Human Resource Management
Political Science (POLS) 543
Spring 2013
Course Meets: Tuesday and Thursday 11:00-12:15 p.m.
Faner 3075

Southern Illinois University Carbondale
Department of Political Science
Master of Public Administration Program

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Office Hours: Tuesday 1:30-4:30 and Wednesday 9:00-12:00

REQUIRED COURSE TEXT:

*Other readings may be assigned during the semester as deemed appropriate by the instructor *
and will be available on SIU Online.

COURSE DESCRIPTION:
Human Resource Management (HRM) has become a dynamic and evolving area of study in Public Administration. The functions of HRM are critical to the successful management of any organization. To better understand the vital role of HRM in organizations today, this course explores the various aspects entailed in the management of the personnel system of an organization. The focus of this course will be to enhance your understanding of the historical context of HRM in relationship to the current conditions of HRM to ensure that you develop the basic skills necessary to effectively manage HRM issues.

In this course we will examine and analyze various human resource concepts and practices. We will examine the traditional personnel functions of recruitment, selection, motivation, compensation, evaluation, discipline, and the termination of employees. We will examine the major issues that affect the conduct of public administrators in personnel management. We explore issues such as employee rights and responsibilities, equal employment opportunity, affirmative action and labor-management relations. Each of these HRM functions demands a particular skill set. This course is designed to help prepare you, the aspiring public administrator in developing these skills to help you face the challenges of today’s workplace environment.
**COURSE OBJECTIVES:**
Upon successful completion of this course, each student should be able to demonstrate a range of knowledge and skill competencies including the following.

**Knowledge Competencies:**
1). Understand and explain the development of the HRM system.
2). Understand and explain how HRM practices can promote and sustain performance in the workplace.
3). Identify the fundamental guiding values of the various HRM policies and practices.
4). Demonstrate an in-depth knowledge of the various contemporary issues in HRM and the skills necessary to professionally and ethically respond to their challenges.

**Skill Competencies:**
1). Communicate ideas professionally and effectively in classroom discussions, presentations, and written assignments.
2). Apply class material and knowledge effectively to practical decisions in the workplace.
3). Implement management competencies effectively to workplace decision making practices such as organizing, planning, staffing, and problem solving strategies.

**COURSE EVALUATIONS AND REQUIREMENTS:**
Your grade in this course will be based upon your performance in the following areas, each of which is discussed in detail below.

**Course Evaluations**
A. Critical Review Analysis (Total 30%)
   - Critical Review Analysis #1 (10%)
   - Critical Review Analysis #2 (10%)
   - Critical Review Analysis #3 (10%)

B. Case Study Assignments (Total 20%)
   - Case Study Assignment #1 (5%)
   - Case Study Assignment #2 (5%)
   - Case Study Assignment #3 (5%)
   - Case Study Assignment #4 (5%)

C. Examinations (Total 50%)
   - Midterm Examination (25%)
   - Comprehensive Examination (25%)

Total = 100%
Course Requirements

A. Critical Review Analysis (3 each @ 10% = 30% Total)

Each student is responsible for preparing a total of three (3) critical review analyses throughout the semester on the assigned readings for the week. Students will sign up for critical reviews at the beginning of the semester. Your review must include a discussion of the key points listed below. A detailed description of the assignment will be given at the beginning of the semester.

Review Outline: (The text of your review MUST include the following):

1) A summary of the week’s readings.
   Please note that the ideal review will include a discussion that incorporates all of the readings assigned for the week.

2) A discussion of the recurring theme identified in the week’s readings. Your discussion of the theme should address the question; what are the underline arguments that the author or school of thought is presenting/advocating for?

3) A discussion of your critical analysis of the problem identified in the readings. This section should include a discussion as to why and how you disagree (refute) the arguments presented by the authors.

4) Your recommendations for solving the problem that you identify. In this section you will present a discussion of the recommendations that you would suggest to the authors/theorist to address the flaws that you have identified with the practice. Be sure to discuss why your recommendations should be considered. Your recommendations should also illustrate how your proposed modifications to the HR practice/policy could enhance the practicality and usefulness of their ideas for organizations.

5) Suggestions for possible practical application of the theoretical concepts to present day administrative practice in the public sector. Lastly, your task is to identify an existing organization that could benefit from the integration of your modified practice/policy. In this section provide a discussion of the organization and how they could benefit from operating under the modified policy/practice.

Review Format Guidelines (Your analysis MUST adhere to the following format):

1) Typed, double spaced
2) 4-6 pages
3) 1” page margins
4) Include a Title and Reference Page
5) Follow appropriate APA guidelines for parenthetical in-text and citation page formatting. Remember: Quotes are NOT allowed in any writing assignments.
Review Oral Presentation Guidelines:

In addition to the written portion, for this assignment you will also be responsible for leading the class discussion on the day that your critical review is due. Your presentation should include at least 5 PowerPoint slides devoted to addressing the following points. A handout regarding the detailed requirements for the presentation will be provided at the beginning of the semester.

1) Recurring Theme
2) The Critical Analysis of the Problem
3) Your Solution to the Problem
4) Your Recommendations
5) A Practical application example

B. Case Study Activities (4 each @ 5% = 20% Total)

To assess, enhance, and develop your hands-on knowledge of various aspects encompassed in the Human Resource process, you will be assigned a series of class activities throughout the course of the semester. The activity topics may vary from recruitment, selection, compensation, motivation, performance appraisals, training and development, and diversity to ethics. A handout regarding the detailed requirements for each assignment will be provided one week prior to the assignment’s due date.

C. Examinations (2 each at 25% = 50% Total)

Students will have a MIDTERM EXAM (25%) and a COMPREHENSIVE EXAM (25%) that will come from the assigned readings, class discussions, lectures, activities, and assignments. The format of the test will consist of true/false, multiple choice, short answer and essay questions.

Please note that there are NO MAKE-UP EXAMS unless the student has an extraordinary excuse, which WILL REQUIRE DOCUMENTATION. If you miss an exam it is your responsibility to contact me as soon as possible to inform me of the situation.

Your excuse is due immediately upon your return to class. Any excuse that is received after your return to class will be NOT be accepted. This rule is non-negotiable.

Anyone who arrives to take the test (after the first person taking the test leaves the room) will take a different exam. Therefore, always arrive on time for test.
COURSE POLICIES:

Expectations-
This is a Seminar structured course and class time will be divided between lectures, interactive group exercises, and presentations from your peers. Thus, class discussions and participation are vital components of the course because they enhance your ability to understand and think conceptually, analytically, and independently regarding the material. Students are expected to complete all reading assignments before class and actively contribute and participate in class each session. My assessment of your class participation in discussions is determined by both the quantity and quality of your contributions to the discussions and the level of professionalism that you maintain.

Classroom Conduct-
Students must remain respectful of their peers and the Professor at all times. Failure to do so will result in dismissal from the course until such behavior has been addressed.

Attendance Policy-
Each student’s attendance is critical for creating an enhanced learning environment for everyone. By not attending class, you cannot participate in discussions. Thus, attendance is imperative and roll will be taken daily at the beginning of each class. Please note that frequent and excessive late absences will negatively impact your final grade as outlined below.

- Students frequently arriving late or leaving early will be considered absent.
- Students are allowed 1 unexcused absence during the semester. Students with 2 or more unexcused absences will have their final grade deducted 5 points for each exceeding absence above 1.

In order for me to accept your excuse, written documentation it is due upon your return to class. Excused absences given for University related business require documentation from the appropriate University official. Excused absences for periods missed due to illness require an appropriate doctor’s excuse. This policy is non-negotiable.

Cell Phones and Laptop Usage-
Electronic devices; LAPTOPS, CELL PHONES, IPODS, etc. are NOT allowed in class. The usage of a laptop in this course is disruptive and is NOT necessary in this course. Additionally please do not use the computers in the classroom unless you are told to do otherwise. Any student who fails to abide by these policies will be asked to leave the class and will be counted absent.

Format Guidelines for Assignments-
All assignments must adhere to the following format guidelines

- Follow APA format including appropriate parenthetical in-text and reference page citations. Failure to follow these guidelines will result in you receiving a “0” for the assignment.
• Quotes are NOT allowed in any writing assignments. Thus, be sure to concisely summarize or paraphrase the author’s ideas from which you are adapting. Failure to follow these guidelines will result in you receiving a “0” for the assignment.

Late Assignments:
A hard copy of each assignment is due at 11:00 a.m. on the date assigned at the beginning of class. Additionally, an electronic copy of all assignments must be submitted to the Professor via SIU Online by 11:00 a.m. on the date assigned. Failure to submit a hard copy and an electronic copy will result in your final grade for the assignment being deducted 5 points per day until your assignment is properly submitted via hard copy, and to SIU Online.

It is your responsibility to inform me AS SOON AS POSSIBLE if you have an excused absence that will affect your assignment being late. Thus, failure to turn in an assignment as scheduled will result in the grade penalty outlined below.

Grading Guidelines for Late Assignments:
• Assignments received after 11:00 a.m. but before midnight on the due date will result in ½ grade (5 points) penalty on the assignment.
• Assignments received the next day (after midnight but before 5:00 p.m.) will result in a full letter grade (10 points) deduction from your grade on the assignment.
• For each additional day your assignment is late (received before 5:00 p.m.) an additional letter grade (10 points) penalty will be deducted per day from your grade on the assignment. (This includes Saturdays and Sundays).
• No assignment will be accepted after more than four days from the date it is due and will be assigned a grade of F (0 points).

ADVISING:
Please take time to consult the instructor when you need assistance with any aspect of the course or if you are uncertain about your performance.

REQUEST FOR MODIFICATION:
Students with disabilities for which accommodations may be required should notify the instructor as soon as possible so the necessary arrangements can be made.

ELECTRONIC COMMUNICATION:
Please note that your siu.edu email account is considered an official method of communication. Therefore, you are responsible for checking it daily concerning class updates. Additionally students are responsible for checking SIU Online daily concerning class updates.

INCOMPLETE GRADING POLICY:
Incomplete grades will only be granted to students for course work missed UNAVOIDABLY at the end of the semester. Additionally, incomplete grades will only be granted if at least 70% of the course requirements have been completed. Any student that is
granted an incomplete grade must complete all course requirements by the day before the next semester (Summer 2013) begins. If the remaining course requirements are not submitted by the specified deadline the incomplete grade will be calculated according to the course work completed for the semester.

ACADEMIC MISCONDUCT:
As a graduate student, a high level of academic honesty is expected from you. Any form of academic dishonesty which includes but is not limited to the following acts: cheating, plagiarism (the submission of work as one’s own that is not, and the submission of portions of papers for other classes) will not be tolerated. Thus, such actions will be dealt with under the university’s policy on plagiarism and procedures will be followed to discipline academic dishonesty offenders under the SIUC Student Conduct Code accordingly.

Additionally, in efforts to eliminate such actions, students must submit all assignments to Turnitin via the SIU Online Dropbox tool. Assignments should be uploaded to SIU Online before class by 11:00 a.m. on the date assigned. I will not grade any assignment that has not been uploaded to the website before class. Therefore, make sure that you submit your assignment to the website as required or your grade for the assignment will be deducted 5 points (1/2 letter grade) per day until your assignment is properly submitted via SIU Online.

COURSE OUTLINE OF ASSIGNMENTS:

Week 1-Introduction to Human Resources Management
- January 15
  - Syllabus Distribution and Course Overview
- January 17
  - What is HRM?-SIU Online
  - The Federal Workforce: Characteristics and Trends- SIU Online

Week 2-The Historical Evolution of Human Resources and Public Service
- January 22 & 24
  - Berman et al. Chapter 1
  - Additional Readings TBA

Week 3-The Civil Service Reform System
- January 29 & January 31
  - Readings TBA

Week 4 – Recruitment
- February 5 & 7
  - Recruitment- Berman et al. Chapter 3

Week 5 - Selection
- February 12 & 14
  - Selection-Berman et al. Chapter 4
Week 6- Motivating and Compensating Employees
- February 19
  - Motivation - Berman et al. Chapter 6
- February 21
  - Compensation - Berman et al. Chapter 7

Week 7- Position Management
- February 26 & 28
  - Berman et al. Chapter 5

Week 8- Performance Appraisals
- March 5- Appraisals and Evaluations
  - Berman et al. Chapter 10
- March 7
  - Midterm Examination

Week 9– Spring Break
- March 12 & 15
  - No Class

Week 10– Managing a Diverse Workplace to Combat Historical Patterns of Discrimination: Part 1
- March 19 & March 21
  - History of Affirmative Action and Current Policies-Readings TBA
  - History of Sexual Harassment Policies-Readings TBA

Week 11- Managing a Diverse Workplace to Combat Historical Patterns of Discrimination: Part 2
- March 26 & March 28
  - History of Age Discrimination & Disabilities-Readings TBA
  - History of Gender Discrimination in the Workplace-Readings TBA

Week 12- Organizational Development and Strategic HRM
- April 2
  - Training and Development - Berman et al. Chapter 9
- April 4
  - Strategic HRM - Readings TBA

Week 13 (November 12) - Ethics and the Legal Environment of HRM
- April 9
  - Ethics in the Workplace - Readings TBA
- April 11
  - Berman et al. Chapter 2
  - Employee Rights and Responsibilities-SIU Online
Week 14- Labor Management Relations (Collective Bargaining and Unions)
- April 16
  - Unions and Government- Berman et al. Chapter 11
- April 18
  - Collective Bargaining-Berman et al. Chapter 12

Week 15- Privatization and Outsourcing
- April 23 & April 25
  - Privatization and its Implications for HRM-Ricucci Chapter 14
  - Additional Readings TBA

Week 16-Responding to the Changing American Workforce
- April 30 & May 2
- Employee-Friendly Policies-Berman Chapter 8
- Conclusion- Berman et al.

Week 17- Comprehensive Examination
- Monday May 6
  - Comprehensive Examination 12:50-2:50 p.m.

SYLLABUS NOTE:
This syllabus is subject to change at any time. Changes in reading assignments and discussion topics may be announced in class or posted online via SIU Online. Students are responsible for all materials on this syllabus and any additional material assigned in class or posted to SIU Online. The Professor reserves the right to amend this syllabus.

I have read this syllabus, and I understand what is expected of me in this course POLS 543 Human Resource Management Spring 2013.

Student Signature: ___________________________ Date: ___________________________

IMPORTANT DATES TO REMEMBER:
January 15 1st day of class
March 7 Midterm Exam
March 12 & 14 No Class (Spring Break)
May 6 Comprehensive Exam 12:50-2:50 p.m.

FINAL GRADES WILL BE ASSIGNED AS FOLLOWS:
A= 100-90  D= 69-60
B= 89-80  F= 59-0
C= 79-70