

Course	PADM 5870—Public Personnel Management	
Term	Fall 1 2009, 18 Aug-13 Oct, 2009 Lackland AFB, TX	
Instructor	Name: Dr. Steven Ray Phone: 830.216.4044 (H) 757.268.1652(C) Email Address: stevensonray18@webster.edu	
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.	
Course Level Learning Outcomes	Students will be able to understand and articulate: 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	Title: <i>The New Public Personnel Administration, 6th edition</i> Authors: Nigro, Nigro, & Kellough, Publisher: Wadsworth Publishing ISBN-10: 0534602398	
Grading	<p>Assignment</p> <p>a) Midterm Exam</p> <p>b) Final Exam</p> <p>c) Class Attendance & Participation</p> <p>d) Analysis Paper</p> <p>TOTAL</p> <p>A = 365 to 400 points</p> <p>A- = 350 to 364 points</p> <p>B+ = 335 to 349 points</p> <p>B = 320 to 334 points</p> <p>B- = 300 to 319 points</p> <p>C = 250 to 299 points</p> <p>F = below 250 points</p> <p>The written assignment, with the exception of the two exams, will be submitted to the instructor via e-mail. The instructor will score the</p>	<p>Point Value</p> <p>50</p> <p>50</p> <p>100</p> <p>200</p> <p>400</p>

	<p>assignments and return them to the student via e-mail within seven (7) days of receipt. Exceptions to this policy will be made at the discretion of the instructor.</p>
<p>Activities</p>	<ul style="list-style-type: none"> • Students will be required to develop an analysis paper (10 to 15 pages in length) on the public administration topic approved by the instructor using primary sources. A separate handout will be provided electronically to students that will explain the analysis paper in more detail, along with suggested topics. • Students will be expected to complete a mid-term and final examination. Format for the examinations to be determined.
<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><i>Academic Honesty</i></p> <p>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><i>Drops and Withdrawals</i></p> <p>Please be aware 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><i>Special Services</i></p> <p>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><i>Disturbances</i></p> <p>Since every student is entitled to full participation in class without interruption, disruption of class by 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><i>Student Assignments Retained</i></p> <p>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><i>Contact Hours for this Course</i></p> <p>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>	<ul style="list-style-type: none"> • This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student. The schedule below presents an approximate expectation of course progress. The instructor reserves the right to change the overall course grade weighting. Any changes will be announced in class. • In line with the university's policy on academic honesty, please be advised that instances of academic dishonesty will result in a zero for the assignment and will be reported to the Dean of the School of Business and Technology for further disciplinary action. • In this course we will use turnitin.com, an electronic database, which assists students and faculty with the academic work. • All papers will be in accordance with guidelines in found in the <i>Publication Manual of the American Psychological Association</i>, latest edition. • Students will utilize the university's Passports Online Library for a major portion of their research.
<p><u>Weekly Schedule</u> Week 1</p>	<p>Topics:</p> <ul style="list-style-type: none"> • <u>INTRODUCTION</u> – Course overview and objectives – Critical thinking/analysis approach – General Administrative Issues. American Public Service and a Historical Overview. • Read chapters 1-2 for week 1 (18 Aug 09). <p>Assignment for Week 2 (25 Aug 09):</p> <ul style="list-style-type: none"> • Read Chapter 3
<p>Week 2</p>	<p>Topics:</p> <ul style="list-style-type: none"> • <u>HUMAN RESOURCES AND ORGANIZATIONAL PERFORMANCE</u> <p>Assignment for Week 3 (1 Sep 09):</p> <ul style="list-style-type: none"> • Read Chapter 4, 5, and 6

Week 3	<p>Topics:</p> <ul style="list-style-type: none"> • <u>RECRUITMENT AND SELECTION, ISSUES IN JOB EVALUATION AND PAY, AND PERFORMANCE APPRAISAL AND PAY FOR PERFORMANCE</u> <p>Assignment for Week 4 (8 Sep 09):</p> <ul style="list-style-type: none"> • Read Chapters 7 and 8
Week 4	<p>Topics:</p> <ul style="list-style-type: none"> • <u>COLLECTIVE BARGAINING IN THE PUBLIC SECTOR, AND PUBLIC EMPLOYEES-RIGHTS AND RESPONSIBILITIES</u> • Review for Mid-Term Exam <p>Assignment for Week 5 (15 Sep 09):</p> <ul style="list-style-type: none"> • Prepare for Mid-Term Exam.
Week 5	<p>Topics:</p> <ul style="list-style-type: none"> • <u>Mid-Term Exam</u> <p>Assignment for Week 6 (22 Sep 09):</p> <ul style="list-style-type: none"> • Read: The Finer/Friedrich Arguments
Week 6	<p>Topics:</p> <ul style="list-style-type: none"> • <u>DISCUSSION OF THE FINER/FRIEDRICH ARGUMENTS</u> <p>Assignment for Week 7 (29 Sep 09):</p> <ul style="list-style-type: none"> • Read Chapters 9 and 10
Week 7	<p>Topics:</p> <ul style="list-style-type: none"> • <u>COMBATING HISTORICAL PATTERNS OF DISCRIMINATION, AND RESPONDING TO THE CHANGING AMERICAN WORKFORCE</u> <p>Assignment for Week 8 (6 Oct 09):</p> <ul style="list-style-type: none"> • Read Chapters 11 and 12
Week 8	<p>Topics:</p> <ul style="list-style-type: none"> • <u>CIVIL SERVICE REFORM: A CLOSER LOOK, AND THE FUTURE OF PUBLIC PERSONNEL .</u> <p>Assignment for Week 9 (13 Oct 09):</p> <ul style="list-style-type: none"> • Prepare for final examination.
Week 9	<p>Topics:</p> <ul style="list-style-type: none"> • <u>ANALYSIS PAPER DUE AND FINAL EXAMINATION.</u>

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