



**University of Manitoba
Faculty of Agricultural and Food Sciences
Summer 2022**

COURSE TITLE Agricultural Human Resource Management

Course Number ABIZ 2620

Number of credit hours 3 credit hours

Course Location- Distance

Prerequisites- ABIZ 1000 Introduction to Agribusiness Management

Instructor Information

Name: Janice Goldsborough

E-mail address: Janice.Goldsborough@umanitoba.ca

Undergraduate Calendar Description:

An Interdisciplinary course including national and international issues in agriculture. The topic will vary from year to year to provide material of current interest to a wide variety of subject areas.

Course Description:

Students will apply processes such as job analysis and design, recruitment and selection, training and development, performance management, compensation management to develop a comprehensive human resource management plan for an agricultural enterprise. Human Resource legislation will be covered and resources to support human resource management decision making will be identified.

General Course Information

Why this course is useful? Agricultural enterprises are growing and many now have employees. Human Resource Management is an important management function on many farms and for agri-businesses.

Who should take this course? Those seeking employment in the agri-food sector. Those interested in managing agribusinesses.

How this course fits into the curriculum- Human resource management is one of many management functions in agricultural businesses. Students will be able to apply human resource knowledge and skills to the comprehensive farm business management plan.

Course Goals

1. Students will develop knowledge and skills in human resource management.
2. Students will use some of the many tools and resources available to support human resource management.
3. Students will demonstrate critical thinking skills when applying decision making for human resource management.
4. Students will demonstrate effective communication and leadership skills in human resource management.
5. Students will build and be a part of a learning community including other students and other agri-business professionals.
6. Students will contribute to strengthening the agri-food industry by becoming more diverse and inclusive.

Intended Learning Outcomes

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

1. Demonstrate an understanding of key aspects of human resource management legislation.
2. Identify resources to support human resource management decision making and risk management for a farm business.
3. Identify and apply human resource management processes to develop a human resource management plan for a farm business.
4. Apply tools for managing farm safety to a human resource management plan.
5. Develop an understanding of workplace wellness and identify tools and resources to support one.
6. Develop an understanding of diversity and inclusivity and how they apply to human resource management.
7. Differentiate between management and leadership and their roles in human resource management.
8. Evaluate their development in the area of human resource management and identify areas for ongoing development.

Using Copyrighted Material

Please respect copyright. I will use copyrighted content in this course. I have ensured that the content I use is appropriately acknowledged and is copied in accordance with copyright laws and University guidelines. Copyrighted works, including those created by me, are made available for private study and research and must not be distributed in any format without permission. Do not upload copyrighted works to a learning management system (such as UM Learn), or any website, unless an exception to the *Copyright Act* applies or written permission has been confirmed. For more information, see the University's Copyright Office website at <http://umanitoba.ca/copyright/> or contact um_copyright@umanitoba.ca.

Textbook, Readings, Materials

There are two required textbooks/resource tools for this course.

1. Agri HR Toolkit. 2016. Canadian Agricultural Human Resource Council.
<https://hrtoolkit.cahrc-ccrha.ca/>

Students will have access to a 4 month (1 semester) subscription to the on-line Toolkit for \$49.99 plus tax. Students can select to purchase a one year subscription for \$79.99 plus tax allowing them access beyond the end of this course. A coupon code will be provided within the M Learn course site allowing students to purchase the toolkit online and receive these student discounts. **The log in discount code is found in the “Letter from the Instructor” in UM Learn.**

2. Human Resource Management for Farm Business in Manitoba

https://www.gov.mb.ca/agriculture/business-and-economics/business-management/pubs/interactive_e1.pdf

In addition, students will be required to locate and use material from other trusted and reliable information sources for completing assignments.

Attention Students Residing Outside Winnipeg

As this is a remote learning course, please inform your instructor as soon as possible if you are taking the course while residing outside of Winnipeg, specifically:

- If you are in a rural Canadian area affected by poor internet connections that may impact completing assessments and exams on time

- If you are in another time zone within or outside Canada, specify where you are, and if you foresee any challenges with attending classes and completing assessments and exams on time

NOTE: It is your responsibility to communicate with your instructors well in advance of tests/exams/assignment due dates, of any ongoing issues, OR immediately once an issue arises that *may* impact your ability to complete course work.

Course Technology

Because this is a distance course, technology plays a large role in its delivery. Each student will require a computer with high speed Internet to access the course materials contained on UM Learn. The best web-based browsers to use with UM Learn are **Firefox and Google Chrome**.

Using browsers like Internet Explorer and Safari to access the course may result in differences in course layout and accessibility, causing frustration for users. *These browsers are not recommended for use with UM Learn.*

UM Learn is designed to be user-friendly and intuitive; you will be able to navigate the course content without a background in on-line learning or previous experience with UM Learn.

To access the UM Learn course site, please;

- 1) Use Google Chrome or Firefox as your web browser and go to this address- <https://universityofmanitoba.desire2learn.com/d2l/login>
- 2) Log into UM Learn with the same user name and password that you use for U of M e-mail
- 3) Locate this course Modern Topics in Agriculture 1 - Agricultural Human Resource Management and click on it to bring up all the course content and features
- 4) Navigate within the course and explore the features of UM Learn. The best place to begin is to locate "Content" (under "Resources" on the brown navigation bar) and click on it. This will bring up all the content of the course.

Class Communication

The University requires all students to activate an official University email account.

All communication between the academic team and you as a student must comply with the electronic communication with student policy

(http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html).

You are required to obtain and use your U of M email account for all communication between yourself and the university.

Expectations: I Expect You To

Student Responsibilities:

- READ ALL THE ON-LINE MATERIAL!
- Actively participate in all on-line learning activities
- Regularly log in to course UMLearn site to access course information
- Regularly access University of Manitoba student e-mail to receive course communications
- Seek clarification from your instructor if course syllabus or content is not understood
- Complete all student learning activities
- Use professional, clear communication when interacting with your instructor
- Use professional clear communication during discussion forums with other students and participating agri-business professionals.
- Engage in on-line and classroom behaviour that complies with respectful learning environments. See [Respectful Work and Learning Environment Policy](#).
- Comply with University of Manitoba Policies and Procedures

Academic Integrity:

All course work is to be completed individually for this course, unless you are specifically asked to collaborate with classmates.

Inappropriate collaboration will be monitored by instructors and graders on all work submitted within the course. All course work submitted must be created specifically for this course by the student whose name is on the work.

See more information about Academic Integrity here-

<http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=300&chapterid=3755&topicgroupid=20145&loadusercredits=False>

Expectations: You Can Expect Me To

- Support students in meeting their individual learning goals
- Facilitate the development of students' knowledge of agricultural human resource management and how the regulations apply to Manitoba farms
- Respond to student e-mails within two business days
- Create an open and inclusive space for learning in for the online course
- Treat all students with respect and fairness
- Maintain confidentiality with sensitive personal information
- Provide timely assessment and feedback of student work
- Comply with University of Manitoba Policies and Procedures

Course Schedules

This schedule is subject to change at the discretion of the instructor and/or based on the learning needs of the students (changes subject to Section 2.8 of the – [ROASS](#)- Procedure)

Date	Module #	Topic
July 4- 10, 2022	1 & 2	Introduction & Legislation in Agriculture Recruitment and Selection
July 11-17, 2022	3 & 4	Training & Development Performance Management
July 18-24, 2022	5 & 6	Compensation & Benefit Management Managing Employee Performance
July 25-July 31, 2022	7 & 8	Managing Health & Safety Workplace Wellness
Aug 1-11, 2022	9, 10 & 11	Diversity and Inclusion Skills for an Effective Manager Resources for Ongoing Human Resource Development

Course Evaluation Methods

Evaluation Method	Value of Final Grade	% with feedback prior to VW deadline
Discussion Forums (5)	25%	10%
Written Assignments (5)	75%	55%
	100%	65%

For Due Dates, please see Schedule B (at the end of this document)

Discussion forums will be posted on the UM Learn ABIZ 2620 site. Students **are required** to participate in all four discussion forums posted by posting their response and then responding to 2 other student posts. The discussion topic/assignment will be posted on UM Learn with a rubric for assessing student performance.

Assignment Grading Time

Student work will be assessed through UM Learn and students can receive their grades and completed rubrics through UM Learn. Assignments will be returned 2-3 weeks from when they were submitted.

Assignment Extension and Late Submissions

Late submissions will be accepted by prior arrangement **only**. Students must contact the instructor with legitimate reason for late submission in advance of due date and receive confirmation that the instructor will accept the late submission.

No late assignments will be accepted without prior approval; students will receive a grade of zero for late assignments.

Grading

Letter Grade	Percentage out of 100
A+	95-100
A	90-94
B+	86-89
B	80-85
C+	72-79
C	65-71
D	60-64
F	Less than 60

Schedule “A” – Policies and Resources for Students

Medical Notes

Students who are unable to meet a course requirement due to medical circumstances are currently not required to submit medical notes. However, students are required to contact their instructor or academic advisor by email to inform of the missed work and to make arrangements for extensions, deferrals, or make-up assignments. Please follow these guidelines if you are unable to meet an academic requirement for your courses.

- Contact your instructor for term work such as a class, quiz, midterm/test, assignment, lab;
- Contact an advisor in your faculty/college/school of registration for a missed final exam (scheduled in the final examination period);
- Inform your instructor/advisor as soon as possible do not delay. Note for final exams, students must contact within 48 hours of the date of the final exam; and
- Email your instructor/advisor from a U of M email address, and include your full name, student number, course number, and academic work that was missed. “

Student Accessibility Service

If you are a student with a disability, please contact SAS for academic accommodation supports and services such as note-taking, interpreting, assistive technology and exam accommodations. Students who have, or think they may have, a disability (e.g. mental illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

Student Accessibility Services website:

<http://umanitoba.ca/student/saa/accessibility/>

520 University Centre

204 474 7423

Student_accessibility@umanitoba.ca

Writing and Learning Support

The Academic Learning Centre (ALC) offers services that may be helpful to you throughout your academic program. Through the ALC, you can meet with a learning specialist to discuss concerns such as time management, learning strategies, and test-taking strategies. The ALC also offers peer supported study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In these study groups, students have opportunities to ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

You can also meet one-to-one with a writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment or already

have a draft. If you are interested in meeting with a writing tutor, reserve your appointment two to three days in advance of the time you would like to meet. Also, plan to meet with a writing tutor a few days before your paper is due so that you have time to work with the tutor's feedback.

These Academic Learning Centre services are free for U of M students. For more information, please visit the Academic Learning Centre website at:

<http://umanitoba.ca/student/academiclearning/>

You can also contact the Academic Learning Centre by calling 204-480-1481 or by visiting 201 Tier Building.

University of Manitoba Libraries (UML)

As the primary contact for all research needs, your liaison librarian can play a vital role when completing academic papers and assignments. Liaisons can answer questions about managing citations, or locating appropriate resources, and will address any other concerns you may have, regarding the research process. Liaisons can be contacted by email or phone, and are also available to meet with you in-person. A complete list of liaison librarians can be found by subject or by name: <http://bit.ly/1tJ0bB4>. In addition, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg hospitals. For a listing of all libraries, please consult the following: <http://bit.ly/1sXe6RA>. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the Libraries' homepage: www.umanitoba.ca/libraries.

For 24/7 mental health support, contact the Mobile Crisis Service at 204-940-1781.

Student Counselling Centre

Contact SCC if you are concerned about any aspect of your mental health, including anxiety, stress, or depression, or for help with relationships or other life concerns. SCC offers crisis services as well as individual, couple, and group counselling. *Student Counselling Centre:*

<http://umanitoba.ca/student/counselling/index.html>

474 University Centre or S207 Medical Services

(204) 474-8592

Student Support Case Management

Contact the Student Support Case Management team if you are concerned about yourself or another student and don't know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team.

Student Support Intake Assistant <http://umanitoba.ca/student/case-manager/index.html>

520 University Centre

(204) 474-7423

University Health Service

Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation.

University Health Service <http://umanitoba.ca/student/health/>

104 University Centre, Fort Garry Campus

(204) 474-8411 (Business hours or after hours/urgent calls)

Health and Wellness

Contact our Health and Wellness Educator if you are interested in information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault.

Health and Wellness Educator <http://umanitoba.ca/student/health-wellness/welcome.html>

Katie.Kutryk@umanitoba.ca

469 University Centre

(204) 295-9032

Live Well @ UofM

For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM site:

<http://umanitoba.ca/student/livewell/index.html>

Notice Regarding Copyright

All students are required to respect copyright as per *Canada's Copyright Act*. Staff and students play a key role in the University's copyright compliance as we balance user rights for educational purposes with the rights of content creators from around the world. The Copyright Office provides copyright resources and support for all members of the University of Manitoba community.

Visit <http://umanitoba.ca/copyright> for more information.

Your rights and responsibilities

As a student of the University of Manitoba you have rights and responsibilities. It is important for you to know what you can expect from the University as a student and to understand what the University expects from you. Become familiar with the policies and procedures of the University and the regulations that are specific to your faculty, college or school.

The [Academic Calendar](http://umanitoba.ca/student/records/academiccalendar.html) <http://umanitoba.ca/student/records/academiccalendar.html> is one important source of information. View the sections *University Policies and Procedures* and *General Academic Regulations*.

While all of the information contained in these two sections is important, the following information is highlighted.

- If you have questions about your grades, talk to your instructor. There is a process for term work and final **grade appeals**. Note that you have the right to access your final examination scripts. See the Registrar's Office website for more information including appeal deadline dates and the appeal form <http://umanitoba.ca/registrar/>
- You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the **Academic Integrity** regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. Visit the Academic Integrity Site for tools and support <http://umanitoba.ca/academicintegrity/> View the **Student Academic Misconduct** procedure for more information.
- The University is committed to a respectful work and learning environment. You have the right to be treated with respect and you are expected conduct yourself in an appropriate respectful manner. Policies governing behavior include the:

Respectful Work and Learning Environment

http://umanitoba.ca/admin/governance/governing_documents/community/230.html

Student Discipline

http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html and,

Violent or Threatening Behaviour

http://umanitoba.ca/admin/governance/governing_documents/community/669.html

If you experience **Sexual Assault** or know a member of the University community who has, it is important to know there is a policy that provides information about the supports available to those who disclose and outlines a process for reporting. The **Sexual Assault** policy may be found at: http://umanitoba.ca/admin/governance/governing_documents/community/230.html More information and resources can be found by reviewing the Sexual Assault site <http://umanitoba.ca/student/sexual-assault/>

For information about rights and responsibilities regarding **Intellectual Property** view the policy http://umanitoba.ca/admin/governance/governing_documents/community/235.html

For information on regulations that are specific to your academic program, read the section in the Academic Calendar and on the respective faculty/college/school web site <http://umanitoba.ca/faculties/>

Contact an **Academic Advisor** within our faculty/college or school for questions about your academic program and regulations <http://umanitoba.ca/academic-advisors/>

Student Advocacy

Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns.

<http://umanitoba.ca/student/advocacy/>

520 University Centre

204 474 7423

student_advocacy@umanitoba.ca

Schedule B - Due Dates

Assignments worth 75%

Assignment	Module	%	Due Date
Recruitment Plan	Module 2	20%	July 17, 2022
Performance Evaluations	Module 4	15%	July 24, 2022
Managing Employees	Module 6	20%	Aug 1, 2022
Workplace Wellness	Module 8	5%	Aug 8, 2022
Diversity & Leadership	Module 9 & 10	15%	Aug 11, 2022

Discussion Forums

Worth 25%

Discussion	Module	%	Date Open	Date Close
Introduction	Module 1	5%	July 4, 2022	July 10, 2022
Orientation	Module 3	5%	July 11, 2022	July 17, 2022
Compensation	Module 5	5%	July 18, 2022	July 24, 2022
Safety	Module 7	5%	July 25, 2022	July 31, 2022
Future of HR on Farm	Module 11	5%	Aug 1, 2022	Aug 11, 2022