Course Description: Analysis of the major personnel management problems and issues in the public sector. The functions of recruitment, selection, development, compensation, and employee relations will be studied. Special attention will be given to the legal environment of personnel.

Class meets: Tuesday 7:00-9:30pm in Bay Hall 127 (This class is designated as 25-49% online. Therefore, online assignments will be accessible via Blackboard.)

Instructor Information: Dr. Beth M. Rauhaus, Assistant Professor of Public Administration and MPA Program Coordinator
Office: BH 301
Office Phone: 361-825-3286
Email Address: beth.rauhaus@tamucc.edu
Office Hours: Monday 6-7pm, Tuesday 12-2pm, Wednesday 9-11am, or by appointment

*It is best to contact me via email, not through Blackboard for a timely response.

Course Materials: The following textbook is required and may be purchased through the university bookstore. Any additional readings and resources will be accessible electronically in Blackboard (Bb) or through the university library.


ISBN: 978150638233
Course Objectives: This course is designed to assist graduate students in the mastery of human resource management in the public sector. Upon successful completion of this course, students will be able to understand and practice leadership responsibilities in public personnel as well as be able to understand the purpose of human resources in public organizations.

The following are primary objectives for this course:
- To develop an understanding of the importance of personnel management in the public sector through reading assigned materials
- To comprehend how personnel practices impact public employees and critically examine future issues of public personnel management through assigned readings and discussions of case studies
- To prepare students to become professionals and ready for employment through activities, such as analyzing job descriptions, creating a cover letter and resume, and conducting mock interviews
- To enhance students’ ability to create well-reasoned, analytical discussions that relate to issues that impact public personnel administration through writing activities and assignments

Course Requirements: Students will be evaluated on the following course assignments and may earn up to a total of 550 points. Grades are calculated on a ten point scale.

Midterm Examination: An examination will be held where students will demonstrate an understanding of major themes and concepts discussed and assigned during the first portion of the semester. (100 points)

Final Examination: An examination will be held where students will demonstrate their mastery of public personnel administration. (100 points)

Discussion Boards: A series of five discussion boards will be held to supplement class discussion. Each discussion board will be worth 20 points. (100 points)

Practical Activities: Students will complete two separate activities that will prepare them for their future profession. (100 points total)
- Activity A= Students will find a job announcement that they would be interested in applying for and analyze it. After analyzing the job announcement, students will
draft a cover letter and resume demonstrating their skills and desire to apply to such a job opening. These documents can be modified for future use, as graduate students begin to explore job opportunities. Sample resumes and cover letters will be available in Bb. (50 points)

- Activity B= In-class mock interviews and performance evaluations will be conducted. Students will prepare a list of questions to ask potential job applicants and execute the interview process. After this mock interview, students will partake in mock performance evaluations, which will allow students to practice verbal and written communication skills in appraising others. Students will write a brief summary highlighting their experiences in the activity. (50 points)

Policy Analysis: Students will read the Maternity Leave text and prepare a presentation and written policy analysis, using research and analytical skills required in human resource management. (150 points)

A few important notes regarding written assignments:

For written assignments, please use standard font, such as Times New Roman, 12-point font, 1-inch margins, and double-spacing. Citations and note style should be consistent throughout, using APA Style citations. Papers should be of professional quality, thoroughly proofread, and clear of spelling and grammatical errors. Deductions will be made for such infractions.

References or sources of information for papers must consist of scholarly (peer-reviewed) articles or journals, government reports, or the readings for the class. The use of Wikipedia or other Internet encyclopedia for any paper is not acceptable for graduate level work and will not be accepted.

For more information on APA style citations, access this useful guide: https://owl.english.purdue.edu/owl/section/2/10/

Submissions must be handed in on time! Late submissions will be subject to a ten percentage deduction per day late. Do NOT email assignments to me, unless you have prior approval to do so.

Course Policies:

Class Attendance: Attendance is compulsory. Excused absences will be granted with documentation only (university-related functions, medical, etc.) You are responsible for any class work missed. Professional etiquette is expected at all times in the classroom. Respect one another by listening when others are speaking, avoiding the use of cell-phones or any other disruptive behavior.

Dropping a Class:

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with your
academic advisor, the Financial Aid Office, and me, before you decide to drop this course. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class.

**Disabilities Accommodations:**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

**Grade Appeals:**

As stated in University Procedure 13.02.99.C0.03, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C0.03, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at [http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.c0.03_student_grade_appeals.pdf](http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.c0.03_student_grade_appeals.pdf). For assistance and/or guidance in the grade appeal process, students may contact the Dean’s office in the college in which the course is taught or the Office of the Provost.

**Academic Advising:**

The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466.
Academic Integrity/Plagiarism:

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in an automatic 0.

Academic Honesty/Plagiarism:

Definition: In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source. Plagiarism is a violation academic expectations, but it is sometimes difficult to understand what plagiarism actually is. Often, students commit unintentional plagiarism (not citing sources properly, for example), because they are unaware of the standards that apply. Plagiarism includes:

• Using the work of another as your own,
• Downloading or purchasing ready-made essays off the web and using them as your own,
• Using resource materials without correct documentation,
• Using the organization or language of a source without using quote marks and proper citation.
• Turning in a researched project without citing sources in an appropriate documentation style.

When you are confused about citation of quotes or ideas, please visit the Writing Center or me to get help. Information on MLA documentation rules and APA documentation rules is available at Purdue University’s OWL: http://owl.english.purdue.edu/, and from our local Writing Center at CASA.

Classroom/professional behavior:

Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.
**Statement of Civility:**

Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

**Statement of Academic Continuity:**

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi, this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

**Course Schedule:**

*This course schedule is subject to change. Any changes will be announced in class or in Blackboard.*

- **Week 1- Jan. 22:** Introduction to Course
  - Purchase texts, Review Syllabus, Tutorial on Bb Functions
- **Week 2- Jan. 28:** Introduction to Public Human Resource Management and History
  - Read Ch.1 “The Public Service Heritage: People, Process, and Purpose”
  - DB 1
- **Week 3- Feb. 4:** Legal Environment
  - Read Ch. 2 “Legal Rights and Responsibilities”
- **Week 4- Feb. 11:** Core HR Functions
  - Read Ch.3 “Recruitment”, Ch. 4 “Selection”, Ch. 5 “Position Management”
- **Week 5- Feb. 18:** Exploring Public Service Employment
  - Activity A due & DB 2
Week 6- Feb. 25: Midterm Examination

Week 7- March 3: Motivation & Compensation
Read Ch. 6 “Employee Motivation” and Ch. 7 “Compensation”
DB 3

Week 8- March 10: Spring Break

Week 9- March 17: Retention
Read Ch. 8 “Employee- Friendly Policies” & Ch. 9 “Training and Development”

Week 10- March 24: Online Activity
DB 4

Week 11- March 31: Appraisal
Read Ch. 10 “Appraisal” and Activity B

Week 12- April 7: Prepare Presentations
Read Maternity Leave text

Week 13- April 14: Student Policy Analysis Presentations
In-class student presentations

Week 14- April 21: Policy Analysis due

Week 15- April 28: The Future of HR
Read Conclusion, “The Future as Opportunity”
DB 5

Week 16- May 5: Course Review
Review Session

Week 17- May 12: Final Examination