

**SIMON FRASER UNIVERSITY
OFFICE OF THE VICE-PRESIDENT, ACADEMIC**

MEMORANDUM

To: Senate

From: D. Gagan, Chair *David Mayon*
Senate Committee on Academic Planning

Subject: Faculty of Business Administration
Curriculum Revisions

Date: December 11, 1995

Action undertaken by the Senate Graduate Studies Committee and the Senate Committee on Academic Planning gives rise to the following motion:

Motion:

"That Senate approve and recommend approval to the Board of Governors, as set forth in S.96-12 , the following

New courses:	BUS 837-4	Human Resource Management II
	BUS 901-4	Selected Topics in Business Administration
	BUS 902-4	Selected Topics in Business Administration
	BUS 903-4	Selected Topics in Business Administration
	BUS 904-4	Selected Topics in Business Administration
	BUS 905-4	Selected Topics in Business Administration
	BUS 906-4	Selected Topics in Business Administration
	BUS 907-4	Selected Topics in Business Administration
	BUS 908-4	Selected Topics in Business Administration
	BUS 909-4	Selected Topics in Business Administration
	BUS 910-4	Selected Topics in Business Administration

Deletion of:	BUS 893-4	Selected Topics in Business Administration
	BUS 894-4	Selected Topics in Business Administration
	BUS 895-4	Selected Topics in Business
	BUS 896-4	Selected Topics in Business"

For Information:

Acting under delegated authority of Senate, SGSC has approved the following revision

Change in title and description for BUS 836-4

**Agreement has been reached between the Faculty and Library in
the assessment of library costs associated with the new course.**

Simon Fraser University
New Graduate Course Proposal Form

Department: Business Administration

Course Number: BUS837

Course Title: Human Resource Management II

Course Description for Calendar (*append a course outline*):

Topics covered include performance evaluation, pay equity,
and compensation/reward systems.

Credit Hours: 4.0

Vector: 4-0-0

Prerequisites (if any): Bus 836 or permission of the Instructor

Estimated Enrolment: 16

When the course will first be offered: 95-3

Frequency of course offering: every other year

Justification:

The content of the proposed BUS 837 course has been taught under BUS894 (Selected Topics) for a number of years. Demand is now sufficient to justify a permanent course designation.

Resources:

Faculty member(s) who will normally teach this course;
append information about their competency to teach the course: Havlovic or McShane

Number of additional faculty members required in order to offer this course: none

Additional space required in order to offer this course (*append details*): n/a

Additional specialized equipment required in order to offer this course (*append details*): n/a
see attached

Additional Library resources required (*append details*): annually: \$ - one-time: \$ -

Any other resource implications of offering this course (*append details*): n/a

If additional resources are required to offer this course, the department proposing the course should be prepared to provide information on the source(s) of those additional resources.

Approvals:

Departmental Graduate Program Committee: Dr. L. Meredith

Date: 95/11/6

Faculty Graduate Studies Committee: Dr. L. Meredith

Date: 95/11/6

Faculty: Dr. L. Meredith

Date: 95/11/6

Following approval by the Faculty, this form and all relevant documentation should be forwarded to the Assistant Director - Graduate Studies in the Office of the Registrar for consideration by the Senate Graduate Studies Committee, the Senate Committee on Academic Planning and Senate.

JUSTIFICATION

This course is presently being taught every other year as Bus 836 and Bus 894. Bus 837 contains the remaining Human Resource Management course material that is not covered in the present Bus 836. The HRM area of the Faculty of Business Administration is proposing that "Human Resource Management II" become an official course to recognize that the course content is different from Bus 836. This course will concentrate on human resource performance evaluation, pay equity and compensation/reward systems.

No additional library resources will be needed as we currently have sufficient resources to support this course.

HUMAN RESOURCE MANAGEMENT II

Instructor: Dr. Stephen J. Havlovic

Office: AQ 6181

Telephone: 291-4728 (Internet Address: havlovic@sfu.ca)

Office Hours: Wednesday 1:00-4:00 or by appointment

Required Readings

All assigned readings ('TOD' and Selected) are to be read prior to class. Students should come to class prepared for in-depth discussions of the assigned materials.

Student Evaluation

- 15% - "Teacher of the Day" Presentation and Critique
- 20% - Midterm Examination (2 of 3 Essays; BUS 836 - additional essay)
- 25% - Term Paper (BUS 472: 10-15 pages; BUS 836: 20-25 pages)
- 25% - Final Examination (3 of 4 Essays; BUS 836 - additional essay)
- 15% - Class Participation (Attendance & Discussion)

Teacher of the Day (TOD)

You are scheduled to be a TOD once. At least 10 days prior to your presentation you should meet with the Professor and finalize your article selection. At the class prior to your presentation, you should hand out copies of the article to be presented. As a TOD you are expected to make an oral presentation summarizing and critiquing a research article pertinent to the scheduled class topic. You are expected to discuss the positive and negative aspects of the article and subject matter. In addition to your verbal presentation, you are to distribute a typed (double spaced) 10 to 12 page summary and critique of the selected article to the class and professor. Your evaluation will include an assessment of your verbal presentation (30%) and written paper (70%).

Term Paper

Each student is required to write a research paper. The term paper should be typed (double spaced) and adhere to the length guidelines listed above. A one page topic outline of the paper should be submitted to the Professor by October 5 for approval and feedback. A listing of your references to date should be attached to the outline. Be sure that all sources including quotes and statistics are properly referenced. A typical paper will provide an in depth discussion and analysis on a HRM topic of interest. The

relevance of the topic should be explained, literature on the subject reviewed, followed by a serious discussion and analysis, and conclusions drawn. The term paper is to be turned in to the Professor at the start of class on November 30! You will be required to give an executive summary of your paper to the class on November 30 which will be followed by discussion and questions. A late penalty will be applied to all papers received after the start of class on the 30th.

CLASS SELECTED READINGS

- Sep. 7 Introduction
 Topic: Compensation Management
- Sep. 14 Topic: Job Evaluation
 Reading #1 De Corte
 Reading #2 Quaid
 Reading #3 Davis & Sauser
 TOD1: Dora L.
- Sep. 21 Topic: Performance Appraisal and Reward Systems
 Reading #1 Barnes-Farrell
 Reading #2 Ingraham
 TOD1: John S. ; TOD2: Neil C.
- Sep. 28 Topic: Employee Benefits
 Reading #1 Johnson
 Reading #2 O'Connell
 TOD1: Bill C. ; TOD2: Angela T.
- Oct. 5 Topic: Employment Standards
 Reading #1 B.C. Employment Standards
 Reading #2 Canadian Employment Standards
 Reading #3 Zimmerman
 TOD1: Sabine Z.
 Term Paper Topic Outlines Due
- Oct. 12 Topic: Pay and Employment Equity
 Reading #1 McDermot
 Reading #2 Ream
 TOD1: Kathy L. ; TOD2: Andrea B.
 Review for Midterm Examination
- Oct. 19 **Midterm Examination**

- Oct. 26 Topic: Workers Compensation and Severance Pay
Reading #1 Erwin
Reading #2 Gallager
TOD1: Wendy L. ; TOD2: Winny W.
- Nov. 2 Topic: Job Design
Reading #1 Carayon
Reading #2 Kelly
Reading #3 Campion
TOD1: Hwee T.
- Nov. 9 Topic: Self-Managing Work Teams
Reading #1 Manz
Reading #2 Wellins
TOD1: Claudio W. ; TOD2: Steve A.
- Nov. 16 Topic: Intrinsic Benefits of Work
Reading #1 Hitt
Reading #2 Tang
Reading #3 Wiersman
TOD1: Kerry D.
- Nov. 23 Topic: Employee Ownership
Reading #1 Buchko
Reading #2 Smith
Reading #3 McElrath
TOD1: Rachel M.
- Nov. 30 **Term Paper Due at the Start of Class**
Executive Summary Presentations and Discussion of Papers
Review for Final Examination
- Dec. 8-18 **Final Examination** (See University Exam Schedule)

Simon Fraser University
New Graduate Course Proposal Form

Department: Business Administration Course Number: BUS901-910

Course Title: Selected Topics in Business Administration

Course Description for Calendar (*append a course outline*):

Credit Hours: 4.0 Vector: _____ Prerequisites (if any): n/a

Estimated Enrolment: n/a When the course will first be offered: Spring '96

Frequency of course offering: n/a

Justification:

See attached

Resources:

Faculty member(s) who will normally teach this course;
append information about their competency to teach the course: n/a

Number of additional faculty members required in order to offer this course: no

Additional space required in order to offer this course (*append details*): no

Additional specialized equipment required in order to offer this course (*append details*): no

Additional Library resources required (*append details*): annually: \$ - one-time: \$ -

Any other resource implications of offering this course (*append details*): no.

If additional resources are required to offer this course, the department proposing the course should be prepared to provide information on the source(s) of those additional resources.

Approvals:

Departmental Graduate Program Committee: Dr. L. Meredith Date: 95/11/6

Faculty Graduate Studies Committee: Dr. L. Meredith Date: 75/11/6

Faculty: Dr. L. Meredith Date: 95/11/6

Following approval by the Faculty, this form and all relevant documentation should be forwarded to the Assistant Director - Graduate Studies in the Office of the Registrar for consideration by the Senate Graduate Studies Committee, the Senate Committee on Academic Planning and Senate.

JUSTIFICATION

At present there are four MBA selected topics courses in the calendar - Bus 893, Bus 894, Bus 895 and Bus 896. The MBA program has eight areas of concentration. Each semester different areas offer courses that require selected topics numbers. Such courses are normally offered three to four times in order to assess whether the demand is sufficiently strong to justify an application to SGSC for purposes of placing the course formally in our Calendar. On a number of occasions the Program has exhausted selected topics numbers because more than four selected topics courses were introduced by our various areas. Therefore, we are requesting the inclusion of 10 selected topics courses in the Calendar. The numbers of these course could be Bus 901, Bus 902, Bus 903, Bus 904, Bus 905, Bus 906, Bus 907, Bus 908, Bus 909, and Bus 910. The first four numbers (Bus 901-904 inclusive) will replace the existing selected topics numbers (Bus 893-896 inclusive) in the calendar. We anticipate "retiring" Bus 893, 894, 895 and 896 as selected topics designations.

We appreciate the fact that a request for 10 selected topics courses might seem excessive but these numbers do have to service eight different "departments" in our Day MBA Program. This amounts marginally to 1+ selected topics numbers per area.