I. IDENTIFYING INFORMATION
Course: PAD 711
Course Title: Public Personnel Management
EPN: 22298877
Term: Fall I
Location: Online
Course Dates: 8/29, 10/21/2016
Course Days and Times: N/A
Prerequisites: None.

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: James Krolik
Primary Phone Number: 734 994-5245
Secondary Phone Number: N/A
E-Mail Address: kroli1jj@cmich.edu
Availability: I am available all week and weekends from 9:00 a.m. until 9:00 p.m. Eastern time.
Academic Biography:
My professional background includes over 12 years of Human Resource Management experience with two large Detroit-area organizations. Within these experiences, I had responsibility for a number of Human Resource functions including Employment, Human Resource Development, Employee Assistance Program, Employee Relations, and Employee Recognition Programs. I have the SPHR certification from the Society for Human Resource Management.

I have been a instructor at CMU for over 20 years. I have taught both traditional and online classes in my background. Currently, I am an instructor at the College of Business at Eastern Michigan University.

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 (E-book Available)
Author: Klingner
Edition: 6th
ISBN: 978-0-13-602688-4
Publisher: Taylor & Francis
Required: Yes
III. COURSE DESCRIPTION
This course is designed to provide an overview of personnel management in the public sector.

IV. COURSE GOALS AND OBJECTIVES
After successful completion of this course, the student will be able to:
1. Define the functions needed to manage human resources in public agencies.
2. Describe the important values that underlie the conflict in public employment processes.
3. Analyze personnel system as a set of laws, policies, and practices.
4. Describe the history of public personnel management in the United States as a conflict among competing personnel systems and values.
5. Describe the role of a professional public personnel manager.
6. Explain how the functions of personnel management are shaped among political leaders, line managers and supervisors, and the personnel department.
7. Identify and understand various functions of human resource management in the public sector.
8. Design an effective cultural competency plan for a public sector organization.
9. Integrate a public service perspective in the management of public personnel practices.
10. Differentiate effective leadership and management roles in public sector organizations.

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 Forums, via individual threads in forums in the Discussion board focused on analytical tasks, that require the use of properly cited authoritative material. All analytical work and writing assignments, and they are extensive in complexity and duration, will require critical thinking and problem-solving by each student.

For this online class, the class weeks starts on Mondays and ends on Sundays. All assignments and examinations must be completed during the class week or will be considered late.

VI. COURSE OUTLINE/ASSIGNMENTS
Pre-Class Assignment:
Read Klingner, Nalbandian and Llorens, Chapter 1. Think about the city or county that you live in. Compare your reading in Chapter 1 to your own experiences. There is no written assignment.

The research topic must be related to Human Resource Management and must focus on the public sector, which is government. A topic covering HRM in the non-profit or the for-profit sector is not acceptable. The public personnel administration research project for this course involves a 15 page, double-space, research report that must satisfy the following criteria:
1. investigation of a public personnel administration practice issue or problem;
2. use of issue-relevant material published in authoritative sources within the last 5 years;
3. approval of the research topic no later than the second week of the course;
4. format and composition adhere to APA guidelines;
5. on-time submission

The topic will be submitted in Week 2. You may want to start thinking about a possible topic for this online class.
Course Outline:

The class week begins on Monday and ends on Sunday, your time zone. The Forums in the Discussion Board for the class are posted on or before Monday morning.

For Week 1, please read the assignment chapters. You will find these in the Assignments Link. Please go to the Week 1 Forums in the Discussion Board.

For Week 2, please read the assignment chapters. You will find these in the Assignments Link. Please go to the Week 2 Forums in the Discussion Board. You will submit your research proposal at the end of Week 2.

For Week 3, please read the assignment chapters. You will find these in the Assignments Link. Please go to the Week 3 Forums in the Discussion Board.

For Week 4, please read the assignment chapter. You will find these in the Assignments Link. Please go to the Week 4 Forums in the Discussion Board. The mid-term examination is done in Week 4.

For Week 5, please read the assignment chapters. You will find these in the Assignments Link. Please go to the Week 5 Forums in the Discussion Board.

For Week 6, please read the assignment chapters. You will find these in the Assignments Link. Please go to the Week 6 Forums in the Discussion Board.

For Week 7, please read the assignment chapters. You will find these in the Assignments Link. Please go to the Week 7 Forums in the Discussion Board.

For Week 8, please read the assignment chapters. You will find these in the Assignments Link. Please go to the Week 8 Forums in the Discussion Board. The final exam is done in Week 8. The research project is submitted on or before Friday, the last day of class.

Assignment Due Dates:

The responses to the Discussion Questions in the weekly Forums, the examinations, and the research project are assigned on Mondays and due on or before Sunday, the last day of the class week. The assignments are late if submitted after Sunday evening. I always follow your time zone.

Post-Class Assignment:

The final assignment is a research paper. The instructions for this paper are explained in the Assignments Link.

Student Involvement Hours:

Course participants will spend 20 to 30 hours over a week's 7 days completing the reading, research, and writing assignments for this online course. Online course participants are expected to know that graduate-level preparation for a classroom course requires classroom course participants to spend 3 to 4 hours in preparation for every hour spent in the classroom. Accordingly, an 8-hour day in a graduate-level classroom requires 24 to 32 hours of pre-class preparation for the one 8-hour day in the classroom. Therefore, 20 to 30 hours of work scheduled over a 7-day week is a quite reasonable performance expectation for any graduate-level online course.

VII. CRITERIA FOR EVALUATION

Evaluation Criteria:

Course participants will contribute to intensive asynchronous exchanges via threads in discussion board forums about public personnel administration practice issues and problems. Professor observations will be kept to a minimum and course participants will guide relevant exchanges. A participant's course participation grade will be based on the professor's subjective assessment of the quality of the participant's constructive contributions to the learning experiences of all course participants. A high course participation grade may be earned by authoring text-informed analytical questions about course
subject matter, but simply repeating textual material will not earn participation credit. When writing a thread in a weekly forum, a course participant must address the members of the course. Exchanges will be orderly, cooperative, informed -- in short, constructive. Every participant will be involved in course exchanges, but no one participant may dominate any exchange. A course participant must contribute constructively to course discussions and exchanges to receive a high course participation grade.

**Grading Scale:**

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

**Late Assignments:**

Late assignments will not earn full credit unless the instructor is notified before the class week ends.

**Make-ups and Rewrites:**

Make-ups and rewrites will only be allowed in special circumstances. If needed, contact the instructor to determine the process to do complete the assignments.

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**VIII. EXPECTATIONS**

**Attendance and Participation:**

Attendance, demonstrated in timely task participation, is mandatory to be able to contribute in a timely manner to course learning experiences. There will be no exceptions to this policy. Discussion Questions need to be done during the week. This is important since students need to respond to posts from other students before the week ends. The class should not be only a weekend class. The minimum amount of participation during the class week is three days including weekends. Class participation is responding to posts in the Discussion Board. It is not submitting assignments.

**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/](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](https://www.cmich.edu/ess/studentaffairs/Pages/Code-of-Student-Rights.aspx).

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**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](http://gcls.cmich.edu) for more information.

**Reference librarian contact information:**

1. By phone: (800) 544-1452.
2. By email: gclslref@cmich.edu
3. By online form: [http://www.cmich.edu/library/gcls/Pages/Ask-a-Librarian-Request-Form.aspx](http://www.cmich.edu/library/gcls/Pages/Ask-a-Librarian-Request-Form.aspx)

**Documents on Demand office contact information:**
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://global.cmich.edu/student/writing-center.aspx

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 Student Disability Services at (800) 950-1144, extension 3018 or email 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

The Library at Central Michigan University has a number of current public personnel journals in Human Resource Management. You will use these for discussion questions and the final research paper.
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/
CMU does not discriminate on the basis of sex in the education program or activity that it operates, including admission and employment, and is required by Title IX of the Education Amendments of 1972 not to discriminate in such a manner.

Inquiries about the application of Title IX can be made to CMU’s Title IX Coordinator, the US Department of Education’s Assistant Secretary, or both.

CMU’s Title IX Coordinator can be reached at:
Office: 103 E. Preston St.
Bovee University Center, suite 306
Mount Pleasant, MI 48858
Email: titleix@cmich.edu
Phone: 989-774-3253