

COURSE UNIT INFORMATION SHEET (SYLLABUS)

2020/2021

Name Human Resources Planning (Planeamento Integrado de Recursos Humanos)
Teaching staff Manuel Rafael (Professor in charge) Maria Eduarda Duarte Maria do Rosário Lima
ECTS 6
Functioning Theoretical synchronous sessions through the zoom platform; Face-to-face practical sessions in alternating weeks of classes 1 and 2
Learning goals Acquire and integrate knowledge about models, methodologies and processes for planning, recruitment, personnel selection and integration of Human Resources. Acquire, understand, and integrate knowledge about human resources management policies and strategies. Acquire and develop knowledge and attitudes that facilitate intervention in human resources management in an organizational context. Acquire and develop positive attitudes to lifelong learning in Psychology of Human Resources. Develop skills and attitudes of methodological rigor and ethics within the Human Resources policies.
Skills to be developed Knowledge about models, methodologies and processes for planning, recruitment, personnel selection and integration of Human Resources. Knowledge about human resources management policies and strategies. Knowledge and attitudes that facilitate intervention in human resources management in an organizational context. Skills and attitudes of methodological rigor and ethics within the Human Resources policies. Ability to communicate orally and in writing. Ability to think creatively and develop new ideas and concepts. Application of knowledge about research in bibliographic databases

Prerequisites (precedences) *
Contents Human resources planning The importance of human capital Human resources planning methodologies Human resources planning policies Recruitment, personnel selection and integration of human resources Recruitment methodologies and sources Personnel selection techniques and processes Reception, integration and socialization of employees Evaluation in Human Resources Methodologies and evaluation techniques Ethical aspects of assessment
Bibliography Breaugh, J. A. (2008). Employee recruitment: Current knowledge and important areas for future research. <i>Human Resource Management Review</i>, 18, 103–118. Cook, M. (2016). Personnel selection: Adding value through people – A changing picture. London: Wiley-Blackwell Dessler, G. (2017). <i>Human resource management</i> (15th ed.). New Jersey: Pearson Prentice-Hall. Kim, Y., & Ployhart, R. E. (2018). The strategic value of selection practices: Antecedents and consequences of firm-level selection practice usage. <i>Academy of Management Journal</i>, 61, (1), 46–66. Sackett, P. R., & Lievens, F. (2008). Personnel Selection. <i>Annual Review of Psychology</i>, 59, 419–450.
Teaching methods Theoretical-expository sessions (without prejudice to student intervention) for framing and placing / solving problems. Theoretical-practical sessions (articulation between conceptual aspects and practical components). Individual and group projects, written and oral. Case studies.
Evaluation Regimes (General and/or Alternative) There are two types of evaluation: (A) General Regime and (B) Alternative Final Regime. Only students covered by the special regime situation (student workers, high competition athletes, Erasmus etc.) will be able to opt for the Alternative Final Regime modality. These students must register with the teachers until the 15th of October, in one of the modalities, being bound by the rules that are inherent to them.
Evaluation Elements (Proposed evaluation dates, deadlines for submission of papers, percentage weight of each evaluation element)

The **General Regime** consists of four elements:

- 1- Group work (very small groups) presented in class based on themes proposed by the teachers (20%)
- 2- An individual written literature review (scientific paper), based on themes proposed by the teachers; to be delivered by December 19 (40%);
- 3- Two individual written critical comments (within the scope of Integrated Human Resources Planning), to be delivered by 29 October and 3 December respectively (30%);
- 4- Attendance and class participation (10%).

Continuous assessment work can only be carried out during classes and within the deadlines set by the teachers.

The **Alternative Final Regime** consists of:

- 1- An individual written work on a theme within the scope of Integrated Human Resources Planning, whose theme must be previously agreed with the teachers (30%). It must be delivered by December 19, 2020;
- 2 - A written exam on all syllabus (70%) (to be held at the time of exams);

Assessment Methods - Alternative assessment plan to be adopted in the event of a new state of emergency

Taking into account the situation of the evolution of the pandemic, and the consequent assessment of the risk situations of teachers (belonging to several teachers in risk groups) and students, some classes may be taught through distance learning, using the Zoom platforms, Moodle or others that are considered appropriate. For the same reasons, the expected presentations of face-to-face assignments by students may also be made through the Zoom platform, as well as assessments through written exam (which may be by videoconference). Students will be notified in good time about the forms adopted (in person or at a distance). In any case, synchronous sessions will be privileged.

Rules for grade improvement

Grade improvement can only be made for students who have completed all the elements of assessment. Improvement can be made for any of the assessment elements, except for the work / activities performed in class.

Rules for students having previously failed the course unit *

Requirements on attendance and punctuality

The general regime requires class attendance, with attendance record. To obtain values for the third assessment element (attendance and participation in class) must have at least 2/3 of attendance in class

Rules for special students

Language of instruction

Portuguese. Exceptionally, Erasmus students can be authorized to present their work in other languages.

Disciplinary violations and penalties

According to the Evaluation of Learning Regulation of the Faculty of Psychology of the University of Lisbon, the following behaviors are considered as disciplinary offenses subject to disciplinary action:

- a) To use or attempt to use materials, information, notes, study resources or other objects and equipment not authorized in academic exercises;
- b) To help or try to help a colleague in committing a disciplinary offense;
- c) To submit the same written work for evaluation in different course units without permission from the instructors, even if with minor changes;
- d) To present someone else's work as one's own;
- e) To forge, or change without permission from the author, any information or citation in an academic work;
- f) To interfere, change or attempt to change grades;
- g) To try to prevent or interfere with the proper functioning of classes, research or other academic activities;
- h) To make false accusations regarding instructors, governance bodies, other students or non-teaching staff of the FPUL;
- i) To falsify signatures in attendance sheets, documents relating to evaluation elements or in any official document relating to an academic process or status.

Disciplinary offenses committed in any assessment element can lead to its annulment, and must be reported to the Pedagogical Council or, considering their gravity and repetition, may lead to other penalties, to be determined by the Rector of the University of Lisbon.

* If applicable