

BUS 279E Performance Management

3 credits, 8 weeks, 6 hours

In general terms, this course reviews strategies for optimizing employee performance and behaviour in the workplace. Topics include: goal-setting theory; determination of performance criteria; qualitative and quantitative appraisal techniques; disciplinary procedures.

Prerequisites and/or co-requisites
BUS 271 or permission of the Chair.

Instructor

Jason Schulz
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Office Hours

Appointments available upon request.

Hours of Instruction

Monday & Wednesday: 6:30 – 9:30 PM, Room S110

Required Resources

Performance Management 3rd Edition: Herman Aguinis

Course Outcomes

Upon successful completion of this course, the student will be able to:

- Define performance management and understand the six steps used to implement a performance management system
- Explain the importance of having a strategically aligned performance management system
- Determine an appropriate performance measurement approach
- Identify uses, characteristics, and structure of an effective performance management appraisal system
- Describe the benefits and importance of having a developmental plan as part of the performance management system
- Detail the key skills supervisors require to effectively manage their employees' performance
- Discuss the importance of coaching for improving present and future performance
- Identify performance based incentives and rewards
- Identify characteristics of a legally sound performance management system
- Design and implement an appropriate performance management system that includes team performance components

Evaluation

The minimum standard for passing this course is a grade of D (50%).

In Class Participation/Group Work	15%
Assignments (2 @ 15% each)	30%
Midterm Examination	25%
Final Examination	<u>30%</u>
	100%

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 93.9
	A	4.0	87 - 93.9
	A-	3.7	80 - 86.9
Good	B+	3.3	77 - 79.9
	B	3.0	74 - 76.9
	B-	2.7	70 - 73.9
Satisfactory	C+	2.3	67 - 69.9
	C	2.0	64 - 66.9
	Progression	C-	1.7
Poor	D+	1.3	57 - 59.9
Min Pass	D	1.0	50 - 56.9
Failure	F	0.0	< 50

Class Schedule

Class Dates	Reading Required	Assessment
May 13 th	Chapter 1	
May 15 th	Chapter 2	
May 20 th	Chapter 3	
May 22 nd	Chapter 4 & 5	
May 27 th	Assignment 1 in Lieu of Class	
May 29 rd	Chapter 6	
June 3 rd	Midterm (Ch # 1-5)	Assignment 1
June 5 th	Chapter 7	
June 10 th	Chapter 8	
June 12 th	Chapter 9	
June 17 th	Chapter 10 & 11	Assignment 2
June 19 th	Final Examination (Ch # 6-11)	

Performance Requirements

CLASS POLICIES:

1. Student Attendance

Due to the condensed nature of the course, class attendance is extremely important. Class attendance not only maximizes a students' learning experience but is a good way to keep informed of matters relating the administration of the course (e.g., the timing of assignments and exams). Ultimately, students are responsible for their own learning and performance in this course. Please refer to page 37 of the Credit Calendar.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any due assignments or studying for an examination that may be taking place. Additionally, students must be present in class to obtain participation marks for that particular date.

2. Academic Misconduct (page 37 of the Credit Calendar)

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person

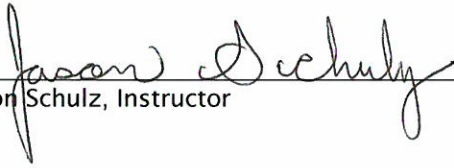
Penalties for academic offences may range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

3. Accommodation for Students with Disabilities

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Learner Assistance Program Office at 792-5608 to initiate the process for documenting, assessing and implementing your individual accommodation needs. In addition, tutoring services are available at the SKILL Centre (Room 119)

Authorization

This course outline has been reviewed and approved by the Program Chair.



Jason Schulz, Instructor

Gina Langager, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor
Registrar's Office