

# Colbourne College

## BA 203 Principles of Human Resource Management

### INDIVIDUAL RESEARCH PAPER

Value: 30% of course grade

**Due Date: March 15, 2013**

The organization where you work is an overseas firm that has decided to set up a subsidiary in Jamaica. The firm has sent you to Jamaica, as the Director of Human Resource, to facilitate the planning, development and management of human resources in the new subsidiary.

### Requirements

You are required to create a name for your firm and describe its line of business before proceeding with the project.

You are required to review no less than ten literatures including textbooks, articles, newspapers and websites. These must be accurately referenced both in the in-text citations and in the Reference Page using APA style of documentation. Do the following:

| Criteria Reference | Description  | Score    |
|--------------------|--|----------|
| 1.                 | Discuss at least five intercultural and global challenges pertaining to human resources you are likely to encounter in your new location   | 15       |
| 2. 1               | Develop human resource plan and clearly show the following: <ul style="list-style-type: none"><li>The methods you will use to forecast and determine human resource requirement in the new subsidiary.</li></ul>   | 15       |
| 2.2                | <ul style="list-style-type: none"><li>Assess Jamaican legal environment especially as it relates to human resources (you need to cite specific Jamaican labour laws and how they will impact your firm in your assessment).</li></ul>                            | 10       |
| 2.3                | <ul style="list-style-type: none"><li>Develop the strategies you will use in the recruitment and selection process of the new staff in the subsidiary.</li></ul>   | 10       |
| 2.4                | <ul style="list-style-type: none"><li>Describe the training and development process for the new staff</li></ul>  | 10       |
| 2.5                | <ul style="list-style-type: none"><li>Explain the forms of employment contract you will negotiate with the staff and give reasons for your choice of contract.</li></ul>   | 10       |
| 2.6                | <ul style="list-style-type: none"><li>Explain the methods of compensation and reward system you will adopt; give reasons</li><li>Describe the methods you will use to evaluate the performance of your staff. Give reasons for your choice of methods.</li></ul> | 10<br>10 |

## Instructions for Term Paper 1:

The Research Assignment final due date is week Ten (10) of the course and values 30% of the course grade. Students are required to prepare a specific research task as instructed. The Report is 2000-2500 words in length. The maximum length acceptable is 2500 words. The minimum length acceptable is 2000. The assignment must meet the following characteristics to be awarded a Pass Grade:

- a. use appropriate business format (view a sample online),
- b. inform (relevant and clear information on your findings on the subject matter)
- c. make proposals or recommendations for change
- d. analyse and solve problems
- e. present the findings of an investigation or project
- f. record progress

The lecturer will require of you to research a given topic and produce a report. You will be asked to write a report on the performance characteristics of the understudy, management practices, cost benefits of using the company's product, etc. Your lecturer will usually provide you with the information:

- the topic or subject of the report
- the due date
- a clear idea of its purpose and who will read it
- the format headings to be used and their order.

### Organization of Documentation

i. Title Page

ii. Table of content

iii. Introduction, which:

- gives the background
- explains the purpose, scope and methods used
- outlines the terms of reference
- It should be a brief, accurate background for the body of the report

iv. The body, which covers the work done and what you found. It's divided into topics which are arranged in a logical order with headings and sub-headings.

v. Recommendations:

- gives solutions to the problems
- suggests possible courses of action as a result of the conclusions, eg
- who should take action
- what should be done
- when and how it should be done

vi. Conclusion covers the writer's judgment based on information in the body of the report.

vii. Appendices contain evidence which supports the report but is not essential because it's either too long or too technical for the audience.

viii. Bibliography includes all sources of information used in the report and often those used for background reading as well. (See Learning Links – Referencing for information about how to cite your sources, etc).

Steps in preparing the report of the research

- i. Font is Standard Arial and font size is 11.
- ii. Use size 16 for first headings, size 14 for second headings, and size 12 for all following headings.
- iii. Set left margin at 2.5 inches and 2 inches from the left.
- iv. Line spacing should be 1.5.

### **IMPORTANT! Please Note**

A soft copy and a hardcopy of the assignment must be submitted. Students work will be checked for plagiarism. Students are asked to check for plagiarism in their work on viper, free software available online, prior to submitting work. An assignment will not be accepted that does not have a Plagiarism Report. Work showing 30% or more for plagiarism and error will be awarded a fail grade. Assignment submitted up to five days after the published deadline will attract a 20% mark down. No assignment is acceptable after 5 days of the published deadline.

## Group Presentation

Value: 10% of course grade

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**Report Due Date: March 15, 2013**

**Class Presentation Date: March 28, 2013**

**Use an organization of your choice and discuss the following:**

1. The human resource changes that occur in it and the strategies the organization uses to manage the changes.
2. What types of conflict arise in the organization and the strategies the organization uses in resolving the conflicts?

**For the above, be sure to apply theoretical framework in your discussions.**

## Instructions for Group Assignment - Term Paper 2

The Group Assignment final due date is week ten (10) of the course and values 10% of the course grade. Students are required to prepare a Report or a Briefing Document as instructed. The assignment consists of a written component and class room presentation using simulation, role playing, and technology. The written component is 5% and presentation is valued at 5%.

- The total mark allocated to the Group Activity is 10% of the course grade.

### **A. The Written Part: Report Writing**

The required Report or Document Brief is 450 words in length. The maximum length acceptable is 500 words. The minimum words acceptable are 450 words. The assignment must meet the following characteristics to be awarded a Pass Grade:

- i. Use appropriate business format (view a sample online),
- ii. inform (relevant and clear information on your findings on the subject matter)
- iii. make proposals or recommendations for change
- iv. analyse and solve problems
- v. present the findings of an investigation or project
- vi. record progress

The lecturer will required of you to research a given topic and produce a report. You will be asked to write a report on the performance characteristics of the understudy, management practices, cost benefits of using the company's product, etc. Your lecturer will usually provide you with the information:

- the topic or subject of the report
- the due date
- a clear idea of its purpose and who will read it
- the format headings to be used and their order.

### **Steps in preparing the report**

- i. Font is Standard Arial and font size is 11.
- ii. Use size 16 for first headings, size 14 for second headings, and size 12 for all following headings.
- iii. Set left margin at 2.5 inches and 2 inches from the left.
- iv. Line spacing should be 1.5.

### **Organization of Documentation**

- i. Title Page
- ii. Table of content
- iii. Body Findings
- iv. Recommendations
- v. Reference or Bibliography

### ***Special instructions***

- A. **Each group will consist of not more than five students.** Each student is required to sign and identify his/her portion/contribution to the report, although only one document is submitted. A soft copy and a hardcopy must be submitted. Students work will be checked for plagiarism. Students are asked to check for plagiarism in their work on viper, a free software online, before submitting work. Work showing 30% or more for plagiarism will be awarded a fail grade.

B. **The Presentation is 15-20 minutes long on week twelve (12) of the course.**

Each member of the group is required to make a 3-5 minutes lead presentation.

- Dress smartly and according to your role.
- Say hello and smile when you greet the audience. Try to appear confident and enthusiastic.
- Speak clearly, firmly and confidently as this makes you sound in control.
- Keep within the allotted time for your talk.
- Eye contact is crucial to holding the attention of your audience. Involve your audience by asking them a question. Don't read out your presentation and look at your notes too much as this suggests insecurity and will prevent you making eye contact with the audience.
- Build variety into the talk and break it up into sections: Have a logical order, introduction, middle with your main points and a conclusion.
- Use powerpoint to present your findings.
- Request a mark sheet to familiarize yourself with other oral presentation assessment criteria.