Greenspun College of Urban Affairs
Department of Public Administration

Instructor: Carol Servino
Contact Info: Best to e-mail (best way to get response w/in 24-48 hrs.) in WebCampus
Online Chat: The WebCampus Chat function may be used occasionally.
Office Hours: 2-4 p.m. Tues & Thurs. or E-mail through WebCampus to schedule another more convenient time, if needed, in office, GUA 3165.
Office Phone: Please leave message at 702-895-0018 (shared phone).

Course Description (Prerequisite- PUA 241)
This 3-credit-course provides students with a firm grounding in the historic, normative and practical development, and application of the field of Public Personnel Management. Students examine the personnel function in government. Unique aspects of labor practices and labor relations in the public sector are treated, along with state and federal regulations guiding the public employer. The impact of the political context upon civil service and merit system also is considered.

The class consists of readings, guided chapter reviews, on-line class discussions, and Web-based research to explain personnel management techniques used in the public sector. Students should leave the course prepared for further study in the field as well as an appreciation for the difficulties involved in effective personnel management.

Required Text and Reading

Course Requirements
Students are required to complete a Student Agreement Form (it addresses expectations and behavior relating to student misconduct) and to return it to the instructor during the first week of the semester. Students also are required to introduce themselves and to actively participate in weekly on-line class discussions about what they are learning from the required reading as they complete Guided Chapter Reviews on selected chapters from the text. GCR’s are worksheets that highlight important concepts from each chapter. An example of Chapter One GCR is provided on the course homepage. There are four additional assignments on special topics. One of the four assignments will serve as a mid-term; another will serve as a final. Due dates and times will be posted with each assignment.

Learning Objectives (and how they will be evaluated) Students will:
- Define the functions needed to manage human resources in public agencies. (Guided Chapter Review).
Describe the four pro-government values that have traditionally underlain the conflict over public jobs in the US. (GCR & discussions).

Discuss the contemporary shift toward three emergent anti-government values. (Class discussions, GCR).

Define a personnel system as the set of laws, policies, and practices used to fulfill the four public personnel functions. (GCR).

Explain how responsibility for public HR functions is shared among elected and appointed officials, managers and supervisors, and personnel directors and specialists. (GCR & class discussion).

Examine strategic human resources issues (GCR & discussions).

Explain why budgeting and financial management is of critical importance to public personnel management. (GCR & discussions).

Compare and contrast elements of job descriptions currently being used in government agencies to those identified and described in the textbook. (GCR).

Understand and explain why job descriptions are important for jobs filled through other systems besides civil service, including the alternative mechanisms and flexible employment relationships that characterize non-governmental personnel systems. (GCR).

Assess “hot topics” in personnel administration today. (Class discussions).

Points for Assignments and Grading

Participation in regular weekly online class discussions: 40% or 400 points
(Following instructions, content quality, correct spelling, and good grammar count for 25 points each week!)

Eight (8) Guided Chapter Reviews (50 points each) 40% or 400 points
(An example will be linked to the homepage.)

Four (4) Special Topic Assignments (50 points each)
(One of these assignments will be a mid-term; one will be a final.) 20% or 200 points

Total Points: 100% or 1000 points

Grading Scale

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>100%-94%</td>
<td>A</td>
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<tr>
<td>93% - 90%</td>
<td>A-</td>
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<tr>
<td>89% - 87%</td>
<td>B+</td>
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<td>86% - 84%</td>
<td>B</td>
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<td>83% - 80%</td>
<td>B-</td>
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<td>79% - 77%</td>
<td>C+</td>
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<td>76% - 74%</td>
<td>C</td>
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<td>73% - 70%</td>
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<td>69% - 67%</td>
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<td>66% - 64%</td>
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<td>63% - 60%</td>
<td>D-</td>
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<td>59% and less</td>
<td>F</td>
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Students will receive points for their work based on the Grading Scale shown on this page.
Class Participation – I expect everyone to log in and read the discussions and announcements at least twice a week. Bad manners are not tolerated in my classroom discussions. Participation requires thought and attention to detail. The best approach is to post intelligent comments that indicate you’ve done the required reading every week.

I recommend composing your thoughts in a Word document and revising it a bit before you copy and paste -- or retype your own words -- for posting discussions on WebCampus. **This allows you to check spelling and grammar** (or have someone you trust edit and help you) **before posting.** It helps to re-read what you’ve written to be sure it says what you want to say. This revision and attention to detail gives you an opportunity to see if others will understand what you have written.

Avoid waiting until the last minute to post to the discussion threads. Aim for full credit by following instructions, using correct spelling, grammar, and common sense when you write. Use clear, concise, and complete sentences with subjects, verbs and objects. You’ll lose points for bad grammar, spelling and incorrect punctuation. Think of this as preparation for a job in the public workplace!

Save a copy of **all of your work** in case there are technical problems. **Do not forget to cite sources** if you are using someone else’s ideas, concepts, and/or words to avoid issues or allegations of plagiarism and misconduct.

Late Work – **Late work is not accepted.** Exceptions may be made for documented illnesses or other serious situations. If you miss an assignment without obtaining prior permission of the instructor or providing evidence of a medical, work, or family emergency, points for the assignment will be lost.

Course Outline and Timeline - Assignments cover relevant topics and are explained when given. If you have questions about specific assignments, ask them online within WebCampus via email to the instructor.

**Week 1 – August 24 - 30, 2009 / Introduction to Course and Classmates**
- Read entire syllabus. Yes, the *entire* thing!
- Buy the textbook if you have not already done so. It’s at the UNLV bookstore.
- Explore WebCampus, its structure, tools and materials used in this course.
- Complete and return the Student Agreement Form (linked to the Homepage).
- Introduce yourself in the *Discussion* thread. Tell us if you have experience as a public employee. If so, what have you done and for how long? Did/do you like public service?
- Begin reading Chapter 1 if you have the textbook. If you don’t have it, get it now.

**Week 2 – August 31- Sept. 6, 2009 / World of Public Personnel Management**
- Read Chapter 1, pages 3 – 23.
- See the example of a Guided Chapter Review and Answers on the Homepage. (Take a good look; you’ll use this as a model to do a similar assignment next week!)
- Choose any one of the discussion questions on Page 23 and compose an answer to the question. Post the question and answer to the Discussion module in WebCampus for Week 2.
- Due date for all above: Sept. 6 by 11:59 p.m.

**Week 3 – Sept. 7 - 13, 2009 / World of Public Personnel Management in U.S. (cont’d.)**
- Read Chapter 2, pages 38 – 57.
- Complete Guided Chapter Review for Chapter 2; post to *Discussion* board.
- Submit GCR answers by 11:59 p.m. on Sept. 13 in *Assignments* module.
Week 4 – Sept. 14 - 20, 2009 / The HR Role in Policy, Budget, Performance Management, and Program Evaluation
• Read Chapter 4, pages 85-104.
• Complete and submit answers to Guided Chapter Review for Chapter 4; Discussion.
• All due Sept. 20 by 11:59 p.m. in Assignments module.

Week 5 – Sept. 21- 27, 2009 / Rewarding Work: Pay and Benefits
• Read Chapter 6, pages 126 -150.
• Complete and submit answers to Guided Chapter Review for Chapter 6; Discussion.
• All due Sept. 27 by 11:59 p.m. in Assignments module.

Week 6 – Sept. 28 - Oct. 4, 2009 / Social Equity and Diversity Management
• Read Chapter 7, pages 159 – 177.
• Complete and submit Guided Chapter Review for Chapter 7. Discussion.
• All due Oct. 4 by 11:59 p.m. in the Assignments module.

Week 7 – Oct. 5 - 11, 2009 / Organizational Justice
• Read Chapter 13, pages 305 - 328.
• Complete & submit Assignment 1 on Sexual Harassment. Discussion.
• All due Oct. 11 by 11:59 p.m. in Assignments module.

Week 8 -- Oct. 12 - 18, 2009 (Mid-term) / Safety and Health
• Read Chapter 12, pages 279 – 297.
• Read Case Study # 2, pages 297, 298.
• Complete and submit Assignment 2 on Employee Assistance Programs.
• Watch video: Shots Fired – (aka Active Shooter) in Media Library of this course.
• Post comments about the video and workplace violence in the Discussion module.
• All due Oct. 18 by 11:59 p.m.

• Read Chapter 5, pages 105 – 125.
• See Assignment 3 on Hiring, Pay Grade, Resume.
• Complete and submit your own current resume in the Assignment module. Discussion.
• All due Oct. 25 by 11:59 p.m.

Week 10 – Oct. 26 - Nov. 1, 2009 / Recruitment, Selection, and Promotion
• Read Chapter 8, pages 181-202.
• Complete Guided Chapter Review 8 found under Assignment module of WebCampus.
• Submit GCR 8 via Assignment module. Discussion.
• Due Nov. 1 by 11:59 p.m.

Week 11 – Nov. 2 - 8, 2009 / Leadership and Employee Performance in Turbulent Times
• Read Chapter 9, pages 207 to 226.
• Answer the questions from the Guided Chapter Review 9.
• Submit GCR 9 via Assignment module. Discussion.
• Due Nov. 8 by 11:59 p.m.
Week 12 – Nov. 9 – 15, 2009 / Training, Education, and Staff Development

- Read Chapter 10, pages 230 – 246.
- Complete the Guided Chapter Review 10.
- Submit GCR 10 via Assignment module. Discussion.
- Due Nov. 15 by 11:59 p.m.

Week 13 – Nov. 16 - 22, 2009 / Performance Appraisal

- Read Chapter 11, pages 250 – 276.
- Follow instructions in the Guided Chapter Review 11.
- Submit the GCR 11 via Assignment module. Discussion.
- Due Nov. 22 by 11:59 p.m.

Week 14 – Nov. 23 - 29, 2009 / Review and Special Topics in Public Management

- Participate in Class Discussion about special topics.
- Review learning objectives for this course and use Discussion module to ask questions to clarify anything you don’t understand. If you understand everything, tell me you do!

Week 15 – Nov. 30 - Dec. 6, 2009 – Study Week

- No homework due.

Week 16 – Dec. 7 - 12, 2009 – Finals Week / Assignment 4 / EEOC

- Complete and submit Assignment 4, the EEOC Worksheet.
- Submit Assignment 4 via Assignment module on or before 11:59 p.m. Dec. 12.

Assessment Tools

Grading rubrics for class presentations will be provided in advance of the assignments.

Important Policies and Notes

The instructor will fully enforce the UNLV policy concerning academic misconduct and cheating. Working with someone else on exams or other graded materials and turning in someone else’s work as your own are clear examples of cheating. Plagiarism is copying word for word from an author without quoting that author or paraphrasing an author without citing the author. If you are suspected of cheating in this course, the instructor will file a formal complaint against you. Aside from getting an F in the course, other penalties for cheating include expulsion from UNLV and a designation on your permanent college transcript that you were found guilty of academic misconduct. Employers do not look kindly on cheaters.

The following language has been taken from UNLV’s Office of the Vice Provost for Academic Affairs: Academic Misconduct – “Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution.” An example of academic misconduct is plagiarism: “Using the words or ideas of another, from the Internet or any source, without proper citation of the sources.” See the “Student Academic Misconduct Policy” (approved December 9, 2005) located at: http://studentlife.unlv.edu/judicial/misconductPolicy.html.
Copyright – “The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.” To familiarize yourself with copyright and fair use policies, you are encouraged to visit the following website:
http://www.unlv.edu/committees/copyright/.

Disability Resource Center (DRC) – The Disability Resource Center (DRC) coordinates all academic accommodations for students with documented disabilities. The DRC is the official office to review and house disability documentation for students, and to provide them with an official Academic Accommodation Plan to present to the faculty if an accommodation is warranted. Faculty should not provide students accommodations without being in receipt of this plan.

UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, offering reasonable accommodations to qualified students with documented disabilities. If you have a documented disability that may require accommodations, you will need to contact the DRC for the coordination of services. The DRC is located in the Student Services Complex (SSC), Room 137, and the contact numbers are: Voice (702) 895-0866, TTY (702) 895-0652, fax (702) 895-0651. For additional information, please visit:
http://studentlife.unlv.edu/disability/.

Rebelmail – Communication outside classroom will be done via Rebelmail. Rebelmail is UNLV’s official e-mail system for students. It is one of the primary ways students receive official university communication. All UNLV students receive a Rebelmail account after admission to the university. Non-admitted students should contact the Student Help Desk at (702) 895-0761, in the Student Union Room 231, or by e-mail: studenthelp@unlv.edu. See http://rebelmail.unlv.edu/ for additional information.

Religious Holidays – As a general rule, a student missing a class assignment because of observance of a religious holiday shall have the opportunity to make up missed work. Students must notify the instructor of anticipated absences by the last day of late registration to be assured of this opportunity.

UNLV Writing Center – One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 895-3908. The student’s Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: http://writingcenter.unlv.edu/