

Students are expected to fully attend in person. BA2240 consists of three hours of instructional time weekly. The class work will be comprised of lectures, class discussions, group work, presentations, and examinations.

LEARNING OUTCOMES:

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

1. Identify and describe the common HR functions (e.g. recruitment, selection, job analysis and design, etc.); apply common HR theories and principles to real life situations (e.g. suggest appropriate ways to recruit for specific positions, write job interview questions which accurately assess recruitment, selection,

EVALUATIONS:

Smart Book Exercises	15%
Quizzes	15%
HR Business Plan	25%
Midterm	20%
Final	25%
Total	100%

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage
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COURSE SCHEDULE/TENTATIVE TIMELINE:

The above schedule may be revised at the discretion of the instructor based on class requirements.

STUDENT RESPONSIBILITIES:

Attendance: Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the activities. Arriving late or leaving early is disruptive to the entire class. Frequent tardiness may be treated as absence. Students with absences in excess of 6 classes may be refused permission to write the final exam. For more information, please refer to the Academic Regulations on Debarred from Exams at <https://www.nwpolytech.ca/programs/grading-systems.html>.

Time Management: Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in required readings and exercises.

Cell Phones: The personal use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting and talking on a cell phone during class is therefore strictly prohibited. Cell phones must be either turned off or

Recording: Recording lectures or taking photos in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed, or displayed in any public manner. Any images taken without instructor consent will need to be deleted immediately.

Final Exam

Final examinations will be scheduled by the Registrar's office. Do not plan any activities during examination week (August 16-22).

The final exam for BA2240 will be a 2-hour exam.