The Evergreen State College
Masters Program in Public Administration
Human Resources Policies and Practices
Fall 2013 Syllabus (Draft)

Human Resources Management
CRN (GR): 10334
Pam Peters (petersp@evergreen.edu)
MEETS: 2 Weekends: Oct. 11-13, Nov. 8-10, 5-9p Fri, 9a-5p Sat/Sun
LOCATION: SEM 2, E1107

Description

Managing human resources for any employer can be challenging. Questions about employee/employer relationships require decision making that can have devastating financial and productivity consequences if mishandled. In this course, students will be introduced to a comprehensive review of essential personnel management concepts and techniques in human resource management including the essential skills every busy manager must have to successfully manage in today's diverse workplace.

We will also cover employment issues in tribal organizations, how they differ from other government employers, as we explore State and Federal laws and regulations affecting human resource management systems.

Learning Objectives. In this course, students will gain:
1. An understanding of human resource policy and procedure.
2. Essential skills for managing human resources in today's diverse workplace.
3. Communication skills
4. Fundamentals of how tribal personnel management differs for tribal managers.
5. Improved management skills.
6. Improved analytical and writing skills.

Credit and Evaluation: Students will receive 4 credits at the completion of the course if all course requirements have been successfully completed. Plagiarism (i.e., using other peoples' work as your own), failing to complete one or more assignments, completing one or more assignments late (without having made arrangements before the due date), or multiple absences may be grounds for denial of credit. Consistent with MPA program requirements, a self-evaluation and faculty evaluation will be required for credit.

Texts
Required Reading (**Available in the bookstore**)
Dessler, Gary. **Human Resource Management–Thirteenth Edition**. Upper Saddle River, NJ: Prentice Hall, Inc. ISBN: 013266821-1

Optional Reading for Tribal Program Students (Not Required)
McGee, Richard G. *A Guide to Tribal Employment: An Employment Guide for Tribal Council, Human Resources, and Enterprise Officials*. Xlibris Corporation. ISBN: 978-1-4363-7527-6.

Additional Readings available on-line for class discussion at the following links:
Equal Employment Opportunity Commission website – http://www.eeoc.gov//laws/types

U.S. Department of Labor website – http://www.dol.gov/whd/

- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act (FMLA)

<u>Fall 2013 First Weekend Schedule</u> (faculty reserves the right to alter the schedule)

Assignment #1

Read: Human Resource Management: Part One and Two (Chapters 1 - 7). Be prepared to seminar on readings.

Review: EEOC Website: www.eeoc.gov
        Department of Labor Website: www.dol.gov

Write: Paper 3-5 pages double spaced, summarizing one (1) of the Acts at the bottom of page 33 (in yellow) using your book and the EEOC/DOL websites listed above. Choose only one Act to write your paper on. Be prepared to discuss your paper in class on the first day, Friday, Oct. 11th 5-9pm, paper also due at end of class on Friday, Oct. 11th.

Assignment #2

Read: Human Resource Management: Part Three and Four (Chapters 8 – 13). Be prepared to seminar on readings.

Review: Department of Labor Website: www.dol.gov

Write: Paper 3-5 pages double spaced, summarizing the difference between exempt and non-exempt jobs. Your paper should address the following:

   a. The definitions

   b. Test factors

   c. Be prepared to share your findings and discuss this assignment in class on Saturday, November 9th. Hardcopy of paper also due November 9th.

In Class Group Activities
In class group work is a key part of this course – all students are expected to be present and participate fully in all activities. Activities may include additional written assignments and/or presentations as part of a group.

Expectations: All students are expected to contribute to a well functioning MPA classroom learning community. Behavior that disrupts the learning community may be grounds for disciplinary action, including dismissal from the MPA program. Moodle and email will be used for communication about class work. Faculty will be prepared for class, responsive to questions and promptly return assignments.

- Due to the weekend intensive format of this course, students are expected to attend every class and to be on time. Participation includes speaking in class, listening to others, taking notes, completing class interactive exercises, and listening to and dialoging with the guest speakers. If an absence is unavoidable, faculty must be notified prior to class. After an absence, make-up work may be assigned at faculty discretion, on a case-by-case basis. Makeup work must be completed by the end of the quarter in question to ensure full receipt of course credit.

- Students are required to have and use an Evergreen e-mail account and Moodle for communication about class work and to participate in program list serves.

- Computer and Internet access are required to complete course work outside of class.

- Cell phones may be on but ringers need to be off during seminars and presentations.

- Written self-evaluations and faculty evaluations are required for credit, at the end of the quarter. (Students may elect to submit faculty evaluations to MPA Program Secretaries at lab1support@evergreen.edu)

- Hard copies of all assignments should be submitted on the due dates.

Inclement Weather: In the event of bad weather or emergencies students should check with television or radio stations for announcements of campus closures. Students can also call the main campus line 867-6000 to get the latest news regarding a campus closure or delay. Since many students in the program travel from relatively distant locations, faculty may decide to cancel program meeting even if campus is open. If we do this we will send an all-program email prior to 3:00 pm. You are responsible for checking your email.