

**Cleveland State University
Maxine Goodman Levin
School of Urban Affairs**

Course Information - Syllabus

Course Title:	Public Human Resource Management
Course Number/Section:	UST 518/630, Section 50
Credit Hours:	3
Semester/Year:	Spring 2023
Class Schedule:	Thursdays 6:00 – 8:50 p.m.
Classroom:	UR 108
Deadline to Drop Course:	January 27, 2023
Deadline to Withdraw:	March 31, 2023

Instructor Information

Name:	Harold G. Harrison
E-Mail:	h.harrison@csuohio.edu
Office Hours:	Varies based on students' needs

Course Description and Objectives

Human resource management is critical to the successful implementation of government and non-profit programs. Employees are often the foundation of government and non-profit services. Human resource management encompasses all decisions affecting the relationship between the employee and the organization – a relationship that can often involve seemingly conflicting goals.

The objective of this course is to provide you with the necessary foundation for performing human resource management tasks as government or non-profit administrators. Major themes include: an overview of employee/labor relations in America; the evolution of public sector employment, including the civil service system; the legal framework for public human resources management; recruitment and selection of employees; employee motivation and development; and union/management relations. Through the readings, assignments, and class discussions, you should gain an understanding of the legal, political, technical, and practical issues facing managers in the public and non-profit sectors.

Required Materials

Title:	Human Resource Management in Public Service: Paradoxes, Processes, and Problems, 7 th Edition (2021)
Author:	Berman, E.M., Bowman, J.S., West, J.P., and Van Wart, M.R.
ISBN:	9781071848906

Blackboard Requirement

Additional course materials, assignments, and announcements will be provided through Blackboard Learn (“BB”). Students should check the course BB page on a weekly basis to ensure that they are aware of all current materials, assignments, and announcements.

Course Requirements

Course grades will be based on the following criteria:

Requirement	Weight	Description
Discussion Board, Preparation, and Participation	25%	Attendance and dialogue are important components of this course. You are expected to attend class prepared to thoughtfully discuss the assigned readings. Attendance will be monitored, and more than two absences may result in a reduction in this score unless a legitimate excuse is provided. Periodically a question will be posted via Blackboard on Friday by midnight. At a minimum, you will submit two (2) posts the week a question is assigned (one initial post and one required reply). Initial post is due by Tuesday, 11:59 pm of each week. The initial post must be at least 300 words in length. You must reply, at the minimum, to one (1) peer during the week a question is assigned. The required reply must be submitted by Thursday at 6:00 pm. The required reply must be at least 150 words in length. The postings must be submitted on at least two separate days of the week.
Midterm Exam	20%	Take-home midterm examination. Examination will be in short essay format.
Research Paper	25%	You will prepare an 10-12 page research paper relative to conflict and controversy surrounding topics in human resources. You are to focus on an issue with conflicting perspectives. More information will be provided during class. You must submit your paper through Turnitin (plagiarism checking site) via Blackboard. If you do not do so, points shall be deducted from the overall score.
Presentation of Research	10%	You will be able to present the results of your research via a five (5) minute PowerPoint presentation during class starting on April 27. The presentation shall be uploaded to a discussion board and available to other students to review.
Final Exam	20%	Take-home final examination. Examination will be in short essay format.

Total number of points: 500

CSU utilizes the following grading structure for graduate students:

A = 94 – 100%	B+ = 87 – 89%	B- = 80 – 82%	F = 69% or below
A- = 90 – 93%	B = 83 – 86%	C = 70 – 79%	

*Late submission, absent prior approval, shall result in the reduction a letter grade.

Grades of “I” and “X”

X – Effective Fall 2016, for undergraduate courses the grade of “X” can only be administratively assigned by the Office of the University Registrar to indicate a grade has not been assigned by an instructor. For undergraduate students who have stopped attending/participating without notification and have not completed all assignments for reasons that cannot be determined, instructors should assign the earned grade. Any grade of “X” will become a grade of “F” at 11:59 PM the day following the grading deadline. Instructors of graduate courses continue to have the ability to assign the grade of “X” when appropriate and graduate level “X” grades follow the Incomplete Deadline as stated in the Academic Calendar.

I - Incomplete. The “I” grade is given when the work in a course has been generally passing, but when some specifically required task has not been completed through no fault of the student. An “I” grade can be assigned by the instructor when all three of the following conditions are met:

1. Student is regularly attending/participating in the class and has the potential to pass the course;
2. Student has not completed all assignments and has stopped attending/participating for reasons deemed justified by the instructor; and
3. Student has notified the instructor prior to the end of the grading period.

Class Schedule

Class Date	Class Topic(s)
January 19	<u>Class Topic(s)</u> <ul style="list-style-type: none"> • Introduction to Course • Research Project Discussion • Assignments <u>Pre Class Assignment(s)</u> <ul style="list-style-type: none"> • Human Resource Management in Public Service (“HRM”) Introduction (pp. 1 –11)
January 26	<u>Class Topic(s)</u> <ul style="list-style-type: none"> • Public Service Heritage • Evolution of the Human Resources Practice <u>Pre Class Assignment(s)</u> <ul style="list-style-type: none"> • HRM Chapter 1 – The Public Service Heritage: Context, Continuity, and Change (pp. 19 – 52)
February 2 and February 9	<u>Class Topic(s)</u> <ul style="list-style-type: none"> • Laws Governing the Workplace <u>Pre Class Assignment(s)</u> <ul style="list-style-type: none"> • HRM Chapter 2 – Legal Rights and Responsibilities: Laws Governing the Workplace (pp. 63-104) • Research Project Topics Due via e-mail by 6:00 p.m. (February 10)
February 16	<u>Class Topic(s)</u> <ul style="list-style-type: none"> • Position Classification and Management

	<u>Pre Class Assignment(s)</u> <ul style="list-style-type: none"> • HRM Chapter 5 – Position Management: Judicious Plan or Jigsaw Puzzle (pp. 197 – 225)
February 23	<u>Class Topic(s)</u> <ul style="list-style-type: none"> • Recruitment and Talent Acquisition • Diversity and Inclusion • Midterm Distributed <u>Pre Class Assignment(s)</u> <ul style="list-style-type: none"> • HRM Chapter 3 – Recruitment: From Passive Posting to Social Media Networking (pp. 113 - 142)
March 2	No Class Midterm Exam Due via Blackboard by 8:50 pm
March 9	<u>Class Topic(s)</u> <ul style="list-style-type: none"> • Selection/Hiring • Interviewing <u>Pre Class Assignment(s)</u> <ul style="list-style-type: none"> • HRM Chapter 4 – Selection: From Civil Service Commissions to Decentralized Decision Making (pp. 149 – 186)
Spring Recess	March 12 – March 19
March 23	<u>Class Topic(s)</u> <ul style="list-style-type: none"> • Motivating Employees • Employee Engagement <u>Pre Class Assignment(s)</u> <ul style="list-style-type: none"> • HRM Chapter 6 – Motivation: Possible, Probable, or Impossible? (pp. 232 – 255)
March 30	<u>Class Topic(s)</u> <ul style="list-style-type: none"> • Compensation <u>Pre Class Assignment(s)</u> <ul style="list-style-type: none"> • HRM Chapter 7 – Compensation: Vital, Visible, and Vicious (pp. 262 – 304)
April 6	<u>Class Topic(s)</u> <ul style="list-style-type: none"> • Training and Development • Succession Planning <u>Pre Class Assignment(s)</u> <ul style="list-style-type: none"> • HRM Chapter 9 – Training, Learning, and Development: Exploring New Frontiers (pp. 377 – 407)
April 13	<u>Class Topic(s)</u> <ul style="list-style-type: none"> • Performance Appraisal

	<u>Pre-Class Assignment(s)</u> <ul style="list-style-type: none"> • HRM Chapter 10 Appraisal: A Process in Search of a Technique (pp. 416 – 460)
April 20	<u>Class Topic(s)</u> <ul style="list-style-type: none"> • Unions and Collective Bargaining <u>Pre Class Assignment(s)</u> <ul style="list-style-type: none"> • HRM Chapter 11 – Unions and the Government: Protectors, Partners, and Punishers (pp. 474 – 496) • HRM Chapter 12 – Collective Bargaining: Structures, Strategies, and Skills (pp. 507 – 529)
April 27	<u>Class Topic(s)</u> <ul style="list-style-type: none"> • Employee-Friendly Policies/Work-Life Balance • Presentations <u>Pre Class Assignment(s)</u> <ul style="list-style-type: none"> • HRM Chapter 8 – Employee-Friendly Policies: Fashionable, Flexible, and Fickle (pp. 322 – 361)
May 4	<u>Class Topic(s)</u> <ul style="list-style-type: none"> • Presentations • Final Thoughts and Review • Final Exam Distributed via Blackboard <u>Pre Class Assignment(s)</u> <ul style="list-style-type: none"> • HRM Conclusion (pp. 548 – 572) • Research Papers Due via Turnitin at 6:00 p.m. • Research Presentation Due via Blackboard at 6:00 p.m.
May 11	Final Exam due at 8 p.m. via Blackboard

Plagiarism Statement

Plagiarism is stealing and/or using the ideas or writings of another in a paper or report and claiming them as one’s own. This includes, but is not limited to, the use, by paraphrase or direct quotation, of the work of another person without full and clear acknowledgment. The penalties for plagiarism are found in full in the Student Handbook (Office of Student Life) under Academic Regulations (Policy on Academic Misconduct) at the following link:
<https://www.csuohio.edu/sites/default/files/StudentCodeOfConduct.pdf>.

Students with Special Needs

Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services at (216) 687-2015. The Office is located in MC 147. Accommodations need to be requested in advance and will not be granted retroactively. Students should notify the instructor as soon as possible if they have been granted an accommodation through the Office of Disability Services.

Writing Assistance

Students with difficulty writing may contact the Writing Center located in Rhodes Tower 124 for assistance. Students should use the American Psychological Association (APA) format for citations and reference pages.

Institutional Equity

Federal law, including *Title IX*, and University policy require that CSU address discrimination, harassment, and sexual violence and enable students affected by these issues to have the same opportunity to succeed as other students. To do this, the CSU Office for Institutional Equity (OIE) provides information, identifies resources (counseling, medical, advocacy, safety planning), issues academic accommodations (excused absences, extended deadlines, late withdrawals, alternative assignments) and other accommodations (No Contact Directives, changing living arrangements). Any student affected by discrimination, harassment, and/or sexual violence and seeking assistance, should contact the Office for Institutional Equity by calling 216-687-2223, sending an email to r.lutner@csuohio.edu or m.vogelgesang@csuohio.edu, or visiting AC 236.

Health & Safety

The COVID-19 pandemic is still present and serious.

- **Vaccination and booster shots remain the best protection.** The science has never been clearer. Vaccination plus a booster shot offers the absolute best protection against serious illness, hospitalization or death from COVID-19. Vaccines and boosters are readily available. Go to gettheshot.coronavirus.ohio.gov for locations near you. CSU Health and Wellness Services will continue to provide vaccinations for students, faculty and staff every Tuesday and booster shots on Wednesdays by appointment. Call 216-687-3649 to schedule your vaccine or booster.
- **Get tested if you are symptomatic or have been in close contact with someone who has tested positive.** Contact your health care provider for testing advice. Testing is also available at Health and Wellness Services from 10 a.m. to 4 p.m. Monday – Friday.
- **Isolate if you test positive and follow CDC guidelines.**
- **Quarantine if you've been exposed and follow CDC guidelines.**
- **Mask up when indoors on campus.** You are still required to wear a mask that covers both your nose and mouth when indoors on campus. Our student Community Ambassadors will continue to encourage mask compliance.
- **If you're sick, stay home!** The health and safety of you, your colleagues and our entire community remains our top priority. If you are sick, please stay home and get better before returning to campus.

- **Notify your professor if you have to isolate, quarantine or are feeling ill.**
- **Notify CARE at magnusacts@csuohio.edu if you test positive off campus or are placed in quarantine due to a close contact.**
- **Mental Health** If you are experiencing mental health challenges, do not hesitate to reach out to the university [Counseling Center](#) at 216-687-2267.

Students who do not wear masks in the classroom will need to leave the classroom and MAY be marked absent. Repeated violations of these health-saving protocols may lead to sanctions under the [Student Code of Conduct \(3344-83-04 \[E\] and \[Z\]\)](#) up to and including suspension or expulsion. The CSU community thanks you for your cooperation!