This course focuses on selected topics in the study and practice of public personnel administration. Essentially, it is an in-depth analysis of the literature, problems, and directions of public personnel issues. The emphasis is on reading, analyzing the literature, and probing the scope of the field. Students should develop an appreciation for the dynamic political environment and the statutory and Constitutional restrictions that distinguish public personnel management from its counterpart in the private sector. Fundamental questions and techniques will be stressed. A variety of class exercises and case analyses will supplement the assigned reading. The course operates from the point of view that personnel administration is one of the most critical concerns in public management. Completion of the course will provide a foundation that will allow students to deal successfully with personnel concepts in other classes and ultimately in their careers. The course format requires that students think rigorously about a number of practical issues facing contemporary public administrators.

Course Learning Objectives:

Upon completing the class, students will be able to:

- Students will be able to describe the evolution of civil service systems in the U.S.
- Students will be able to describe the major functions in human resource management in the public and nonprofit sectors.
- Students will be able to describe the current major policy issues in human resource management in the public and nonprofit sectors.
- Students will be able to define the changing roles of human resource managers in public and nonprofit organizations.
- Students will be able to describe the social values and value conflicts associated with human resources management.
Grading and Assignments:

Your grade for the course will be based upon your performance on two midterm examinations, homework problem set assignments, and a final comprehensive examination. The grading scale is the following: The UST grading scale, based on a 12 point system (i.e., A, A-, B+, etc.), will be employed for the course. It is imperative that you not miss class assignments or lectures. However, due in large part to an extraordinary and documented circumstance, you will have an opportunity to make up some of the work you have missed. No late work will be accepted.

There will be two exams – a mid-term and a final exam – which will cover the approaches and ideas covered in class. The following is the grading breakdown for the course:

- Mid-term exam: 20%
- Research paper: 25%
- In-class attendance and participation: 20%
- Final exam: 35%

Students are expected to prepare thoroughly for each class session, to submit written materials on time, and to participate actively and constructively in class. Attendance is critical. All written work is expected to be of high quality. That is, it should be logically organized, complete, and lead the reader to a conclusion. Spelling, grammar, punctuation, proper referencing, and organization will be graded as well as content and presentation. All quotations and significant paraphrases should be properly cited.

Research Paper:

A major research paper is required. **A short summary of the research paper topic and partial bibliography will be due by October 14, 2016. The completed research paper is due on December 5, 2016.**

Research paper expectations: All work submitted must be typewritten and double spaced, using a 12-point font, with 1 inch margins on all four sides and properly footnoted. Plagiarism will result in a failing grade. The grading of the paper will be based on:

- Your ability to provide an analytical viewpoint on the topic to back up your opinions provided with research materials.
- Clarity and organization of the paper
- Appropriate citations and reference throughout the paper (footnotes, bibliography, etc)
- Correct grammar, spelling and form
- **Unexcused late papers will be reduced by one-half a grade per day.**
- **Undergraduate students:** The research paper should be between 15 – 18 pages or more in length.
• **Graduate students:** The research paper should between 22 – 25 pages or more in length of conference quality.

**Class Rules:**

• **Attendance and participation is required and worth 20% of your overall grade**
  • Arriving late is strongly discouraged
  • Reading course assignments is expected
  • Please mute all electronic devices during class
  • Showing respect to other students and the professor is expected
  • Make up work will be limited to special circumstances (and with prior notification only)
  • Plagiarism and other forms of cheating will result in a failing grade

**Attendance and Miscellaneous:**

I rarely take roll in class. That does not mean I fail to notice the lack of your presence in the classroom. On the contrary. With such intimate classes as offered at the University of St. Thomas, your absence is quite noticeable. I like to have you in class. I value your input. But I make the presumption that since you are in college that you are a reasonably responsible adult. It bothers me very little if you have found someone or something better than attending my class. Of course, it bothers me very little to flunk you as result of your finding that someone/something better. If you don’t show up for class and/or blow-off or do extraordinarily poor on the homework assignments, exams, and the article review, you may be looking at crime or a job in the fast food industry as a succinct alternative to the stresses of higher education.

Let’s face it: Technology breaks. Servers go down. Transfers time out. Files become corrupt. The list goes on and on. **These are not considered emergencies.** They are part of the normal production process. An issue you may have with technology is no excuse for late work. You need to protect yourself by managing your time and backing up your work.

**Academic Integrity:**

"It would have been better if he had never been born"– Mark 14:21.

All of the work you do in this course is expected to be your own. **Absolutely no cheating or plagiarism** (using someone else’s words or ideas without proper attribution) will be tolerated. Any cases of cheating or plagiarism will be handled according to university policy and reported to the University’s Academic Misconduct Committee.

As stated in the Academic Misconduct Code for the University of St. Thomas, academic misconduct includes: (a) cheating (using an authorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the
evaluation of a student’s academic performance or achievement; (b) assisting others in any such act; or (c) attempting to engage in such acts.

Plagiarism is using the work or another person and claiming it as your own. The most common types of plagiarism include:

- Using a paper or portion of a paper prepared by someone else;
- Quoting someone else’s language or words without proper quotation or citation; and
- Paraphrasing someone else’s ideas, framework, or insights without giving credit to the original author in a citation.

Academic misconduct in any form is unacceptable and suspected violations will be pursued aggressively.

**Students with Disabilities:**

Any student with a disability requiring accommodations in this course is encouraged to contact me after class or during office hours. Additionally, students will need to contact Counseling and Disability Services in Crooker Center. This office can be reached at (713) 525-2169 or 6953. If you have a documented disability that will impact your work in this class, please contact me to discuss your needs. Additionally, you will need to register with the Counseling and Disability Services Office in Crooker Center. This office can be reached at (713) 525-2169 or 6953.

**Course Schedule (Readings will be assigned on a weekly basis in class):**

Introduction and the Historical Foundations of the Public Service  
Civil Service Reform and the Concept of Merit  
Executive Leadership, Current Reform, and Politics  
Job Analysis and Evaluation  
Employee Compensation  
Recruitment, Examination, and Selection  
**Fall Break October 10 – 11th**  
**Research paper topics/abstracts due October 14th**  
**Midterm Examination**  
Public Employee Unions and Collective Bargaining  
Achieving Equal Employment Opportunity  
Affirmative Action and Diversity  
Employee Motivation and the Personnel Function  
Performance Appraisal and Management  
**Thanksgiving Break November 23 – 25th**  
Employee Rights and Responsibilities  
Public Sector HRM and the Future  
**Research paper due December 5th**  
**Final examination December 13th 11:00am– 1:30pm**