



School of Business and Leadership  
**LEAD 400**  
**Human Resources Management**  
Term: Winter 2022  
Number of Credits: 3.0

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## Course Outline

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**INSTRUCTOR:** Rita Koeller

**E-MAIL:** [rkoeller@yukonu.ca](mailto:rkoeller@yukonu.ca)

**Office Hours:** Please Email for an Appointment

**Class Dates:** Fridays, Starting January 7<sup>th</sup> – April 8<sup>th</sup> (excluding exam period)

**Class Times:** 8:30 – 11:30am

**Classroom:** A2406: Combination of In Person and Zoom Classes

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### COURSE DESCRIPTION

This interactive course will cover the key competency areas in Human Resources. This course will enable students to understand best practices of a Human Resources professional and strategies to manage the people side of organizations ranging from small scale sole proprietorships to multi-national corporations with a focus on northern, First Nation organizations and their specific requirements. Communication, leadership and professional skill building will be emphasized as students develop an ability to self-reflect, think strategically and problem solve human resource-based business challenges.

### COURSE REQUIREMENTS

Prerequisite(s): LEAD 272

Corequisite(s): LEAD 272 is equivalent to BUS 281.

### 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:

1. Research, reflect and integrate human resources best practices and ethical behaviours into one's own professional practice and life.
2. Understand and apply HR theories and models to propose new, innovative ways of doing business to support HR initiatives.
3. Propose and design policies, procedures, guidelines for HR strategies to support organizational goals and objectives.

4. Make informed business decisions and recommend enhancements of HR competencies and people practices in northern organizations, real world and case based examples.
5. Demonstrate an ability to work collaboratively in teams.
6. Build and model best practices in a variety of leadership and communication situations.
7. Analyze and propose strategic human resource management (HRM) initiatives and incorporate Yukon First Nations perspectives as they apply to small scale sole proprietorships to multi-national corporations with a focus on northern, First Nation organizations.

## **COURSE FORMAT**

This is an interactive course and learning content will be derived from case studies, case discussions, group work, lecture discussions, project work, reflection and participation. Group discussion is a fundamental element of this class. Your participation in the course is expected and strongly encouraged for your success. Attendance and engagement is essential for students to benefit from the learning process. You are expected to attend class prepared for the day's topics and contribute to the class by actively participating in discussions and case studies.

This course is offered in person and online, in a blended format. Course content will be primarily driven through in person classroom learning, interaction and participation. Human Resources management concepts and learning will be demonstrated and applied through case studies, simulations, small group and whole group discussions and presentations. Attendance and full participation are equally essential for students to fully benefit from the learning process. Your experience learning depends on personal participation and involvement and being supportive of others. Sharing perceptions, experiences and ideas with others is central to the learning.

You will be expected to attend class, to have thought about the material and any assigned readings, and to contribute to the class by actively participating. Students are responsible for reviewing modules on their own ahead of scheduled online class times. Modules, which may include readings, recordings, videos will be posted on YukonU's Learning Management System (Moodle).

Students will work individually and in groups to complete written and oral course work. Students are encouraged to use the resources provided in class as tools to support their course work.

Email and frequent internet access are an important part of this course. The instructor will communicate through email and Yukon College's Learning Management System (Moodle). Using online tools and resources is a required part of this course.

## **Weekly breakdown of instructional hours**

This course includes 3 hours of Instructional Hours per week, 2 hours in person and 1 hour asynchronous learning. \*Please note this may vary week to week. It is expected that this course will require an estimated additional 4-6 hours/week of homework, online learning activities, modules, forums and discussions additional reading and group work.

## Delivery format

This course will be delivered primarily in an in-person format. However, this class will utilize Zoom when applicable for cases, group work, presentations, and scenario work. Students will be required to attend face-to-face sessions on-campus/Zoom and complete an assortment of synchronous and asynchronous online activities.

## EVALUATION

Assignments	25%
Case Studies	25%
Self-Reflection Journal	15%
Final Project	35%
<b>Total</b>	<b>100%</b>

## Assessments

Reflective Leadership Journal –This personal reflective, ongoing journal will be incorporated into every class. Students are encouraged to incorporate their learnings into a journal. Reflection questions are given each class, based on case group work, readings and videos. Self-Assessment Rubric for Journal Reflections will be provided. **Moodle** – Online Component – Articles, Videos and Forums for discussion and reflection.

## Case Studies

There are five case studies throughout the term that cover corresponding HR concepts & competencies. Case study groups are assigned first class. Case study groups are required to meet, discuss and prepare for five cases throughout the term. Assessment is based on Rubric for Case Study Group Responses & Participation.

Assignments – Five individual assignments will be assigned throughout the term.

Final Project - Entrepreneurial HR Strategic Project – Create a detailed HR Business Plan for a new venture or business that you are familiar with but want to improve. This Final Project will build upon the Assignments that you have completed all term. You will incorporate your feedback and recommendations from peers and your instructor to produce a final HR Strategic Plan that incorporates six of the HR competency areas that you have learned throughout the term. The final project will demonstrate strategic thinking within the HR competencies covered in the course.

## **COURSE WITHDRAWAL INFORMATION**

Refer to the YukonU website for important dates. **January 14<sup>th</sup>** is the last day to add or change courses. **March 11<sup>th</sup>** is the last day to withdraw or change to audit from credit courses without academic penalty.

## **TEXTBOOKS & LEARNING MATERIALS**

There is no textbook to purchase for this course, however, there is a Case Booklet to be purchased Online from Ivey Publishing, Ivey Business School.

Access to a computer and word processing software and reliable internet connection is required. As a Yukon University student, you have access to Office 365. Please see the IT help page for instructions on how to access Office 365 and download Word on your personal device.

## **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](mailto:LearningAssistanceCentre@yukonu.ca).

## **TOPIC OUTLINE**

Please see Course Assessment Package.