

	School of Business and Leadership
	BUS 321 Selected Topics in Business: Recruitment, Selection & Retention
	Term: Spring 2023 Number of Credits: 3 credits
Course Outline	

INSTRUCTOR: Alexander Garcia & Rita Koeller

E-MAIL: agarcia@yukonu.ca and rkoeller@yukonu.ca

CLASS DATES: May 1 – June 28, 2023

CLASSROOM AND TIME: Monday's, 1-4 PM, A2605

OFFICE HOURS: By Appointment

COURSE DESCRIPTION

This course is intended for students to develop a further in-depth understanding of Human Resources, specifically the areas of recruitment, selection and retention. This course will emphasize practical, hands-on experience, and students will be expected to reflect on their own research, understand industry standards & best practices and engage critically with the presented material. In this course you will learn how to source, recruit, select and retain the right people with the right skills to make business strategy a reality.

This course addresses different business topics chosen either from northern business-related issues or from management science, accounting, finance, marketing and/or human resource functional areas. The subject matter varies from semester to semester depending upon the interests of students and faculty. Courses are taught by visiting faculty to impart their unique perspectives or current faculty to address emerging topics in a discipline, share research or teaching interests, or test potential new courses. It will be delivered in a seminar format where each student is integrally involved in the discussion, analysis and assessment of issues through readings, cases or other modes of examination. The course is designed to be participatory and stimulate research and outside-of-the-box thinking about current issues.

COURSE REQUIREMENTS

Prerequisite(s): ACCT 222, MATH 210, COMM 200, LEAD 292, MKTG 231, and ECON 100 or ECON 101.

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:

<https://www.yukonu.ca/admissions/transfer-credit>

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- Improve their understanding of and ability to use research methods and tools.
- Demonstrate their research skills by developing an independent project, setting goals for independent work, and meeting those goals by the end of the semester.

- Model self-awareness and emotional intelligence while demonstrating the leadership skills required for organizational and personal success.
- Communicate with confidence, proficiency and sensitivity across a wide variety of organizational contexts by effectively incorporating a diverse base of knowledge and wisdom.
- Make reasoned decisions using analytical and reflective thinking techniques.
- Demonstrate the ability to think and create knowledge appreciating multiple ways of knowing.

COURSE FORMAT

Weekly breakdown of instructional hours

3 hours in-class in a seminar format and additional asynchronous course work as determined. This course is designed to require up to an additional six hours per week for further reading, assignments, project work, and reflection. This will vary by student experience, ability and desired level of engagement and mastery.

Delivery format

This course will be delivered in-person; students will attend face-to-face sessions on campus and complete asynchronous online activities.

EVALUATION

Recruitment Assignment	20%
Selection Assignment	20%
Retention Assignment	20%
Final Project	30%
Leadership Assessment & Reflection Journal	10%
Total	100%

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates.

TEXTBOOKS & LEARNING MATERIALS

There is no text for this course. Learning materials will be provided in Moodle.

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by

others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations by contacting the Learning Assistance Centre (LAC): LearningAssistanceCentre@yukonu.ca.

TOPIC OUTLINE

The following is a suggested outline.

***This is subject to change depending on student projects and interests.**

Week	Date	Instructor	Topic
Week 1	May 1	Alex Garcia	Introduction to Course
Week 2	May 8	Alex Garcia	Recruitment
Week 3	May 15	Alex Garcia	Recruitment * Assignment 1 Due
Week 4	May 22	Alex Garcia	Selection
Week 5	May 29	Alex Garcia/Rita Koeller	Selection * Assignment 2 Due
Week 6	June 5	Rita Koeller	Retention
Week 7	June 12	Rita Koeller	Retention *Assignment 3 Due
Week 8	June 19	Rita Koeller	Talent Management
Week 9	June 26	Rita Koeller	Bringing It All Together Final Project Due Date: TBD