COURSE SYLLABUS

Course Description
This is an undergraduate course on the study of public personnel administration. This course is for anyone interested in how people work in government and nonprofit settings, especially for those who direct and manage others or plan to do so in the future. The course attempts to teach managers and supervisors the laws, procedures, and techniques of public personnel management. The course also covers what motivates workers and how to match organizational needs with the individual talents and interests of employees. The course explains the prescriptions and the restrictions of personnel management that applies to government and nonprofits, and the policy rationale for this framework. In short, the scope of the course includes concern for both the generic issues of human behavior in organizational settings and the specific needs of public sector accountability in a democracy.

Required Text

Course Website: A course website will be available for access at http://distance.mwsu.edu/webct.asp. You will be able to use this website to read class announcements, correspond with me, view lectures, take exams and quizzes, and to view review sheets and this syllabus.

Office Hours:
Monday, Wednesday, Friday: 10:00am-11:00am
Tuesday: 9:00am-11:00am, 2:00pm-5:00pm
Thursday: 9:00am-11:00am
Also, by appointment (send me an e-mail to schedule an appointment)

Student Responsibilities

Readings: The readings serve as a point of departure for lectures and discussions. Therefore, it is imperative that each student completes the assigned reading each week. NOTE: Reading the chapters includes covering the case studies at the end of each chapter. This material will be covered on exams and quizzes. You should also feel free to include the case studies in your discussion assignments (specified below).
Lectures: For each chapter I will post lecture material on the course website. Use this to supplement your reading. You will be responsible for knowing the material in the lectures as well as the material in the textbook for each chapter.

Participation: Students should feel free to raise questions concerning the readings, the instructor's discussion, and the comments of other students. Participation enhances course quality. This particular type of class lends itself to a favorable discussion environment, so please do not be afraid to ask questions or pose interesting topics for the class to discuss (that are relevant to the course material). This can all be easily conducted through the course website’s Discussion and Chat features.

Required Examinations: There will be three required in-class examinations, two regular within-term exams and a final. The scheduled examination dates (tentative) are as follows:
Exam 1: February 20-24, 2012 (completed by 11:50pm on last day)
Exam 2: March 26-30, 2012 (completed by 11:50pm on last day)
Final Exam: May 7-11, 2012 (completed by 11:50pm on last day)
Exams must be completed and submitted on time. Late exams will not be accepted unless prior arrangements have been made with me.

Quizzes: There will be weekly quizzes covering lecture and textbook material. These quizzes will be graded and will count towards your quiz grade for the course. Each quiz should be completed by 11:50pm Friday night of the week it is assigned. This should encourage you to keep up with the reading. If you do not submit a quiz by the due date and do not have a University approved excuse, you will be given a grade of ZERO on that quiz.

Discussions: During each week I will post discussion questions related to our course material and relevant current events. As part of your course requirements I expect each student to post three responses to these questions throughout the week. It is fine to post more and in fact I would encourage you to post more. Please have something substantive to post. In other words you need more than just “I agree”. At the end of the week provide me with a copy of your three posts during the week. Send this via e-mail, by copying and pasting your responses in the body of the e-mail. This should be submitted by the end of the day Friday (11:50 p.m.) for the corresponding week. If you do not e-mail me the responses, they will not be accepted. Collectively this will count for your discussion assignment grade. Note: I intend for this to be largely student driven. I will post the prompt and monitor the discussions but I will provide you with a lot of leeway to decide the direction of the course and intentionally want to avoid influencing the direction of the conversation.
Basic Policies

Make-up Policy -- Examinations. If a student has a University-approved excuse AND if the instructor is notified PRIOR to the examination, arrangements for a make-up will be made. If a student fails to notify me, the student will receive a zero for the exam. Exams missed due to court appearances in which you are a defendant, do not count as a legitimate excuse.

Taking Exams Early. Only under extraordinary circumstances will a student be allowed to take an exam, including the final, early. Only university approved excuses, death in the family, illness, etc. will be considered for taking an exam early. So, before you even ask, a job interview does not count as an extraordinary circumstance, nor does a wedding or anything fun you want to do.

Wikipedia. At no time will a student be allowed to use Wikipedia as a source for any project or paper in my class. If it is determined that Wikipedia was used as a source for a project or paper, the student will be given a grade of ZERO automatically.

Grading. The two within-term exams will each count 50% (25% apiece) toward your final grade. The discussion assignments will count 10% toward your final grade, your quiz average will count 10%, and the final exam will count 30%. The overall course grades will be based upon the following cut-off percentages:

<table>
<thead>
<tr>
<th>Cut Off</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>&lt;60%</td>
<td>F</td>
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</tbody>
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Class Schedule
All excerpts are taken from the required Dresang text. All required reading and assignments are due on the day listed.

January

17-20: Introduction and overview of course
Readings: Chapter 1-Personnel Management in Government and Nonprofit Organizations
Chapter 2-The Development of the Merit System
Assignment: Participate in discussion and complete Quiz 1
23-27: Readings: Chapter 3-Ethics, Rights, and Responsibilities  
Assignment: Participate in discussion and complete Quiz 2

30-Feb. 3: Readings: Chapter 4- Diversity  
Assignment: Participate in discussion and complete Quiz 3

February

6-10: Readings: Chapter 5-Productivity  
Assignment: Participate in discussion and complete Quiz 4

13-17: Readings: Chapter 6-Organization for Personnel Management  
Assignment: Participate in discussion and complete Quiz 5

20-24: Exam 1

27-2: Readings: Chapter 7-Succession Planning  
Chapter 8-Position Analysis and Job Evaluation  
Assignment: Participate in discussion and complete Quiz 6

March

5-9: Readings: Chapter 9- Performance Evaluation  
Assignment: Participate in discussion and complete Quiz 7

12-16: Spring Break (no material)

19-23: Readings: Chapter 10-Selecting Employees  
Assignment: Participate in discussion and complete Quiz 8

26-30: Exam II

April

2-6: Readings: Chapter 11-Employee Training and Development  
Assignment: Participate in discussion and complete Quiz 9

9-13: Readings: Chapter 12-Health and Safety  
Assignment: Participate in discussion and complete Quiz 10

16-20: Readings: Chapter 13-Discipline and Dismissal  
Assignment: Participate in discussion and complete Quiz 11

23-27: Readings: Chapter 14-Compensation  
Assignment: Participate in discussion and complete Quiz 12
30-May 4:  Readings: Chapter 15-Collective Bargaining  
Assignment: Participate in discussion and complete Quiz 13

May

7-11: Final Exam

Further Reading

Some suggested readings for those who want to dig deeper into the field of public administration. These are not required for the course, but they may be helpful for those of you pursuing a career in public administration.


Kettl, Donald F.  System under Stress: Homeland Security and American Politics  


Khademian, Anne M.  Working with Culture: The Way the Job Gets Done in Public Programs  

Osborne, David, and Ted Gaebler.  Reinventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector, from Schoolhouse to State-house, City Hall to the Pentagon.  
Reading, MA: Addison-Wesley, 1993.  (public administration reform)

Radin, Beryl.  The Accountable Juggler: The Art of Leadership in a Federal Agency  