I. IDENTIFYING INFORMATION

Course: PSC 411
Course Title: Public Sector Human Resources and Organization Theory
EPN: 22245132
Term: Spring II
Location: Online
Course Dates: 3/10, 5/2/2014
Course Days and Times: N/A
Prerequisites: PSC 105 or 210 and 56 semester hours completed.

Blackboard:
Blackboard is a web-based learning management system licensed by CMU. Within Blackboard, a course website, also known as a shell, is automatically created for every CMU course. Face-to-face courses may or may not incorporate Blackboard, whereas Blackboard course shells are always used for online courses and will be available to you prior to the course start date. Seeing the course shell listed in Blackboard with unavailable adjacent to its title is an indication that your instructor has not made it available and is in no way indicative of registration status. To access Blackboard, open a web browser and enter https://blackboard.cmich.edu/webapps/login/. After the site loads, enter your CMU Global ID and password in the respective spaces provided. Click the "login" button to enter Blackboard and then the link to the appropriate course to enter the course's Blackboard shell. If you need assistance, contact the IT Helpdesk at 989-774-3662 / 800-950-1144 x. 3662. Self-guided student tutorial resources are also available at https://blackboard.cmich.edu/webapps/login/.

Instructor: Carole Richardson
Primary Phone Number: 989-330-8969
Secondary Phone Number: N/A
E-Mail Address: richa1c@cmich.edu
Availability: use email to communicate with me privately

Academic Biography:
Dr. Carole Richardson has been involved in public administration teaching and practice for more than 20 years. She has managed distance learning programs and taught using a variety of delivery methods, including online. Dr. Richardson has taught for CMU for more than 15 years. Previously an academic administrator at Central Michigan University for many years, she is currently a higher education consultant.

II. TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Order books from MBS at http://bookstore.mbsdirect.net/cmu.htm

Textbooks and Course Materials:
Title: Cases in Public Human Resource Management
Author: Reeves
Edition: current
ISBN: 978-0-534-60240-6
Publisher: Cengage
Required: Yes

Title: Public Personnel Management (E-book Available)
Author: Riccucci
Edition: 5th
ISBN: 978-0-205-01267-1
III. COURSE DESCRIPTION
Seminar on human resource management (personnel administration) and organizational theory in public agencies including hiring, developing, and rewarding employees; and structuring and designing organizations.

IV. COURSE GOALS AND OBJECTIVES
Upon completion of this course, students should be able to:

1. Define human resource management and its core functions.
2. Describe the importance of human resource management function to organizational effectiveness.
3. Identify the primary goals and characteristics of the Civil Service System.
4. Become familiar with important employment laws including EEO laws.
5. Explain strategies for effective recruitment and selection.
6. Define the role and objectives of unions in the public sector.
7. Identify important components of organizational theory.
8. Explain the importance of understanding organizational theory to a manager’s job.
9. Describe the principles of structuring and designing organizations.
10. Explain the issues of bureaucratic control, decision making, leadership, organizational culture, and managing change.

V. METHODOLOGY
Through a combination of textbook and web-linked readings, you will prepare for the weekly discussion board assignments. During the term, you will also be required to analyze a minimum of two public human resource cases, participate in a team project, and complete a research paper.

VI. COURSE OUTLINE/ASSIGNMENTS

Pre-Class Assignment:
Begin reading the texts.

Course Outline:

Week 1.
Scope and Evolution of Managing Public Sector Organizations; Foundations of Organization Theory

Week 2.
The Civil Service and Administrative Reform;
Organization Theory, Culture, and Structure

Week 3.
Technology and Strategic Human Resource Management;
Case Analysis I

Week 4.
Equal Employment Opportunity, Affirmative Action, Workplace Diversity;
Leadership Style

Week 5.
Recruitment, Selection, Compensation and Benefits;
Team Project

Week 6.
Performance Appraisal, Training and Development;
Managing Human Capital;
Case Analysis II

Week 7.
Collective Bargaining and Employee Relations;
Research Paper

Week 8.
The Future of Human Resources Management

Assignment Due Dates:

Description: Discussion Board postings
Due: every week

Description: Case Analyses
Due: Weeks 3 and 6

Description: Team Project
Due: Week 5

Description: Research Paper
Due: Week 7

Post-Class Assignment:
None.

Student Involvement Hours:
1. You are expected to check your e-mail at least once every 48 hours and read the Announcements section on Blackboard frequently.
2. You are expected to submit your assignments as described.
3. You are required to participate in the weekly discussions.
4. During the first week of the course, one of your discussion board assignments will include a requirement to post a brief introduction and indicate your expectations of this course.
5. Periodically, there will be optional “Virtual Office Hour” sessions scheduled (i.e., synchronous chat opportunities) and you are strongly encouraged to participate in these.
6. You are expected to monitor your progress by checking your grades frequently. You do this by clicking on the “Course Grades” button.

VII. CRITERIA FOR EVALUATION

Evaluation Criteria:
Each student will be evaluated on a combination of their individual and team research, discussion board interaction, and case analyses. The relative weight of the final grade will approximate:

Discussion Board assignments 30%
Case Analysis I 10%
Team Project 20%
Case Analysis II 10%
Research Paper 30%

**Grading Scale:**

- **A**
  - 95.1% - 100.0%
- **A-**
  - 91.1% - 95.0%
- **B+**
  - 89.1% - 91.0%
- **B**
  - 83.1% - 89.0%
- **B-**
  - 79.1% - 83.0%
- **C+**
  - 75.1% - 79.0%
- **C**
  - 71.1% - 75.0%
- **C-**
  - 67.1% - 71.0%
- **D+**
  - 61.1% - 67.0%
- **D**
  - 57.1% - 61.0%
- **D-**
  - 53.1% - 57.0%
- **E**
  - 0.0% - 53.0%

**Late Assignments:**
Late assignments will not be accepted.

**Make-ups and Rewrites:**
Not ordinarily accepted. Only available under extreme circumstances and with prior approval.

**VIII. EXPECTATIONS**
**Attendance and Participation:**
You are expected to submit all assignments on time.

**Academic Integrity:**
Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. A breakdown of behaviors that constitute academic dishonesty is presented in the CMU Bulletin (https://bulletins.cmich.edu/).

**Student Rights and Responsibilities:**
Each member of the Central Michigan University community assumes an obligation regarding self conduct to act in a manner consistent with a respect for the rights of others and with the University's function as an educational institution. As guides for individual and group actions within this community, the University affirms the general principles of conduct described in the Code of Student Rights, Responsibilities and Disciplinary Procedures at https://www.cmich.edu/ess/studentaffairs/Pages/Code-of-Student-Rights.aspx.

**IX. SUPPORT SERVICES AND OTHER REQUIREMENTS**
**Global Campus Library Services (GCLS)**
CMU offers you a full suite of library services through its Global Campus Library Services (GCLS) department. Reference librarians will assist you in using research tools and locating information related to your research topic. The library's Documents on Demand office will help you obtain copies of the books and journal articles you need. Check out the GCLS website at http://gcls.cmich.edu for more information.

**Reference librarian contact information:**
1. By phone: (800) 544-1452.
2. By email: ocllsref@cmich.edu
3. By online form: http://www.cmich.edu/library/gcls/Pages/Ask-a-Librarian-Request-Form.aspx

**Documents on Demand office contact information:**
1. By phone: (800) 274-3838
2. By email: docreq@cmich.edu
3. By fax: (877) 329-6257
4. By online form: http://www.cmich.edu/library/gcls/Pages/Documents-on-Demand.aspx

**Writing Center**
The CMU Writing Center is a free online service for all CMU students, providing help with grammar, citations, bibliographies, drafts, and editing of academic papers. Suggestions and feedback are typically provided within two business days. For additional information and to submit work, visit http://webs.cmich.edu/writingcenter/

**Mathematics Assistance Center**
The CMU Mathematics Assistance Center provides free tutoring in mathematics and statistics to students enrolled in select courses. Tutoring is available online and via telephone. To see what courses qualify and to register with the Math Assistance Center, visit http://global.cmich.edu/mathcenter/tutoring-request.aspx.
ADA

CMU provides individuals with disabilities reasonable accommodations to participate in educational programs, activities and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should contact Susie Rood, Director of Student Disability Services at (800) 950-1144, extension 3018 or email her at sds@cmich.edu, at least 4 weeks prior to registering for class. Students may find additional ADA information and forms at https://www.cmich.edu/ess/studentaffairs/SDS/Pages/default.aspx

Note to faculty: CMU Administration will notify you if applicable; otherwise, the student will provide a "Notification Letter to the Instructor" outlining the accommodations the student is approved to receive.

X. BIBLIOGRAPHY

Ayers, R.S. (December 2013). Building goal alignment in federal agencies' performance appraisal programs. Public Personnel Management. 42.4: p.495.


Center Information

Student & Enrollment Services for CMU Online Courses
(800) 688-4268 or (989) 774-1129 or cmuonline@cmich.edu

Drop & Withdrawal Policy for Online Courses
http://global.cmich.edu/courses/drop-withdraw.aspx

Academic Calendar and
Credit/No Credit Deadlines for Online Courses
https://www.cmich.edu/global/calendar/Pages/default.aspx

Office of Information Technology Help Desk
https://www.cmich.edu/office_provost/OIT/help/help_desk/Pages/default.aspx

Pre-Class Checklist for Online Courses
http://www.global.cmich.edu/cmuonline/checklist.aspx

Online Learning Resource Center
http://www.global.cmich.edu/cmuonline/about/

Certified Testing Center & Proctoring Information
https://www.cmich.edu/global/cmuonline/proctoring/Pages/default.aspx

Harassment and discrimination: You have a right to feel safe and supported while pursuing your degree at CMU. If any professor, student, or staff member makes you feel that you have been discriminated against, disrespected or stuck in a hostile environment, the Office of Civil Rights and Institutional Equity (OCRIE) is here to help: Bovee UC 306, (989) 774-3253. For resources and more information, please see https://www.cmich.edu/office_president/OCRIE/

Sexual misconduct policy: With the exception of the confidential resources named explicitly within the Sexual Misconduct Policy, all CMU staff and faculty are responsible employees and are required to report any information they know about possible sexual misconduct to the Title IX Coordinator in OCRIE at (989) 774-3253. This means that any information you may divulge about such an incident in the classroom or with a faculty member cannot be confidential. Reports to OCRIE are intended to provide options and resources to survivors. Please keep these reporting obligations in mind as you seek support from staff and faculty you trust, and know that there are also support centers on campus that will maintain confidentiality, which include Sexual Aggression Peer Advocates (989-774-2255) and the CMU Counseling Center (989-774-3381). For resources and more information, please see https://www.cmich.edu/office_president/OCRIE/