

## Course Outline

1. COURSE INFORMATION			
<b>Session Offered</b>	FALL 2019		
<b>Course Name</b>	Professional Workplace Practices		
<b>Course Code</b>	GEN TECH 2PW3		
<b>Date(s) and Time(s) of lectures</b>	C01: TU: 10:30 am - 12:20pm / FR: 11:30am - 12:20pm C02: TU: 10:30 am - 12:20pm / FR: 11:30 am - 12:20pm C03: TU: 2:30pm - 4:20pm / FR: 12:30 - 1:20am C04: WE: 12:30 - 1:20pm / FR: 1:30 -3:20pm		
<b>Program Name</b>	One of the following B. Tech. Programs: Automotive and Vehicle Engineering Technology / Biotechnology / Automation Engineering Technology		
<b>Calendar Description</b>	The course focuses on the role of HR in an organization along with key employability skills needed to participate and progress in today's dynamic technology organizations. Emphasis is placed on understanding the role and responsibilities of HR professionals in recruitment, selection and training. It also looks at their role in interfacing with technology professionals; career management; interpersonal communication skills; conflict management and workplace intercultural competence.		
<b>Instructor(s)</b>	Hoda Kamel (C01/C03)	Email: kamelh@mcmaster.ca Office: ETB/209 Office Hours: By advance appointment only	
	Nicole Vincic (C02/C04)	Email: vicninc@mcmaster.ca Office: ETB/209 Office Hours: By advance appointment only	
<b>Teaching Assistant(s)</b>			
2. COURSE SPECIFICS			
<b>Course Description</b>	The purpose of this course is to equip students with an understanding of the role of HR professionals in Canada. Topics include job design and analysis, recruitment, selection and development. It will also give them vital knowledge and tools necessary for co-op workplace experience and achieve successful employment following graduation. Students will participate in active learning exercises that will help them successfully prepare and engage in the workforce. The course will use an experiential approach to apply career advancement techniques and methods to learn how to excel as a technology professional.		
<b>Instruction Type</b>	<b>Code</b>	<b>Type</b>	<b>Hours per Term</b>
	C	Classroom Instruction	39
	L	Laboratory, workshop or fieldwork	
	DE	Distance Education	
	<b>TOTAL HOURS</b>		<b>39</b>
<b>Resources</b>	<b>ISBN</b>	<b>Textbook Title &amp; Edition</b>	<b>Author &amp; Publisher</b>
	978-0-7785-5385-4 <b>(Available FREE on A2L)</b>	Advanced Techniques for Work Search Workbook PDF	Government of Alberta Employment & Immigration © 2017

	978-0-13-488275-8 <b>(from Bookstore)</b>	Human Resources Management in Canada Or Revel for Human Resources Management in Canada Access Card, 14/E	Gary Dessler Nita Chhinzer 14 <sup>th</sup> edition
	<b>Other Supplies</b>	PowerPoint slides and supporting material will be provided via electronic files on the course A2L site	
<b>Prerequisite(s)</b>	GEN TECH 1CS3 and registration in Level II of Automotive and Vehicle Engineering Technology, Biotechnology or Automation Engineering Technology		
<b>Corequisite(s)</b>	None		
<b>Antirequisite(s)</b>	None		
<b>Departmental Policies</b>	<p>Students must maintain a GPA of 3.5/12 to continue in the program.</p> <p>In order to achieve the required learning objectives, on average, B.Tech. students can expect to do at least 3 hours of “out-of-class” work for every scheduled hour in class. “Out-of-class” work includes reading, research, assignments and preparation for tests and examinations.</p> <p>Where group work is indicated in the course outline, such collaborative work is mandatory.</p> <p>The use of cell phones, iPods, laptops and other personal electronic devices are prohibited from the classroom during the class time, unless the instructor makes an explicit exception.</p> <p>Announcements made in class or placed on Avenue are considered to have been communicated to all students including those individuals that are not in class.</p> <p>The instructor has the right to submit work to software to identify plagiarism.</p>		
<b>Course Specific Policies</b>	<p><b>Course Communications:</b></p> <ul style="list-style-type: none"> <li>• It is your responsibility to check Avenue daily – everything you will need is there and any important announcements will be posted there. Set your home page to the news feed for the course. See the Course A2L Website for any updates.</li> <li>• We only respond to emails from students’ McMaster email accounts. Ensure that your Mac account is activated and has space to receive emails. We reply to emails only once, and if it returns to us as “undeliverable mail” we do not attempt any further replies. We do not respond to emails asking questions to which the answer is readily available in the course outline or Avenue.</li> <li>• Other than laptops for course related content, no mobile or other devices may be used during class</li> </ul> <p><b>Reading Material Before Class:</b></p> <p>It is expected that students read the material that is coming under discussion prior to class. Students are expected to attend and actively participate during class sessions offering insight, comment, reinforcement, contrary views, and underscoring examples.</p>		

**Switching Classes:**

You are required to attend the class days/times for the section in which you are registered. It is possible to attend another class day/time occasionally for specific conflicts that are both urgent and important in nature, such as a job interview – **however you must get prior approval from the instructor.**

**In-Class Active Learning Component:**

Throughout the term there will be a number of in-class activities or quizzes. Each activity will address topics and outcomes listed within the course outline and will require work to be performed within the class setting. These may take the form of completing reflection reports, critical thinking questions, mini-cases and application exercises.

The instructor will notify students as to the assessment criteria and format - i.e. individual or group at the time of the activity.

- You must be in the proper section for which you are registered and present during the entire class in which the activity is assigned for it to be graded by the instructor.
- Missed classes which result in missed in-class activities will not be accommodated unless timely medical/legal documentation can be provided. See course outline for further information about academic work missed and guidelines regarding the McMaster Student Absence Form (MSAF).

There will be a number of active-learning activities completed in class and for homework during the term. Exercises will be graded based on completion, accuracy, and amount of effort shown by the student.

**ECCS (5 week) Introduction to BTECH Coop Program**

**This component is worth 20% of your Final Grade in 2PW3.**

In this component, you will have an orientation to the BTECH Co-op program, self-assessment exercises, job and employer research, cover letter and resume writing, interviewing skills and work place professionalism.

**Course Assignments:**

The Main course assignment has specific objectives, due dates, late penalties and participation requirements associated with them. Strongly recommend you review the assignment deliverables posted on A2L course site so you're aware of each assignment expectations.

- **Comprehensive Information Interview Report**

**Assignments will be subject to late penalties (immediately & per day) of a percentage deduction from the assignment mark for a specific period of time as outlined in the assignment deliverables. Assignments that have not been submitted within the specific period of time after the due date will not be graded and will receive a mark of ZERO.**

	<p><b>Final Exam:</b> The cumulative final exam will be written during the scheduled examination period. The final exam format will include multiple-choice questions and application-focused short answer questions.</p> <p><b>Note: Students must write and achieve a <u>passing grade</u> on the final exam to pass the course.</b></p>	
<b>3. SUB TOPIC(S)</b>		
Week 1: Sep 3-8	<p><b>Course Introduction</b></p> <ul style="list-style-type: none"> <li>• Course expectations &amp; requirements</li> <li>• Assignment Deliverables Explained</li> </ul>	<p><b>Course Resources:</b> Chapter 1 /Dessler</p>
Week 2: Sep 9-15	<p><b>Introduction to Human Resources Management</b></p> <ul style="list-style-type: none"> <li>• Strategic Role of HRM</li> <li>• Evolution of HRM</li> <li>• Environmental Influences on HRM</li> <li>• HRM and Technology</li> </ul>	<p><b>Course Resources:</b> Chapter 1 &amp; 3/Dessler</p> <p><b>Student Bio Due: Sun Sep 15 @ 11:59pm</b></p>
Week 3: Sep 16-22	<p><b>Designing &amp; Analyzing Jobs</b></p> <ul style="list-style-type: none"> <li>• Concept of Jobs</li> <li>• Job Descriptions and Job Ads</li> <li>• Hard Skills and Soft skills</li> <li>• Identify accomplishments to enhance job acquisition &amp; retention success</li> </ul>	<p><b>Course Resources:</b> Chapter 4/Dessler</p>
Week 4: Sep 23-29	<p><b>Recruitment: Talent Acquisition Process</b></p> <ul style="list-style-type: none"> <li>• Recruitment Process</li> <li>• Recruitment methods</li> </ul>	<p><b>Course Resources:</b> Workbook pages 33-49 Chapter 6/Dessler</p>
Week 5: Sept 30- Oct 6	<p><b>Selection</b></p> <ul style="list-style-type: none"> <li>• Preliminary Screening</li> <li>• Selection Testing</li> <li>• Selection Interview &amp; Role of Supervisor</li> <li>• Background and Reference Checks</li> <li>• Hiring Decision and Candidate Notification</li> </ul>	<p><b>Course Resources:</b> Chapter 7/Dessler</p> <p><b>Information Interview Contact Person &amp; Rationale Due Sunday Oct 6 @11:59 pm</b></p>
Week 6: Oct 7-13	<p><b>Self Assessment</b></p> <ul style="list-style-type: none"> <li>• Identify your own skills &amp; accomplishments to enhance job acquisition &amp; retention success</li> </ul>	<p><b>Course Resources:</b> Workbook pages 5-21</p>
<b>Midterm Recess (Monday October 14 to Sunday October 20 2019)</b>		
Week 7: Oct 21-27	<p><b>On Boarding and Training</b></p> <ul style="list-style-type: none"> <li>• Purpose of onboarding</li> <li>• Training methods</li> <li>• Training process</li> </ul>	<p><b>Course Resources:</b> Chapter 8/Dessler Workbook: pages 22-32</p>
Week 8: Oct 28-Nov 3	<p><b>Mock Interview Training</b></p> <ul style="list-style-type: none"> <li>• Preparation strategies to enhance success</li> <li>• Professional conduct during &amp; after interviews</li> <li>• BTEch explanation</li> </ul>	<p><b>Course Resources:</b> Workbook: pages 68-83 <b>Mandatory In-class Participation</b></p>

Week 9: Nov 4-10	<b>Job Search Process: Networking</b> Uncovering the “hidden job market”  <b>Friday Nov. 8</b> <b>Networking Event run by ECCS/Professional Attire and attendance required</b>	<b>Course Resources:</b> A2L: Networking Materials  <b>Information Interview Report Due: Sunday Nov. 10 @ 11:59 pm</b>
Week 10: Nov 11-17	<b>Job Search Process: Troubleshooting</b> <ul style="list-style-type: none"> <li>Strategies to get job search unstuck and moving forward</li> </ul> <b>Professionalism &amp; Reputation Management</b> <ul style="list-style-type: none"> <li>Management of personal professional equity</li> <li>Dealing with ethical dilemmas using professional codes of conduct &amp; other resources</li> <li>Professionalism Workshop</li> </ul>	<b>Course Resources:</b> Workbook: pages 84-93
Week 11: Nov 18-24	<b>Career Development &amp; Success Strategies</b> <ul style="list-style-type: none"> <li>Effective lifelong learning strategies</li> <li>Developing &amp; maintaining a professional network</li> <li>Dealing with changes to employment status</li> </ul>	<b>Course Resources:</b> Chapter 9/Dessler
Week 12: Nov 24-Dec. 1	<b>Performance Management</b> <ul style="list-style-type: none"> <li>Defining performance expectations</li> <li>Providing coaching and feedback</li> <li>Performance rewards/consequences</li> <li>Legal &amp; ethical issues</li> </ul>	<b>Course Resources:</b> Chapter 10/Dessler
Week 13: Dec 2-4	<b>Course Wrap-up &amp; Exam Review</b>	
<b>Classes end – Wednesday December 4, 2019</b> <b>Final examination period: Friday December 6, 2019 to Thursday December 19, 2019</b> <b>All examinations MUST BE written during the scheduled examination period.</b>		
<p>Note that this structure represents a plan and is subject to adjustment term by term.</p> <p>The instructor and the University reserve the right to modify elements of the course during the term. The University may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes.</p>		
<b>4. ASSESSMENT OF LEARNING</b>		<b>Weight</b>
ECCS Component		20%
Information Interview Report (Contact with Rationale: <b>Oct 6 @11:59 pm/Report: Nov. 10 @ 11:59 pm</b> )		25%
Active Learning: In-class workshop participation, quizzes, exercises (as announced)		20%
Comprehensive Final Examination (TBA between December 6– 19, 2019)		35%
<b>TOTAL</b>		<b>100%</b>
Percentage grades will be converted to letter grades and grade points per the University calendar.		
<b>5. LEARNING OUTCOMES</b>		
1. Demonstrate knowledge of the contribution of HR professionals to organizational effectiveness and understand the role of technology in HR.		
2. Demonstrate knowledge of the recruitment and selection process in organizations, followed by training methods and onboarding process.		

3. Prepare a personal job search plan, including troubleshooting strategies to deal with coop and/or employment acquisition challenges and obstacles.
4. Identify strategies to network and make contacts that could lead to employment by preparing and practicing for information and mock employment interviews in order to present yourself as a confident professional.
5. Demonstrate knowledge and application of the principles of professionalism and code of conduct among practicing technical professionals.
6. Demonstrate knowledge of performance management systems.

## 6. POLICIES

### Anti-Discrimination

The Faculty of Engineering is concerned with ensuring an environment that is free of all discrimination. If there is a problem, individuals are reminded that they should contact the Department Chair, the Sexual Harassment Officer or the Human Rights Consultant, as soon as possible.

[http://www.mcmaster.ca/policy/General/HR/Discrimination\\_Harassment\\_Sexual\\_Harassment-Prevention&Response.pdf](http://www.mcmaster.ca/policy/General/HR/Discrimination_Harassment_Sexual_Harassment-Prevention&Response.pdf)

### Academic Integrity

You are required to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various kinds of academic dishonesty please refer to the Academic Integrity Policy, located at: <http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf>.

The following illustrates only three forms of academic dishonesty:

1. Plagiarism. E.g. the submission of work that is not own or for which other credit has been obtained
2. Improper collaboration in group work  
Copying or using unauthorized aids in tests and examinations.

### Requests for Relief for Missed Academic Term Work (Assignments, Mid-Terms, etc.)

The McMaster Student Absence Form is an on-line self-reporting tool for **Undergraduate Students** to report absences for:

- 1) Relief for missed academic work worth less than 25% of the final grade resulting from medical or personal situations lasting up to three calendar days:
  - Students may submit a maximum of one academic work missed request per term. It is the responsibility of the student to follow up with instructors immediately (within the 3 day period that is specified in the MSAF) regarding the nature of the accommodation. All work due in that time period however can be covered by one MSAF.
  - MSAF cannot be used to meet religious obligation or celebration of an important religious holiday, for that has already been completed or attempted or to apply for relief for any final examination or its equivalent.
- 2) For medical or personal situations lasting more than three calendar days, and/or for missed academic work worth 25% or more of the final grade, and/or for any request for relief in a term where the MSAF has not been used previously in that term:
  - Students must visit their Associate Dean's Office (Faculty Office) and provide supporting documentation.

### E-Learning Policy

Consistent with the Bachelor of Technology's policy to utilize e-learning as a complement to traditional classroom instruction, students are expected to obtain appropriate passwords and accounts to access Avenue To Learn for this course. Materials will be posted by class for student download. It is expected that students will avail themselves of these materials prior to class. Students should be aware that, when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail account, and program affiliation may become apparent to all other students in the course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about this disclosure please discuss this with the course instructor. Avenue can be accessed via <http://avenue.mcmaster.ca>.

### **Communications**

It is the student's responsibility to:

- Maintain current contact information with the University, including address, phone numbers, and emergency contact information.
- Use the University provided e-mail address or maintain a valid forwarding e-mail address.
- Regularly check the official University communications channels. Official University communications are considered received if sent by postal mail, by fax, or by e-mail to the student's designated primary e-mail account via their @mcmaster.ca alias.
- Accept that forwarded e-mails may be lost and that e-mail is considered received if sent via the student's @mcmaster.ca alias.
- Check the McMaster/Avenue email and course websites on a regular basis during the term.

### **Turnitin (Optional)**

This course will be using a web-based service (Turnitin.com) to reveal plagiarism. Students submit their assignment/work electronically to Turnitin.com where it is checked against the internet, published works and Turnitin's database for similar or identical work. If Turnitin finds similar or identical work that has not been properly cited, a report is sent to the instructor showing the student's work and the original source. The instructor reviews what Turnitin has found and then determines if he/she thinks there is a problem with the work. Students who do not wish to submit their work to Turnitin.com must still submit a copy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, etc.). To see the Turnitin.com Policy, please go to <http://www.mcmaster.ca/academicintegrity/turnitin/students/>

### **Protection of Privacy Act (FIPPA)**

The Freedom of Information and Protection of Privacy Act (FIPPA) applies to universities. Instructors should take care to protect student names, student numbers, grades and all other personal information at all times. For example, the submission and return of assignments and posting of grades must be done in a manner that ensures confidentiality. <http://www.mcmaster.ca/univsec/fippa/fippa.cfm>

### **Academic Accommodation of Students with Disabilities Policy**

Students who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. Academic accommodations must be arranged for each term of study. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail [sas@mcmaster.ca](mailto:sas@mcmaster.ca). For further information consult McMaster's policy for Academic Accommodation of Students with Disabilities <http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-StudentsWithDisabilities.pdf>

Students must forward a copy of the SAS accommodation to the instructor of each course and to the Program Administrator of the B.Tech. Program immediately upon receipt. If a student with a disability chooses NOT to take advantage of a SAS accommodation and chooses to sit for a regular exam, a petition for relief may not be filed after the examination is complete. <http://sas.mcmaster.ca>

## Student Code of Conduct

The Student Code of Conduct (SCC) exists to promote the safety and security of all the students in the McMaster community and to encourage respect for others, their property and the laws of the land. McMaster University is a community which values mutual respect for the rights, responsibilities, dignity and well-being of others. The purpose of the Student Code of Conduct is to outline accepted standards of behavior that are harmonious with the goals and the well-being of the University community, and to define the procedures to be followed when students fail to meet the accepted standards of behavior. All students have the responsibility to familiarize themselves with the University regulations and the conduct expected of them while studying at McMaster University.

<http://judicialaffairs.mcmaster.ca/pdf/SCC.pdf> and <http://www.mcmaster.ca/policy/Students-AcademicStudies/StudentCode.pdf>