I. IDENTIFYING INFORMATION

Course: PSC 711
Course Title: Public Personnel Administration Practice
EPN: 22246044
Term: Fall I
Location: Online
Course Dates: 8/25, 10/17/2014
Course Days and Times: N/A
Prerequisites: N/A

Blackboard:
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Instructor: Richard Bucher
Primary Phone Number: (301) 807-6662
Secondary Phone Number: N/A
E-Mail Address: buche1rh@cmich.edu
Availability: As needed: e-mail and telephone daily until 9 P.M. (ET)

Academic Biography:
Richard H. Bucher, Ph.D.
E-mail address: buche1rh@cmich.edu

Education:
Duke University – Ph.D. in Political Science
Duke University – A.M. in Political Science
University of Minnesota – B.A. (cum laude) in International Relations

Teaching Experience: I have taught American government, public policy analysis, political parties, public administration, public program evaluation, and comparative politics at undergraduate and graduate levels for over three decades. Besides Central Michigan University, I have taught these courses at a variety of colleges and universities including the University of Maryland, The University of North Carolina at Chapel Hill, The George Washington University, Auburn University, The University of Baltimore, and the United States Air Force Academy.

Government Experience. I have served in a variety of positions within the Federal government including the White House, Department of Health and Human Services and the Department of Defense. In these capacities I have been involved in the development and implementation of a range of Federal government health and safety initiatives. I have also been on advisory committees for local government.

Military Experience. I retired from the United States Air Force after over 20 years of active duty. During that time I held positions of responsibility in the fields of intelligence, education, and public affairs.

Other Work Experience. I have been a consultant to over 40 Fortune 500 companies in the areas of organizational development and workplace health and safety.
Personal. I am a lifelong volunteer for parks and recreation, having been a volunteer youth coach and recreation council member for my community, serving on the State volunteer advisory council, and serving as a Trustee to the National Recreation and Park Association. I am currently a citizen trustee to a public pension fund.

II. TEXTBOOKS AND INSTRUCTIONAL MATERIALS

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

Textbooks and Course Materials:

Title: Public Personnel Management: Contexts and Strategies
Author: Klingner
Edition: 6th
ISBN: 978-0-13-602688-4
Publisher: Pearson
Required: Yes

Course Reserves:
N/A

Required Materials:
N/A

Recommended Materials:
N/A

III. COURSE DESCRIPTION

This course is designed to provide an overview of public personnel administration including personal policy development, recruitment and selection, EEO laws, compensation and benefits, performance appraisal, collective bargaining, and employee relations.

IV. COURSE GOALS AND OBJECTIVES

After completing this course, students will be able to:

a. Define the functions needed to manage human resources in public agencies.
b. Describe the important values that underlie the conflict in public employment processes.
c. Analyze personnel system as a set of laws, policies, and practices.
d. Describe the history of public personnel management in the United States as a conflict among competing personnel systems and values.
e. Describe the role of a professional public personnel manager.
f. Explain how the functions of personnel management are shaped among political leaders, line managers and supervisors, and the personnel department.
g. Identify and understand various functions of human resource management in the public sector.

V. METHODOLOGY

Text readings, writing tasks, and research assignments are the primary methods of instruction in this online course. Work in the course will also involve participation in asynchronous discussion board exchanges, via individual threads in subject matter forums focused on analytical tasks that require the use of properly cited authoritative material. All analytical work and writing assignments will require critical thinking and problem solving by each student.

VI. COURSE OUTLINE/ASSIGNMENTS

Pre-Class Assignment:

Please review the Discussion Board Leader requirements in the Syllabus and be prepared early in Week One to identify a topic that you would like to lead.
**Course Outline:**

See Course Assignments Below.

**Assignment Due Dates:**

**Course Assignments:**

*Exams*: There will be two exams during the course. Each exam is based on your response to a real case study scenario. Both exams are graded on a 75 point scale and each is worth 18.75% of the final class grade. Exams will be completed at the close of **weeks 3 and 7**.

*Research Paper*: Please see the detailed explanation of the research paper on the last page of the syllabus. Topic description (15 points) is due at the close of **week 2**, Statement of the Problem (15 points) is due at the close of **week 4**, Literature Review (55 points) is due at the close of **week 6**, and Organizational Implications (15 points) are due at the close of **week 8**.

*Discussion Board Leader*: You must sign up to lead and moderate the discussion board over the content of one academic journal article (assigned in the weekly reading and posted on Blackboard under 'Course Materials.' The discussion board leader will provide a brief summary of the article, post three questions about the article, and facilitate/extend the discussion(s). The discussion board leader must have these items posted by Monday at 5:00 of the corresponding week. The discussion board leader assignment is worth 50 points, or 12.5% of the final grade. **Important!** You must email your top three article preferences to me by **Tuesday of week 1**. Articles will be assigned on a first come, first served basis. If I have not received your preference by Thursday of **week 1**, I will assign the articles. The rubric for discussion board leader expectations can be found under Assignments.

*Discussion Board Participant*: You will participate in weekly discussion boards by responding to at least one of the three questions posed by each discussion board leader (minimum of one response for each question). Participation points will be based on the quality of participation. The rubric for discussion board participation can be found under Assignments. Discussion board participation is worth 100 points, or 25% of the final grade.

**Week 1**

Readings: (1) Klingner et al., Chapter 1: The World of Public Personnel Management

(2) Klingner et al., Chapter 2: Doing Public HRM in the United States


Due: (1) Email article preference to me by Tuesday

(2) Discussion Board 1

**Instructor Guidance**: (1) Read: Notes Lecture 1: History of the Merit System

(2) Watch: Video Lecture 1: State & Local Civil Service Systems

**Week 2**

Readings: (1) Klingner et al., Chapter 3: Thinking Strategically About HRM


Due: (1) Discussion Board 2

(2) Topic Description

**Instructor Guidance**: (1) Read: Notes Lecture 2: Strategic Planning

(2) Watch: Video Lecture 2: Overview of the Strategic Planning Process
Week 3

Readings: (1) Klingner et al., Chapter 6: Rewarding Work: Pay and Benefits


Due: (1) Discussion Board 3
(2) Exam 1

Instructor Guidance: (1) Read: Notes Lecture 3: Legal Constraints on Pay Setting; and Notes Lecture 3: Benefits
(2) Watch: Video Lecture 3: Functional Position Analysis

Week 4

Readings: (1) Klingner et al., Chapter 7: Social Equity and Diversity Management


Due: (1) Discussion Board 4
(2) Statement of the Problem

Instructor Guidance: (1) Read: Notes Lecture 4: EEO, AA, Diversity Management
(2) Watch: Video Lecture 4: Fostering Diversity

Week 5

Readings: (1) Klingner et al., Chapter 8: Recruitment, Selection, and Promotion


Due: (1) Discussion Board 5

Instructor Guidance: (1) Watch: Video Lecture 5: Recruiting Employees
(2) Optional Extra Credit: Recruitment and Selection Activity

Week 6

Readings: (1) Klingner et al., Chapter 9: Leadership and Employee Performance

Week 7

Readings: (1) Klingner et al., Chapter 11: Performance Appraisal


Due: (1) Discussion Board

(2) Exam 2

Instructor Guidance: (1) Read: Notes Lecture 7: Types of Performance Appraisal

(2) Watch: Video Lecture 7: Purpose of Performance Appraisal

Week 8

Readings: (1) Klingner et al., Chapter 14: Collective Bargaining


Due: (1) Discussion Board 8

(2) Organizational Implications

Instructor Guidance: (1) Read: Notes Lecture 8: Steps in Collective Bargaining

(2) Watch: Video Notes Lecture 8: State and Local Public Unions and Research Effects

Post-Class Assignment:
None

Student Involvement Hours:

Students should plan to spend 12 to 15 hours over a week's assignments, completing the reading, research, and writing assignments for this online course.

VII. CRITERIA FOR EVALUATION
**Evaluation Criteria:**

Discussion Boards. Participation grades will be based on my assessment of the quality of the student’s constructive contributions to the learning experiences of all students, both the initial thread and subsequent posts. A high course participation grade may be earned by authoring text-related analytical questions about course subject matter, but simply repeating textual material will not earn a high participation credit. When writing a thread in a weekly forum, a student should address the members of the course. My expectation is that all exchanges reflect serious consideration of the question at hand, add value through the introduction of new ideas or constructive criticism of old ones, include at least one new reference or citation. I also expect you to help create an environment during class that promotes learning, dignity, and respect for everyone.

**Academic Honesty:**

I expect you to adhere to the highest standards of academic honesty. This includes (but is not limited to) turning in your own original work, voicing your own original opinions regarding class content, providing credit toward those opinions and work that may not be your own, and completing exams and assignments without unapproved outside assistance. In May 2001, the Central Michigan University Academic Senate approved the Policy on Academic Integrity, which applies to all university students. You can view the code electronically at: [http://academicsenate.cmich.edu/NonCad/ACADEMIC_INTEGRITY_POLICY.pdf](http://academicsenate.cmich.edu/NonCad/ACADEMIC_INTEGRITY_POLICY.pdf), or in the Academic Senate Office in Room 108 of the Bovee University Center. All work is expected to be in compliance with this policy.

**I take this issue very seriously.** As graduate students you are expected to understand the rules of research that are quite clear. If it isn’t your idea or your words, they belong to someone else, and they must be given proper attribution. Even if you think you understand these rules, I urge you to

- contact CMU’s Writing Center (http://global.cmich.edu/writingcenter/submission/) if you have any questions about attribution, and,

- review the rules of acceptable research at a site like Purdue University’s Online Writing Lab (OWL) found at [https://owl.english.purdue.edu/owl/section/2/10/](https://owl.english.purdue.edu/owl/section/2/10/)

**All research assignments submitted will be reviewed by me with the SafeAssign program!**

**Grading Scale:**

A = 95-100; A- = 90-94; B+ = 87-89; B = 83-86; B- = 80-82; C+ = 77-79; C = 73-76; C- = 70-72; E = 0-69.

**Late Assignments:**

The grade for a late assignment may be reduced by up to one full grade for each day that the material is late. Assignments will lose 5% of their point value for each calendar day that they are late, unless otherwise discussed with me in advance (or immediately after a verifiable bona fide emergency. i.e., family or personal emergency, unscheduled employment assignment, or other unforeseen duty that inhibits your ability to submit work on time). I may ask you to provide documentation by an agent of the responsible employer or the attending health provider. Note that the course examinations will be administered only as scheduled during the respective weeks of the course.

**Make-ups and Rewrites:**

There will be no extra credit assignments or extra credit work or revisions of required work accepted at any time during this course.

**VIII. EXPECTATIONS**

**Attendance and Participation:**

Attendance, demonstrated in timely task participation, is required to be able to contribute fully and in a timely manner to course learning experiences.

**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: oclsref@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**
CMU librarians have developed a special reference site for PSC 711 that can be found at: http://libguides.ocls.cmich.edu/content.php?pid=124496. It has abstracts and other references directly related to topics included in the course. For more information, call 1-800-274-3838 and ask to speak with a references librarian, or go to http://ocls.cmich.edu/index.htm.

Selected course references:


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/