



## UNSW Course Outline

# ZBUS3103 Human Resource Management - 2024

Published on the 30 Jun 2024

## General Course Information

Course Code : ZBUS3103

Year : 2024

Term : Semester 2

Teaching Period : Z2

Is a multi-term course? : No

Faculty : UNSW Canberra

Academic Unit : UC School of Business

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : UNSW Canberra at ADFA

Campus : UNSW Canberra

Study Level : Undergraduate

Units of Credit : 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

This course introduces students to the theory and practice of Human Resource Management. It examines, as an important aspect of the management function, the management of people in the work place.

## Course Aims

The purpose of this course is to provide students with an overview of human resource theories, practices, and current issues. It aims to equip students with the skills and knowledge to manage teams in complex and changing workplace environments. Students will gain an understanding of the context within which human resource management operates as well as knowledge of the HRM functions and their application to a broad range of HRM challenges. Students will be exposed to a range of theories relating to strategic human resources, and will apply these to cases.

## Relationship to Other Courses

No prerequisites are required for this course.

## Course Learning Outcomes

Course Learning Outcomes
CL01 : Demonstrate knowledge of the concepts and techniques applied in human resource management.
CL02 : Investigate and critically evaluate scholarly literature.
CL03 : Apply theoretical or applied insights to workplace situations and/or a case study.
CL04 : Demonstrate effective written communication.

Course Learning Outcomes	Assessment Item
CL01 : Demonstrate knowledge of the concepts and techniques applied in human resource management.	<ul style="list-style-type: none"><li>• Report</li><li>• Presentation</li><li>• Essay</li><li>• Exam</li></ul>
CL02 : Investigate and critically evaluate scholarly literature.	<ul style="list-style-type: none"><li>• Report</li><li>• Presentation</li><li>• Essay</li></ul>
CL03 : Apply theoretical or applied insights to workplace situations and/or a case study.	<ul style="list-style-type: none"><li>• Report</li><li>• Essay</li></ul>
CL04 : Demonstrate effective written communication.	<ul style="list-style-type: none"><li>• Exam</li><li>• Report</li><li>• Essay</li></ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Echo 360

# Learning and Teaching in this course

Teaching strategies are used in this course are:

- Weekly lectures
- Readings - relevant textbook chapters and articles expand upon the themes in the lectures.
- Tutorials - students engage with, and learn from each other in tutorials.

## Workload

Students are expected to undertake an average of 10 hours of study per week for a 6 UOC course. This includes engagement with course readings and other activities, assessment preparation and research, as well as contact time in lectures and tutorials.

## Other Professional Outcomes

### Developing Program Attributes

Students will be encouraged to develop the following School of Business program attributes by undertaking the course activities and mastering the knowledge content:

#### 1: Business knowledge

Students will select and apply disciplinary knowledge to business situations in a local and global environment.

#### 2: Problem solving

Students will identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions.

#### 3: Business communication

Students will prepare written documents that are clear and concise, using appropriate style and presentation for the intended audience, purpose and context. Students will also present on a HRM topic to their class, which will develop their oral communication skills.

#### 4: Teamwork

Students will work together to increase their understanding of key HRM concepts and practices, including through joint presentations.

#### 5: Responsible business practice

Students will identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice.

## 6: Global and cultural competence

N/A

## 7: Leadership development

N/A

### Developing Graduate Capabilities

Successful completion of this course contributes to the acquisition of UNSW graduate capabilities. UNSW aspires to develop globally focused graduates who are **rigorous scholars**, capable of **leadership** and **professional practice** in an **international** community.

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates
Report Assessment Format: Individual Short Extension: Yes (2 days)	10%	Start Date: Not Applicable Due Date: 16/08/2024 12:00 AM Post Date: 30/08/2024 06:00 PM
Presentation Assessment Format: Group	20%	Start Date: Not Applicable Due Date: Weekly in tutorials
Essay Assessment Format: Individual Short Extension: Yes (2 days)	30%	Start Date: Not Applicable Due Date: 04/10/2024 12:00 AM Post Date: 18/10/2024 12:00 AM
Exam Assessment Format: Individual	40%	Start Date: Not Applicable Due Date: Exam week Post Date: 28/11/2024 03:00 PM

## Assessment Details

### Report

#### Assessment Overview

Students will select a media article on a current issue and write a report for their supervisor.

#### Course Learning Outcomes

- CL01 : Demonstrate knowledge of the concepts and techniques applied in human resource management.
- CL02 : Investigate and critically evaluate scholarly literature.
- CL03 : Apply theoretical or applied insights to workplace situations and/or a case study.
- CL04 : Demonstrate effective written communication.

### **Detailed Assessment Description**

Please see the course Moodle site for a detailed description of this assessment. Information will be made available on 1 July 2024.

### **Permitted use of AI tools: SIMPLE EDITING ASSISTANCE**

For this assessment task, you may use AI-based software to research and prepare prior to writing your assessment. You are permitted to use standard editing and referencing functions in word processing software - this is limited to spelling and grammar checking and reference citation generation in the creation of your submission. You must not use any functions that generate or paraphrase passages of text, whether based on your own work or not.

Please note that your submission will be passed through an AI-generated text detection tool. If your marker has concerns that your answer contains passages of AI-generated text you may be asked to explain your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

Please refer to the General Assessment Information section below for information on the requirement to include a cover sheet/declaration with all assessments, disclosing whether AI tools were used.

### **Assessment Length**

750 words

### **Assignment submission Turnitin type**

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

## **Presentation**

### **Assessment Overview**

Students will be required to form pairs and conduct a presentation on the weekly tutorial discussion questions.

### **Course Learning Outcomes**

- CL01 : Demonstrate knowledge of the concepts and techniques applied in human resource management.
- CL02 : Investigate and critically evaluate scholarly literature.

### **Detailed Assessment Description**

Please see the course Moodle site for a detailed description of this assessment. Information will

be made available on 1 July 2024.

Presentations will commence in Week 2.

### **Permitted use of AI tools: SIMPLE EDITING ASSISTANCE**

For this assessment task, you may use AI-based software to research and prepare prior to writing notes or text for your presentation. You are permitted to use standard editing and referencing functions in word processing software - this is limited to spelling and grammar checking and reference citation generation in the creation of your submission. You must not use any functions that generate or paraphrase passages of text, whether based on your own work or not.

Please note that your submission will be passed through an AI-generated text detection tool. If your marker has concerns that your answer contains passages of AI-generated text you may be asked to explain your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

Please refer to the General Assessment Information section below for information on the requirement to include a cover sheet/declaration with all assessments, disclosing whether AI tools were used.

### **Assessment Length**

15 minutes plus activity

### **Assessment information**

Grades will be posted weekly after the presentation.

### **Assignment submission Turnitin type**

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

## **Essay**

### **Assessment Overview**

Essay on an HRM topic.

### **Course Learning Outcomes**

- CLO1 : Demonstrate knowledge of the concepts and techniques applied in human resource management.
- CLO2 : Investigate and critically evaluate scholarly literature.

- CLO3 : Apply theoretical or applied insights to workplace situations and/or a case study.
- CLO4 : Demonstrate effective written communication.

### **Detailed Assessment Description**

Please see the course Moodle site for a detailed description of this assessment. Information will be made available on 1 July 2024.

### **Permitted use of AI tools: SIMPLE EDITING ASSISTANCE**

For this assessment task, you may use AI-based software to research and prepare prior to writing your assessment. You are permitted to use standard editing and referencing functions in word processing software - this is limited to spelling and grammar checking and reference citation generation in the creation of your submission. You must not use any functions that generate or paraphrase passages of text, whether based on your own work or not.

Please note that your submission will be passed through an AI-generated text detection tool. If your marker has concerns that your answer contains passages of AI-generated text you may be asked to explain your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

Please refer to the General Assessment Information section below for information on the requirement to include a cover sheet/declaration with all assessments, disclosing whether AI tools were used.

### **Assessment Length**

2,000 words

### **Assignment submission Turnitin type**

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

## **Exam**

### **Assessment Overview**

Exam covering breadth of course.

### **Course Learning Outcomes**

- CLO1 : Demonstrate knowledge of the concepts and techniques applied in human resource management.
- CLO4 : Demonstrate effective written communication.

### Detailed Assessment Description

Please refer to the course Moodle site for more detailed information. Further information will be made available during the second half of the semester.

#### **Permitted use of AI tools: SIMPLE EDITING ASSISTANCE**

For this assessment task, you may use AI-based software to research and prepare prior to writing your assessment. You are permitted to use standard editing and referencing functions in word processing software - this is limited to spelling and grammar checking and reference citation generation in the creation of your submission. You must not use any functions that generate or paraphrase passages of text, whether based on your own work or not.

Please note that your submission will be passed through an AI-generated text detection tool. If your marker has concerns that your answer contains passages of AI-generated text you may be asked to explain your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

Please refer to the General Assessment Information section below for information on the requirement to include a cover sheet/declaration with all assessments, disclosing whether AI tools were used.

### Assessment Length

2 hours

### Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

## **General Assessment Information**

### **Referencing**

APA 7th Edition is the School's preferred referencing style.

### **Ethical and Responsible Use of Artificial Intelligence at UNSW**

At UNSW, students must use artificial intelligence ethically and responsibly.

This includes:

- Adhering to course/assessment guidelines regarding use of AI tools;
- Acknowledging AI-generated content in your assessments, following UNSW guidance on [Referencing and acknowledging the use of artificial intelligence tools](#). In the School of



Business, students are required to include a **cover sheet/declaration** for all assessments (see the Assessments Hub on the Course Moodle site). If you do not submit a completed cover sheet/declaration with your assessment, you will be emailed to request resubmission of your assessment with the required cover sheet/declaration (noting your assessment will not be graded until the cover sheet is included);

- Not including your own or others' personal or private information in prompts;
- Verifying and critiquing all AI generated material; and
- Avoiding using AI tools to translate your writing.

Please refer to [Ethical and Responsible Use of Artificial Intelligence at UNSW](#) for further information.

### **Short Extensions (School of Business, Undergraduate)**

An automatic Short Extension (without documentation) of **two calendar days** may be available for some assessment tasks in this course. Please check assessment instructions and further guidance on the course Moodle site.

You can apply by accessing the Short Extension Student Portal on the [Special Consideration login page](#).

Applications for Short Extensions **MUST** be submitted before the assessment due date. Late applications are not permitted. If you do not apply on time, you will have to submit a Special Consideration application with the appropriate supporting documentation, within 3 working days of the assessment due date.

Only one Short Extension can be granted for any given assessment. All subsequent extension requests must be submitted as a Special Consideration application.

For assessment tasks where a Short Extension is not available, students needing an extension (of any duration) must apply via the Special Consideration process.

### **Special Consideration**

Applications for Special Consideration should be submitted **BEFORE** the assessment due date.

If extenuating circumstances prevent you from submitting an application before the due date, please notify your course convenor by email and submit the application as soon as possible.

If your application is approved, the outcome may be one of the following:

- A supplementary or alternative assessment,

- An extended deadline for the assessment (note the extension granted is normally equivalent to the period of impact outlined in your supporting documentation),
- An aggregated or averaged mark derived from other comparable completed assessments.

Please note, applying for Special Consideration does not automatically mean that you will be granted additional assessment, or that you will be awarded an amended result.

**More information on Short Extensions and Special Consideration:** <https://www.student.unsw.edu.au/special-consideration>.

### **Late Submission of Assessment**

UNSW has a standard late submission penalty of:

- 5% per day,
- for all assessment tasks where a penalty applies,
- capped at five days (120 hours) from the assessment submission deadline. In case of approved Equitable Learning Plan (ELP) provision, special consideration or short extension, the late penalty applies from the date of approved time extension. After five days from the original or extended deadline, a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet assessment task submission and completion deadlines, and to apply for extensions as early as possible before the assessment task deadline.

### **Grading Basis**

Standard

### **Requirements to pass course**

Students must achieve at least 50% overall to pass the course. Students are expected to engage actively in course learning activities and attempt all assessment requirements in the course.

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 15 July - 19 July	Topic	HRM in Australia
Week 2 : 22 July - 26 July	Topic	The Evolution and Strategies of HRM
Week 3 : 29 July - 2 August	Topic	Managing Diversity
Week 4 : 5 August - 9 August	Topic	Employment Relations
Week 5 : 12 August - 16 August	Topic	Employee Voice, Social Media & HR Compensation Day: Friday 16 August classes to be delivered on Tuesday 13 August. Tuesday 13 August lost. No tutorials on Tuesday.
Week 6 : 19 August - 23 August	Topic	Workplace Health and Safety
Week 7 : 9 September - 13 September	Topic	Job Analysis, Evaluation and Design
Week 8 : 16 September - 20 September	Topic	Recruitment and Selection
Week 9 : 23 September - 27 September	Topic	Pay and Rewards
Week 10 : 30 September - 4 October	Topic	Retaining and Developing Employees
Week 11 : 7 October - 11 October	Topic	No lecture this week
Week 12 : 14 October - 18 October	Topic	Performance Management and Appraisal
Week 13 : 21 October - 25 October	Topic	Review

## Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

## General Schedule Information

Please see the course Moodle site for more information.

## Course Resources

### Prescribed Resources

Nankervis, A, Baird, M, Coffey, J and Shields, J. (2023). *Human Resource Management: Strategy and Practice* (11th ed.). Cengage.

### Recommended Resources

See the Moodle site for a list of additional readings.

## Course Evaluation and Development

Student evaluation of this course will be conducted at the end of Semester in the form of myExperience evaluations.

Previous evaluations, as well as comments made by students throughout previous courses have

been considered and where appropriate, incorporated into course design and teaching practice. Following student feedback, the assessment has been changed to provide students with a greater variety of learning activities.

The Course Convenor welcomes feedback based on the topics, materials and assessment activities used in this course. Constructive feedback will be used to improve future courses.

**Important note:** Students are reminded that any feedback provided should be constructive and professional and that they are bound by the [UNSW Code of Conduct and Values](#).

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	A/Prof Sue Williamson		Building 27, Room 316, School of Business, UNSW Canberra	+61 2 5114 5686	Email for appointments	Yes	Yes

## Other Useful Information

### School Contact Information

School of Business

Email: [Business@adfa.edu.au](mailto:Business@adfa.edu.au)