

II. REQUIRED TEXTS

Patton, David W., Witt, Stephanie L., Lovrich, Nicholas P. and Frederickson, Patricia J. (2002). *Human Resource Management: The Public Service Perspective*. Boston: Houghton Mifflin.

Hays, Steven W. and Kearney, Richard C. (2003). *Public Personnel Administration: Problems and Concepts*. Upper Saddle River, NJ: Prentice Hall.

Other readings will be assigned throughout the semester. The student is responsible for checking for new readings if a class is missed.

III. COURSE REQUIREMENTS

A. Contribution to Class (25%)

Discussion and participation are central features of this course. Students are expected to contribute to class discussion by expressing opinions, asking questions, and challenging each other in a respectful manner. Each student is also expected to come to class fully prepared to discuss readings and present any assignments.

Specifically, each student should be prepared to share the following two items for each class reading assignment:

*****The single most significant passage, sentence, or word in the readings*****

*****One key question from the reading*****

Failure to respond to these items during class will result in a lowering of the participation grade. Furthermore, since it is not possible to contribute to class without being there, attendance is expected every week to maximize this component of the grade.

Students will also be required to keep a notebook of responses to case questions and/or experiential exercises assigned from the course text and come to class prepared to discuss. The notebooks will be collected on December 4 and reviewed by the instructor for effort.

B. Human Resource Research Paper (35%)

Students must identify a research question related to public or nonprofit human resource management that puzzles and interests them and conduct

research to answer the question. The paper (minimum 15 pages) must provide background on the significance of the question, a description of the methods used to answer the question, and a detailed description of findings related to the question. At least ten sources must be cited that should include library databases, professional association internet resources, and personal interviews with human resource practitioners (i.e., the sources you would use on the job). A one page description of your research topic is due on September 25 and papers are due on December 4. During that class the instructor will facilitate a roundtable discussion with students so that interesting findings can be shared.

C. Mid-Term and Final Exams (20% each)

A take-home mid-term (due 10/12) and final exam (due 12/7) consisting of essay style questions will be administered to test knowledge of course material and the ability to apply human resource management concepts from the class. Knowledge of material covered by guest speakers will also be covered.

IV. CLASS SCHEDULE

8/28 Introductions and Course Expectations

- Discussion on managing people/integrated HR systems

9/4 Labor Day – No Class

9/11 Changing Nature of HRM

- Chapters 1 & 2
- Hays & Kearney, Ch. 1, 2, 13, 14.
- Assignments: p. 436, Case 13, questions 1-3; p. 416, Case 3, questions 1-5.

9/18 Legal Context of HRM and Labor-Management Relations

- Chapters 3, 4 and 5
- Hays & Kearney, Ch. 4, 5, 16, 19, 22.
- Assignments: p. 427, Case 9, question 1.
- Assignments: p. 419, Case 6, questions 1-4; p. 98, experiential exercise 3, Tasks a-d.

9/25 HRM in a Diverse Environment

- One page description of research question due.
- Hays & Kearney, Ch. 17, 18

10/2 Strategic Planning in HRM

- Chapter 6
- Hays & Kearney, Ch. 7
- Assignments: p. 424, Case 8, Tasks 1-3.
- Take-Home Midterm Issued

10/9 Fall Break – No Class

10/16 Job Design, Analysis and Classification

- Chapter 7
- Hays & Kearney, Ch. 9.
- Take Home Exam Due

10/23 Recruitment and Selection

Guest Speaker: Greg Ballard, Region Human Resources Leader, International Paper

- Chapter 8
- Hays & Kearney, Ch. 8.
- Assignments: p. 427, Case 10, questions 1 - 4.

10/30 Compensation and Benefits

- Chapters 9 & 10
- Hays & Kearney, Ch. 10 and 12.
- Assignments: p. 435, Case 12, questions 1-5; p. 418, Case 4, questions 1 - 3; p. 418, Case 5, questions 1-4.

11/06 Performance Appraisal

- Chapter 11
- Hays & Kearney, Ch. 11.
- Assignments: p. 420, Case 7, Task 3.

11/13 Training and Development

- Chapter 12
- Assignments: p. 344, experiential exercise 4.

11/20 Discipline and Termination

- Chapter 13
- Assignments: p. 414, Case 2, Task 1.

11/27 Policy Manuals/New HRM Roles

- Chapters 14 and 15
- Hays & Kearney, Ch. 21, 24, 25.
- Assignments: p. 388, study question 5; p. 407, study question 3.

12/4 Roundtable on Research Findings

- Research papers due

- Take-home final distributed

12/8 Take-Home Final Exam Due

Resources

Library Journals (on shelf)

Academy of Management Journal
Academy of Management Review
Administration & Society
American Review of Public Administration
California Management Review
Conflict Resolution Quarterly
Dispute Resolution Journal
Human Resource Planning
Journal of Human Resources Management
Communication Quarterly
Organization Development Journal
Performance Improvement Quarterly
The Review of Public Personnel Administration
Training

Library Electronic Databases (EBSCOHost, InfoTrac)

Websites (some useful links; must join some for full access to resources)

American Society for Training and Development: www.astd.org (\$90)
American Society for Public Administration: www.aspanet.org (\$40)
International City/County Management Association: www.icma.org (\$40)
International Association for Human Resource Information Management: www.ihrim.org (\$50)
Society for Human Resources Management: www.shrm.org (\$35)
HR-Guide.com: www.hr-guide.com
Human Resource Information for nonprofits:
www.mapnp.org/library/hr_mgmnt/hr_mgmnt.htm

