CAPILANO UNIVERSITY

COURSE OUTLINE	
TERM: Fall 2024	**COURSE NO: NABU 330**
INSTRUCTOR:	**COURSE TITLE: Cross Border Issues in Strategic Human Resources Management**
OFFICE: **LOCAL:** **E-MAIL:** @capilanou.ca	**SECTION NO(S):**	**CREDITS: 3.0**
OFFICE HOURS:	
COURSE WEBSITE:	

Capilano University acknowledges with respect the Lil̓wat7úl (Lil'wat), xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Sḵwx̱wú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) people on whose territories our campuses are located.

COURSE FORMAT
  Two 1.5 hour classes per week for 13 weeks plus two week exam period.
  Fourth hour activities include current H.R. events reporting utilizing print media, YouTube etc.

COURSE PREREQUISITES
6 NABU credits

CALENDAR DESCRIPTION
  The course is designed to provide students with an overall appreciation and insight into the cross border similarities and differences in the application of current human resource management approaches in North American organizations. In smaller organizations there often isn't an "official" Human Resource Department however, H.R. skills are critical to successful business practices in North America.

COURSE NOTE
NABU 330 is equivalent to BADM 330. Duplicate credit will not be granted for this course and BADM 330.

REQUIRED TEXTS AND/OR RESOURCES
Course pack

COURSE STUDENT LEARNING OUTCOMES
On successful completion of this course, students will be able to do the following:

1. Demonstrate professional oral, written, and digital communication.
2. Acquire and demonstrate knowledge in all functional areas of Strategic Human Resource Management (HRM).
3. Research and critique various current issues in HRM, including strategic recruitment, discrimination, bona fide occupational requirements, pay equity, employee retention, organizational culture, health and safety, and worker's compensation.
4. Demonstrate respect and an ability to work with a diverse viewpoints, working styles, and conflict resolution strategies in a multicultural environment. This includes effective teamwork in class and small group assignments.
5. Prepare a comprehensive employee handbook for a North American firm.

COURSE CONTENT

Week	Topics
1	Introduction to the Course and Strategic HRM
2	Introduction to Assignments and Changing HRM
3	HRM Online
4	Managing HR processes effectively and toward strategic goals
5	Managing and facilitating the hiring process
6	Midterm and group work time
7	Facilitating the success of human resources
8	Employee compensation and classification
9	Non-financial compensation, retainment, and recruitment tools
10	More than a liability: Occupational health and safety
11	Collective bargaining rights and the union movement in Canada
12	Experiential Learning
13	Strategic HRM in employee separations
14-15	Final Exam Period

Please note: The above schedule is an estimate only. Changes will be made at the discretion of the instructor and posted on eLearn. Please attend class to ensure you are prepared for all graded assignments, cases, and exams.

EVALUATION PROFILE

Assessment	% of Final Grade
Assignments	35%
Term Project	25%
Midterm Exam	20%
Final Exam	20%
Total	**100%**

ASSIGNMENTS

The assignment structure for this course is determined by the instructor in accordance with the learning outcomes outlined above. This course will include a combination of short written assignments (e.g. company analyses, employee handbook) and/or longer essay type assignments such.   Please refer to the course syllabus and Moodle site for a detailed breakdown.

TERM PROJECT

The final term project may include group written and presentation elements. Please refer to the course syllabus and eLearn site for a detailed breakdown.

GRADING PROFILE

A+	= 90-100	B+	= 77-79	C+	= 67-69	D	= 50-59
A	= 85-89	B	= 73-76	C	= 63-66	F	= 0-49
A-	= 80-84	B-	= 70-72	C-	= 60-62		

Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments
Assignments must be submitted both hard copy to the instructor and through eLearn. They are due at the beginning of the class and late assignments are not accepted.

Missed Exams/Quizzes/Labs etc.
Make-ups exams are only allowed in medical emergencies and when confirmed by a physician. Please consult with your instructor.

*** Accommodations can be made to honour community needs and traditional practices.

Attendance
Regular attendance and punctuality are both essential and expected due to the nature of the team-learning environment.

English Usage
Students are expected to proofread all written work for any grammatical, spelling, and stylistic errors. Instructors may deduct marks for incorrect grammar, spelling and formatting in all assignments. For guidance on English usage, please refer to the APA style manual:
http://www.apastyle.org/

Students are strongly encouraged to use tools like grammarly.com and the advanced Proofing settings in MS Word.

Up to 20% may deducted for incorrect grammar, spelling, punctuation, or word choice.

Electronic Devices
Students may use electronic devices during class for note taking only.

On-line Communication
Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success
Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: https://www.capilanou.ca/student-services/

Capilano University Security: download the CapU Mobile Safety App

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: https://www.capilanou.ca/about-capu/governance/policies/

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:
- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

> Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.