

Course	PADM 5870 - Public Personnel Management
Term	Summer – June 1 – August 1, 2009
Instructor	Name: C.E. “Charlie” Brown Phone: 501-413-7260 Email: clintonbrown@webster.edu or opacharliebrown@comcast.net
Catalog Description	This course focuses on the principles and practices of public personnel management. Approaches for motivating and evaluating personnel are explored. Individual and group behaviors under the systems of both civil service and public collective bargaining are considered. Methods of compensation for employees and managers are examined.
Prerequisites	Students majoring in Public Administration should have completed the requisite course - PADM 5000. Oral and written communication skills at the graduate level.
Course Level Learning Outcomes	Students will explain: <ol style="list-style-type: none"> 1. The practice of public personnel management in public agencies, including the roles of supervisors and managers in implementing personnel policies approved by elected officials and designed by personnel specialists; 2. The importance and interrelated impact of personnel functions on organizational effectiveness; 3. The impact of judicial decisions relating to human resources management; and, 4. The evolving role of public unions, including their efforts to emphasize employee rights in the face of privatization and other economics pressures.
Materials	<i>The New Public Personnel Administration</i> 6th Edition; Lloyd Nigro; Felix Nigro; J. Edward Kellough ISBN 0-534-60239-8 You can access the Virtual Bookstore at http://www.mbsdirect.net/webster or call MBS Direct at 800-325-3252 and give your school name, site or program, and course number.
Grading	<p>Grading Scale 93-100 A 90-92 A- 87-89 B+ 83-86 B 80-82 B- 70-79 C 0-69 F</p> <ul style="list-style-type: none"> • Turning in late papers and/or assignments will result in a lower grade • Incompletes will rarely be given and only under dire circumstances • Total possible points 600 • Paper 150 • Midterm-exam 150 • Final Exam 150 • Group exercise 100 • Individual presentation 50 <p>Specific requirements for papers and presentations will be given to each student at the beginning of the course</p>

	<p>Course Requirements The GRADUATE catalog provides these guidelines and grading options:</p> <p>A/A– Superior graduate work B+/B/B– Satisfactory graduate work C Work that is barely adequate as graduate-level performance CR Work that is performed as satisfactory graduate work (B– or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses. F Work that is unsatisfactory I Incomplete work ZF An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal. IP In progress NR Not reported W Withdrawn from the course</p>
<p>Activities</p>	<p>Video clips, Class group problem solving, Group presentations</p>
<p>Policy Statements: University Policies</p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p>A student may submit their term paper to the On-Line Writing Center in St. Louis by email and have a coach make suggestions/corrections. It is up to the student to allow sufficient time (7-10 days) for this process to be utilized and still turn in the term paper on the assigned date. Go to http://www.webster.edu/acadaffairs/asp/wc/online.html</p> <p>Academic Honesty The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals Please beware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p>

	<p>Special Services If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances Since every student is entitled to full participation in class without interruption, all students are expected to be in class and prepared to begin on time. All pagers, wireless phones, or other electronic devices must be turned off, or switched to vibrate, when you enter the classroom.</p> <p>Disruption of class, whether by latecomers, noisy devices, or inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p>Student Assignments Retained From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p>Course Policies</p>	<p>You will still be responsible for completing the assigned exercises and papers on time. Late assignments will not be accepted except for emergency situations pre-approved by instructor. There will be two examinations, each covering about half of the material, which will consist primarily of multiple choice, short answer and essay questions. The examinations will cover all of the assigned textbook reading.</p> <p>INTEGRATIVE/SECONDARY RESEARCH PAPER: You will be required to write a 15-20 page double-spaced paper on any approved topic in the field of Public Personnel Management. The instructor must approve an outline of the paper. The paper should include a current literature review of the topic, including comprehensive secondary research from appropriate scientific, professional, and academic journals and publications. Some optional, extra credit assignments may also be given. Penalties will be given for late assignments.</p>

Week 1:	<p>Read and be prepared to discuss the questions and case studies at end of each chapter All assignments for Week 1</p> <ul style="list-style-type: none"> • Introductions • Discuss course objectives, expectations, syllabus and major assignments • Make group assignments • Chapter 1: The American Public Service <p>Small Group Exercises Video</p>
Week 2:	<p>Read and be prepared to discuss the questions and case studies at end of each chapter All assignments for Week 2</p> <ul style="list-style-type: none"> • Chapter 2: Public Personnel Administration • Chapter 3: Human Resources and Organizational Performance • Articles – Experiences Problem Solving Case Studies <p>Topic for paper due.</p>
Week 3:	<p>Read and be prepared to discuss the questions and case studies at end of each chapter All assignments for Week 3</p> <ul style="list-style-type: none"> • Chapter 4: Recruitment and Selection • Chapter 5: Issues in Job Evaluation and Pay • Small Group Exercises – Problem Solving Case Studies
Week 4:	<p>Read and be prepared to discuss the questions and case studies at end of each chapter. All assignments for Week 4</p> <ul style="list-style-type: none"> • Chapter 6: Performance Appraisal and Pay for Performance • Chapter 7: Collective Bargaining in the Public Sector <p>Group Exercises Problem Solving Case Studies</p>
Week 5:	<p>Read and be prepared to discuss the questions and case studies at end of each chapter All assignments for Week 5</p> <ul style="list-style-type: none"> • Midterm Exam: Chapters 1-7 • Chapter 8: Public Employees Rights and Responsibilities <p>Chapter 9: Combating Historical Patterns of Discrimination</p>
Week 6:	<p>Read and be prepared to discuss the questions and case studies at end of each chapter All assignments for Week 6,</p> <ul style="list-style-type: none"> • Chapter 10: Responding to the American Changing Workforce • Chapter 11: Civil Service Reform: A Closer Look • Small Group Exercises Case Studies



Week 7:	Read and be prepared to discuss the questions and case studies at end of each chapter All assignments for Week 7 <ul style="list-style-type: none">• Chapter 12: The Future of Public Personnel• Group Exercises and Case Studies• Papers Due• Individual Presentations
Week 8:	Read and be prepared to discuss the questions and case studies at end of each chapter All assignments for Week 8 Presentations Group Exercises and Case Studies Group Exercise Summary of Course
Week 9:	All assignments for Week 9 FINAL EXAM Chapters 7 -12
Additional Information	Adjustment to weekly assignments and or readings subject to change.
Approved by	Michael Hostetler, Faculty Coordinator, 3/24/2009