



We acknowledge that we are on the traditional, ancestral and unceded territory of the hə́nqəmihəḿ speaking Musqueam people.

iSchool Mission: Through innovative research, education and design, our mission is to enhance humanity's capacity to engage information in effective, creative and diverse ways.

LIBR 571 Human Resources Management – Course Syllabus (3)

Program:	Master of Information Studies
Year:	2022-2023, Winter Session, Term 2
Course Schedule:	Tuesdays, 6:00 - 9:00 p.m.
Location:	Irving K Barber Learning Centre, Room 185
Instructor:	Christine Middlemass
Office location:	iSchool Adjunct Office
Office phone:	604-454-7779 (cell)
Office hours:	By appointment
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Instructor:	Julie Iannacone
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Learning Management Site:	UBC Canvas Student Guide Learning Technology Hub

Course Goal: Students will develop an understanding of human resource management (HRM) concepts and acquire practical skills they will need to function effectively as front-line and middle managers in libraries and other information organizations.

FNCC specialization: The assignments in this course can serve the requirements of the First Nations Curriculum Concentration (FNCC). If students would like to take this course for FNCC credit, they are invited to contact me to discuss this option.

Learning Outcomes: <http://slais.ubc.ca>

Upon completion of this course students will be able to:

Describe concepts used in human resource management (HRM) and their application in the management of information organizations (1.4, 3.2)

Synthesize and apply existing scholarship from the fields of management and the administration of information organizations to identify and analyze significant theoretical and practical questions (4.1)

Identify important legal, social and economic trends and articulate implications for HRM in information organizations (3.2, 4.1)



Understand and apply principles of strategic human resource planning; identify the implications for organizational structures, change management, job competencies, staff recruitment and retention (3.2, 1.4)

Apply principles and practices of supervision and administration including labour relations and staff training, coaching, performance development and appraisal (1.4, 2.1, 2.2, 3.2)

Demonstrate communication and leadership skills; deliver an effective business proposal (1.1, 2.1, 2.2, 5.1)

Work successfully individually, and as a member of a team; (3.1, 5.1)

Conduct themselves with confidence as professionals with increased self-awareness of their individual strengths and areas for future development (5.1)

Course Topics:

- Human Resource Management (HRM) defined
- Strategic HRM
- External Context: legal, social, economic
- Labour Relations and Collective Agreements
- Diversity and change and the workplace
- Organizational Culture and Communication
- Competencies, Job Description and Analysis
- Recruitment and Selection
- Performance Development and Management
- Compensation, Benefits, Health and Safety

Prerequisites:

MLIS and Dual MAS/MLIS: Completion of MLIS Core or permission of SLAIS Graduate Advisor

MAS: completion of MAS core and permission of the SLAIS Graduate Adviser

Recommended co-requisite: ARST 570/LIBR 504 Management of Information Organizations.

Format of the course:

The course will be a combination of lecture, small and large group exercises and discussions, group and individual presentations, and individual written exercises and assignments.

Estimated number of weekly hours students should dedicate to this class (preparation activities + class activities): 10-12 hours

Required and Recommended Reading:

Required:

Dessler, Gary, Nita Chhinzer, Nina D. Cole. (2018) *Management of Human Resources: The Essentials, Fifth Canadian Edition*. eText. \$49.99 Link to purchase the eText:

[Management of Human Resources: The Essentials, Canadian Edition](#)

Rath, Tom. (2007). *Strengthsfinder 2.0*. New York: Gallup Press. \$53.00. Available directly from Gallup website: \$28.00 [StrengthsFinder 2.0 \(Hardcover\) | en-ca - Gallup](#)

Additional readings are assigned throughout the course.

Course Assignments:



ASSIGNMENT and Graduate Competencies		DATE DUE	WEIGHT
Individual Assignments	Reflective assignment: ePortfolio or reflective journal (1.4, 2.1, 4.1, 5.1)	Reviewed once mid-term (Class 7); final deliverable (Class 12)	30%
Group Assignment (1.1, 1.4, 2.1, 2.2, 3.1, 3.2, 4.1, 5.1, 5.2)	Team Charter	In class, and part of final report (Class 3 & 12)	10%
	Presentation Outline	In class feedback (Class 4)	
	Class Presentations	(Class 11/12)	20%
	Final Reports	(Class 12/13)	20%
Class Participation	Participation in class and group discussions on required readings, contributions to case study analysis and role playing, and engagement with guest speakers (1.4, 4.1, 5.1, 5.2)	Throughout	20%

Course Schedule [week-by-week]:

Class	Topic	Date
1	Introduction to Human Resource Management (HRM)	January 10
2	Organizational Change	January 17
3	Job Analysis and Description; Recruitment and Selection	January 24
4	Employee Development	January 31
5	Networking	February 7
6	Leadership and Conflict Management	February 14
7	Workforce Diversity	February 28
8	Legal Framework	March 7
9	Labour Relations	March 14
10	Employee Maintenance and Health and Safety	March 21
11	Class Presentation	March 28
12	Class Presentations	April 4
13	Future Issues in HRM	April 11

Attendance and Participation:

As much as possible, attendance is mandatory. We will excuse you for illness, immovable health related appointments, and family emergencies, and we expect you to catch up as soon as possible thereafter. Any unexplained absences, habitual lateness, late assignments, and lack of participation will impact your final grade. Your participation in the weekly activities and discussions with your peers, instructors, and guest speakers are an important component of this course. Please contact us if you know you will be missing from class or late to class for any reason.



Evaluation: All assignments will be marked using the evaluative criteria given on the [iSchool web site](#). Rubrics for assignments provide guidance on how we (and you) will evaluate your work. Please familiarize yourself with the rubrics and pursue clarification well before an assignment is due. In the case of the reflective exercise and the participation requirement, we will provide feedback on your progress during the course.

Academic Concession: If you miss marked coursework for the first time (assignment, exam, presentation, participation in class) and the course is still in-progress, **speak with me immediately** to find a solution for your missed coursework. Any concessions that will result in a change to the student record (such as late withdrawal from the course) will be referred to the Faculty of Graduate and Postdoctoral Studies for evaluation. If this is not the first time you have requested concession or classes are over, please consult the [Faculty of Graduate and Postdoctoral Studies' webpage on academic concession](#), and then contact me where appropriate.

Policies and Resources to Support Student Success: UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises arise and so there are additional resources to access including those for survivors of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious and cultural observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions. Details of the policies and how to access support are available here (<https://senate.ubc.ca/policies-resources-support-student-success>)

Academic Integrity: The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply when the matter is referred to the Office of the Dean. Careful records are kept in order to monitor and prevent recurrences. A more detailed description of academic integrity, including the University's policies and procedures, may be found in the [UBC Calendar: Student Conduct and Discipline](#). Academic misconduct includes cheating, plagiarism, and self-plagiarism <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,959> (§7)

Academic Accommodation for Students with Disabilities: Academic accommodations help students with a disability or ongoing medical condition overcome challenges that may affect their academic success. Students requiring academic accommodations must register with the [Centre for Accessibility](#) (previously known as Access & Diversity). The Centre will determine that student's eligibility for accommodations in accordance with [Policy LR7: Accommodation for Students with Disabilities \(Joint Senate and Board Policy\)](#). Academic accommodations are not determined by your instructors, and instructors should not ask you about the nature of your disability or ongoing medical condition, or request copies of your disability documentation. However, your instructor may consult with the Centre for Accessibility should the accommodations affect the essential learning outcomes of a course.



THE UNIVERSITY OF BRITISH COLUMBIA

School of Information
Faculty of Arts

Group Assignments:

There will be group assignments in this course. Group assignments cannot be completed or submitted by individual students working outside the group. In instances where there is a non-contributing group member, we may award different marks and/or require the non-contributing group member to complete the assignment independently. It is the responsibility of the group to keep us informed of any issues that may affect the groups' performance and/or ability to complete the assignment. Our hope is early intervention will help everyone with success in this assignment.

Electronics in the Classroom:

We expect you will engage in respectful use of electronics during class. Where possible restrict your use in-class to in-class work. Please mute your cell phones, and if you are expecting an important call, let us know in advance, and step out of the classroom as required.