

COURSE OUTLINE		
<b>TERM:</b> Fall 2019	<b>COURSE NO:</b> TOUR 471	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE:</b> Human Capital Development in Tourism Management	
<b>OFFICE:</b> <b>LOCAL:</b> <b>E-MAIL:</b> @capilanou.ca	<b>SECTION NO(S):</b>	<b>CREDITS:</b> 3.0
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

### **COURSE FORMAT**

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. This course may also be offered in mixed mode format.

### **COURSE PREREQUISITE**

60 credits of 100-level or higher coursework

### **CALENDAR DESCRIPTION**

This course provides students with technical knowledge and skills to manage the Human Resources function in a tourism and hospitality management organization, carrying out generalist duties. It also enables students to assist the director of a Human Resources Department in a larger operation in a more specialized role, or to carry out the HR duties of a line manager.

### **COURSE NOTE**

TOUR 471 is equivalent to TOUR 422. Duplicate credit will not be granted for this course and TOUR 422.

### **REQUIRED TEXTS AND/OR RESOURCES**

Human Resource Management, Sandra L. Steen, Raymond A. Noe, John R. Hollenbeck, Barry Gerhart, Patrick M. Wright, -4<sup>th</sup> Canadian Edition ISBN-13: 9781259087561

Other readings, including journals and case studies will be available upon course start.

**COURSE STUDENT LEARNING OUTCOMES**

**On successful completion of this course, students will be able to do the following:**

1. **Analyze** trends and challenges in human resource management to create a positive environment.
2. **Develop** a recruitment plan through job design and forecasting employment needs
3. **Create** and deliver a training plan to manage talent through training, learning and employee performance
4. **Organize** total reward systems for various levels of employees
5. **Identify** key issues in Human Capital Development as it relates to collective bargaining, labour relations, and managing human resources globally

**COURSE CONTENT**

Week	Topic(s)	Required Readings/ Activities
1 & 2	<ul style="list-style-type: none"> <li>• Course Introduction</li> <li>• Strategies, Trends, and Challenges in HCD in Hotels and Resorts</li> </ul>	Chapter 1
3	<ul style="list-style-type: none"> <li>• The Legal Context for HRM and Creating Safe and Healthy Workplaces</li> <li>• Guest Speaker: Employment Lawyer</li> </ul>	Chapter 2
4	<ul style="list-style-type: none"> <li>• Analyzing Work and Designing Jobs</li> <li>• Group activity: Evaluation of the job analyzes and descriptions.</li> </ul>	Chapter 4, Trends and Challenges Report
5	Human Resources Planning	Chapter 5
6	Recruitment Process	Chapter 6
7	Selecting Employees	Chapter 7, Midterm
8	Onboarding, Training, and Development	Chapter 8
9	Managing Employees' Performance	Chapter 10, Recruitment Plan and Mock Interview
10	<ul style="list-style-type: none"> <li>• Pay-for-Performance and Financial Incentives</li> <li>• Employee Benefits and Services</li> </ul>	Chapter 12 Chapter 13
11	<ul style="list-style-type: none"> <li>• Occupational Health and Safety</li> <li>• Managing Turnover, Communications, and Employee Engagement</li> </ul>	Chapter 14 Chapter 15, Case Paper and Presentation
12	Labour Relations	Chapter 16
13	Managing Human Resources in the Global Setting	Chapter 17
14 - 15	Final Exam Period	

**EVALUATION PROFILE**

Assessment	% of Final Grade	Individual/Group
Trends and Challenges Report	15%	I
Recruitment and Mock Interview	15%	G
Case Paper and Presentation	15%	G
Midterm	20%	I
Final Exam	25%	I
Participation and HR in the News	10%	I / G
	<b>100%</b>	

**ASSIGNMENTS:**

The assignment structure for this course is determined by the instructor in accordance with the learning outcomes outlined above. Please refer to the course syllabus and Moodle site for a detailed breakdown.

**Written Assignments:** This course will include a combination of written assignments (e.g. reading responses, written analysis, journal) and/or longer assignments such as a report.

**Tests and Quizzes:** This course will include a combination of quizzes and tests (e.g. quiz, midterm exam). The format of tests and quizzes will be determined by the instructor and may include a combination of true/false, multiple choice, short answer, matching, and essay questions.

**Participation:** Participation grades are based on the consistency, quality, and frequency of contributions to class discussions. Consistency means attending every class, maintaining a positive and respectful presence in the classroom, and actively contributing to discussions on a regular basis. Quality means demonstrating respect for peers and their contributions; listening attentively during lectures and when other students are speaking; and participating in all activities with an open and inquisitive mind

**Presentations:** This course includes a presentation component. Detailed instructions will be provided in class and on Moodle.

**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 are due at the beginning of the class on the due date listed unless otherwise noted in the course syllabus. If you anticipate handing in an assignment late, please consult with your instructor beforehand. See course syllabus for penalties associated with late assignments.

**Missed Exams/Quizzes/Labs etc.**

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Rescheduling will not be allowed for reasons such as holidays or work conflict, nor shall re-scheduling be possible after exams have been graded and returned. Please consult with your instructor. Final Exams are to be written on the date and time scheduled.

**Attendance**

Students are expected to attend all classes and associated activities. Attendance is mandatory if the delivery of this course is through a weekend based format. See course syllabus for penalties related to missed classes.

**English Usage**

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

**Electronic Devices**

Students may use electronic devices during class for note-taking only or when working in groups on tasks assigned by the instructor.

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; 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-life/>

**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.

### **DEPARTMENT OR PROGRAM OPERATIONAL DETAILS**

See course syllabus