 12.40pm – 1.30pm RHLT1

Friday 12.40pm – 1.30pm RHLT1

Tutorials weekly (starting week of 12 March 2007)

This course has a three hour final examination. The examination period will be from 8th - 27th June 2007.

Overall Course Objectives

HRIR 201 serves as an introduction to current issues and debates concerning the interaction between human resource management and industrial relations and to changing patterns of employment relations. These include the nature of industrial relations, the negotiation of employment conditions, the resolution of employment disputes, employee recruitment, performance management and remuneration, and training and development. The course identifies future trends in the nature of work and their likely impact on how employees are managed. The course has several objectives, which include:

- to explain the historical origins of industrial relations and trade unions
- to investigate some of the most important contemporary issues in industrial relations
- to explore the origins of HRM and differentiate it from personnel management
- to develop an understanding of the key areas of HRM
- to explore the main debates that dominate each area of HRM

Course-related Student Learning Objectives

On successful completion of the course, students should be able to:

- demonstrate an understanding of some major theories and concepts relevant to HRM and industrial relations
- be familiar with contemporary HRM and IR issues, and able to use major theories and concepts to analyse these issues

Expected Workload

Students are expected to spend on average 15 hours per week preparing for lectures and tutorials, participating in class discussions and working on the course assignments.

HRIR 201 – 1st Trimester 2007 – Lecture Programme

	Topic	Lecturer
Week One (26 Feb to 2 Mar)	Introduction <ul style="list-style-type: none"> - What is Industrial Relations? - What is Human Resource Management? - The Industrial Relations/Human Resource management nexus - Course administration 	Grant Herman & Jane Bryson
Week Two (5 Mar to 9 Mar)	General background to Industrial Relations <ul style="list-style-type: none"> - Historical context - Unions and the labour movement - Taylorism, Fordism, mass production, and consumerism - Legacy of the Great Depression, unemployment and the “Keynesian Consensus” - Contemporary unionism - Employment relations 	Grant Herman
Week Three (12 Mar to 16 Mar)	Development of Industrial Relations in NZ <ul style="list-style-type: none"> - Historical background - The “players” in the industrial relations arena - The legislative framework - The institutional framework 	Grant Herman
Week Four (19 Mar to 23 Mar)	The Employment Relationship <ul style="list-style-type: none"> - Market context of the employment relationship - Labour markets - The contemporary workplace - Employment agreements - Wage bargaining - Dispute resolution 	Grant Herman
Week Five (26 Mar to 30 Mar)	Other impacts on the Employment Relationship <ul style="list-style-type: none"> - Occupational health and safety - Statutory provisions e.g., human rights, protection against discrimination, holidays etc - Contractors versus employees 	Grant Herman
	Essay #1 Due – Friday March 30th 2007 – 4pm	

Week Six (2 Apr to 5 Apr)	Current Industrial Relations Issues <ul style="list-style-type: none"> - Impacts of globalisation - The knowledge economy - Demographics - The future of work Review of the course so far	Grant Herman
	6 – 22 April 2007 – Midterm Trimester Break	
Week Seven (23 Apr to 27 Apr)	The Context of HRM <ul style="list-style-type: none"> - Historical background (personnel to HRM) - HRM theories & models - HR strategy & planning Macky & Johnson Ch 2 & 6	Jane Bryson
Week Eight (30 Apr to 4 May)	Jobs, Organisations & People <ul style="list-style-type: none"> - HR flow in organisations - Job analysis & design - Recruitment & selection Macky & Johnson Ch 5, 7, 8	Jane Bryson
Week Nine (7 May to 11 May)	Motivating performance <ul style="list-style-type: none"> - motivation & HRM practices - performance management - training & development Macky & Johnson Ch 9, 10	Jane Bryson
Week Ten (14 May to 18 May)	Rewards <ul style="list-style-type: none"> - non monetary rewards - remuneration Macky & Johnson Ch 10, 11	Jane Bryson
	Essay #2 Due – Friday May 18th 2007 – 4pm	
Week Eleven (21 May to 25 May)	Career Management <ul style="list-style-type: none"> - Background (changing perceptions of career) - Theories of career - HRM practices & careers 	Jane Bryson
Week Twelve (28 May to 1 Jun)	Future of IR & HRM Review of IR & HRM Macky & Johnson Ch 13	Jane Bryson
	Examination Period	

HRIR 201 – 1st Trimester 2007 – Tutorial Programme

Tutorials for HRIR 201 start in the third week of the course (week starting 12 March 2007). An outline of the tutorial programme (readings and questions to be discussed in each tutorial) will be distributed during the second week of lectures.

Tutorial Sign-up and Allocation Procedure

Once tutorial allocations have been made changes will only be made in exceptional circumstances and students requesting a change of tutorial will need to provide documentary evidence of reasons for the requested change. **Please note that employment is not considered an exceptional circumstance.**

TUTORIAL SIGNUP INSTRUCTIONS:

Requirements to use this programme:

- You must be enrolled in the course for the tutorial you want to sign up for; and
- You will need your SCS username and password.

You will only be allowed to enrol in ONE tutorial session. You must always attend the tutorial sessions that you have signed up for. If you attend a different session, your attendance will not be recorded.

Instructions:

Go to the signup website at: <https://signups.vuw.ac.nz> and enter your SCS username and password to log into the system.

The “Signup Home” page opens. It displays all courses you are enrolled for and that use the new signup system. Click on HRIR 201.

HRIR 201 course page opens. It will show the course contact, brief detail of the signup requirements including last date to enrol, and the schedule of tutorials. A “key” is provided at the bottom of the page that explains all buttons and what they do.

The schedule of tutorials includes the day/time, location, maximum group size, and spaces left in the tutorial session.

If there are spaces left in a particular session, you will see the “ENROL” button next to it. You can click this button to enrol yourself into that tutorial session.

If there are NO more spaces left in a particular session, you will see the “JOIN WAITLIST” button. You can click this button to join the waitlist for that tutorial session. You will be removed from any other waitlist you may have joined earlier. If somebody withdraws from this session, you will automatically be moved up the waitlist or enrolled into the session. An email will be sent to you if you’re enrolled into the session from a waitlist.

You can only “JOIN WAITLIST” if you have already enrolled in one of the other available sessions. In other words, “ENROL” in one session and then you can choose to join the waitlist for one (1) other preferred session.

You can choose to “WITHDRAW” from a session you are already enrolled in as long as you are NOT ON a waitlist. You can also choose to “CANCEL WAITLIST” to remove yourself from a particular waitlist.

A “FULL” button indicates all seats and waitlists are full for that tutorial session. You must choose another.

More details on the various buttons in available in the “Key” section at the bottom of the signup page.

You can only “ENROL” in ONE tutorial session and “JOIN ONE (1) WAITLIST” for other tutorial sessions.

You can login and signup (or change your signup) anytime between 12 noon 19 February 2007 and the last date: midnight 1 March 2007. You will NOT be able to signup or change your choice after the last date - midnight 1 March 2007.

You can view/confirm details of the sessions that you are enrolled and waitlisted for by clicking on “My Signups” on the left hand menu.

Click on “Support” on the left hand menu if you are having problems.

This online signup system is available round the clock over the internet. Please make use of it to sign up for HRIR 201 tutorial before midnight, 1 March 2007. Any requests after this date will need to be manually handled by the Tutorial Coordinator and you will need to submit a written application stating the reason why you were not able to sign up on time using the online system, along with other relevant documentation such as a medical certificate etc. Please note that the tutorial coordinator will only put you into a particular tutorial session in exceptional circumstances and there is NO GUARANTEE that you will get your requested tutorial time.

Tutorials start on the first week of the course. As there is a maximum of 12 students per tutorial class you are encouraged to sign up early. Placement into a tutorial will be strictly on a first-come-first-served basis. Confirmation of your tutorial group will be posted on Blackboard and on the Human Resource Management notice board on the Mezzanine Floor of the Rutherford House by 5pm 2 March 2007. If you have any serious problems about the allocations see Garry Tansley at RH office.

Readings

- Students are expected to purchase and have in their possession a copy of the Keith Macky and Gene Johnson (2003) *Managing Human Resources in New Zealand*, 2nd Edition. McGraw Hill, Auckland; and, Erling Rasmussen and Felicity Lamm (2002) *An Introduction to Employment Relations in New Zealand*, 2nd Edition. Auckland, Addison Wesley Longman.
- It is also expected that students will read and be familiar with the Course Readings for tutorials, which will be supplied to students in the first class session of the trimester, as well as any additional readings and cases supplied in class.

Assessment Requirements

Assessment for HRIR 201 is to be based on the following:

Essay #1	Due Friday 30 March 2007	25%
Essay #2	Due Friday 18 May 2007	25%
Examination	During University exam period	50%

Each of the two essays is to take the form of a research paper—1,500 words in length (give or take 10%).

- The first essay is due Friday 30 March 2007, by 4pm. It will be on an industrial relations topic to be distributed in class at the first lecture.
- The second essay is due Friday 18 May 2007, by 4pm. It will be on a human resource management topic to be distributed in class at the first lecture.

Essays will be evaluated on their use of outside sources, their style/structure, their logic, their coverage of the topic, and their creativity in fashioning answers to these questions.

Handing in Assignments

Completed essay assignments are to be submitted to BOTH as hard copy to the HRIR 201 assignment box (Mezzanine Floor of Rutherford House, Box #13) and electronically to the HRIR 201 Blackboard Digital dropbox, by no later than 4pm on the due date.

“Late assignment penalties will apply if the hard copy of your assignment is not received by the due time and date in Box 13 on the Mezzanine floor of Rutherford House”

All completed assignments must have a cover sheet. The cover sheet is in **Annex A** of this course outline. Students **must also keep an electronic copy** of their work archived in case the original assignment goes missing. Failure to do so will jeopardise any claim by you that your work was submitted in the rare cases where your work goes astray.

The Course Coordinator will submit assignments to “Turnitin” to check for plagiarism. Turnitin is an online plagiarism prevention tool which identifies material that may have been copied from other sources including the internet, books, journals, periodicals or other students. Turnitin is used to assist your lecturer in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. The decision about whether any copying is plagiarism will be made in the first instance by the lecturer based on the information supplied by Turnitin. You are strongly advised to check with your tutor if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, access to the full text of submissions will not be made available to any third party.

Marked assignments will be returned to you in tutorials.

Penalties - for Lateness & Excessive Length of Assignments

- (i) In fairness to other students, work submitted after any deadline will incur a penalty for lateness. **The penalty is 2 of the marks available** for an assignment submitted after the due time on the due date **for each part day or day late. Saturdays, Sundays and public holidays** will be included when counting the number of days late. Assignments received **more than 7 days after the due date** will not be accepted and the student will **automatically fail the Mandatory Requirements**.
- (ii) Course Outlines provide a signal to student of forthcoming workload, dates of submission etc, and thus student study plans should take account of course requirements across all courses. Consequently, workload issues related to other courses and employment will not be accepted as reason for dispensation from mandatory requirements or waiver of penalties. **Extensions** to submission deadlines for any assigned work will only be granted in **exceptional circumstances**.
- (iii) Students who are unable to comply with any of the mandatory requirements should make a written application for an extension to the due date for submission of assigned work or for waiver of a penalty, **in advance**, to the Tutorial Coordinator, providing documentary evidence of the reasons of their circumstances.

All such applications must be made **before** the deadline and be accompanied by documentary evidence, eg a medical certificate, or counsellor’s report that indicates the degree of impairment, and for how long the student has been impaired. Please be sure to ask at the time of consultation for the degree of impairment to be stated in any certificate you provide to support your case.

- (iv) In the event of unusual or unforeseeable circumstances (e.g. serious illness, family bereavement), that precludes an application in advance, students should make contact with the Tutorial Coordinator as soon as possible, and make application for waiver of a penalty as soon as practicable.
- (v) Word limits should be adhered to, especially so when they provide a guide to limiting the student’s coverage of a topic. **The penalty will be 2% of the grade for an assignment which is 10% over the word limit.**

Mandatory Course Requirements

To fulfil mandatory course requirements in HRIR 201, students are expected to submit each of the two essays and sit the examination, and to attend at least 8 of the 10 tutorials.

Students who fail to satisfy the mandatory requirements for this course but who obtain 50% or more overall, will be awarded a "K" grade.

Standard fail grades (D or E) will be awarded when the student’s overall course mark falls below the minimum pass mark, whether or not the mandatory course requirements have been satisfied.

Notice of Failure to meet Mandatory Requirements will be posted on Blackboard or on the Mezzanine Floor Notice-board. Students will be expected to check both places for notification.

GRADING GUIDELINES

The following broad indicative characterisations of grade will apply in grading assignments and the exam:

A+	excellent performance in all respects at this level
A	excellent performance in almost all respects at this level
A-	excellent performance in many respects at this level
B+	very good, some aspects excellent
B, B-	good but not excellent performance at this level
C+, C	work satisfactory overall but inadequate in some respects
D	poor performance overall, some aspects adequate
E	well below the required standard
K	Failure to achieve mandatory course requirements and have achieved at least an average "C" over all the assessment. Note this is a failing grade.

Policy on Remarking:

Every attempt is made to ensure that the marking is consistent across tutors and fair to students. Students may ask for their written work to be remarked. A different tutor will do the remarking and provide comments. The original marking sheet is removed to ensure the process is independent. If the mark differs by 10% or less the two marks are averaged. If it exceeds 10% then it is independently marked by a third marker and the average of the two closest marks is taken. Experience from previous years is that almost all remarks are within 10% and where there is a change in mark, half the assignments go up and half go down. Occasionally there is a significant shift in the mark.

Application for remarks must be made within 5 days after the marks are available. To apply for a remark, complete the request for re-examination of assessed work form (Annex C) stating which sections (criteria listed in the mark sheet) you wish re-examined. Write on why you think the mark does not, in your view, fairly reflect the quality of your work. Hand this with your assignment at Reception Level 10. Allow for up to 5 days for remarks to be completed.

Referencing

There are many different styles of referencing and the Faculty of Commerce & Administration at VUW has decided to make APA (American Psychological Association) referencing style the common standard across the Faculty. The Commerce and Central Libraries hold the APA Style Guide. You can also access the information from the online VUW library site (<http://www.vuw.ac.nz/library/resources/virtualref.shtml#style>).

Communication

Information on course-related matters will be announced at class and posted on the **Blackboard** website at <http://blackboard.vuw.ac.nz/>. It will be crucial for you to regularly check Blackboard for messages, announcements and materials.

Email Contact

Students wishing to contact staff by email should adhere to the following instructions:

Include the **Course Code**, your **Name**, your **Student ID** and the **Topic** in the subject area of the email, eg
MGMT300_Smith_Pauline_3000223344_Ass1 Query

All students must use their VUW SCS email account and ID. Otherwise, email will be classified as Spam and will be dumped without being read. All emails with attachments will be dumped, unless requested by staff.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar or go to www.vuw.ac.nz/policy.

For information on the following topics, go to the Faculty's website www.vuw.ac.nz/fca under Important Information for Students:

- Academic Grievances
- Academic Integrity and Plagiarism
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 5233 ext. 8977. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.

ANNEX A

VICTORIA UNIVERSITY OF WELLINGTON
Te Whare Wānanga o te Ūpoko o te Ika a Māui



Victoria Management School

HRIR 201 Individual Assignment Cover Sheet

Name: _____ Student ID: _____

Tutor's Name: _____ Tutorial Number: _____

Tutorial Day: _____ Tutorial Time: _____

Date Due: _____ Date Submitted: _____

*I have read and understood the university policy on Academic Integrity and Plagiarism.
I declare this assignment is free from plagiarism.*

Signed: _____

Extension of the due date (*if applicable*)

Please attach a copy of the note authorising your extension.

Date extension applied for: _____

Extension granted until: _____

Extension granted by: _____