

Human Resources Administration-MPA
Summer - Session 1 - 20834524.BP
Index# 02925
Monday and Wednesday 6:00 to 10:00pm
CPS 104
Professor and Lecturer Antonio Cardona
Rutgers University-Newark
School of Public Affairs and Administration

Office: By arrangement: Time: 5:30pm.

E-mails: acardona@rutgers.edu; antonio.cardona@dep.nj.gov;
Telephone: 732 - 213-4509 (cell and text) 609 - 633-2554 (Business)

Course Description:

This course in human resources (HR) administration explores HR in public and nonprofit settings, including human resource planning, staffing, development, and compensation. Behavioral and environmental determinants are examined, including production technology, market factors, service delivery, and government regulations. The course will help you know and address HRA concerns and make you a more responsive and better overall manager.

Required Textbooks and Resources:

Public Personnel Management

Contexts and Strategies, 7th Edition

By Jared J. Llorens, Donald E. Klingner, John Nalbandian

Personnel Management focuses on the critical issues and common processes in the management of public sector personnel. The text centers on the core processes within public human resource management: strategic thinking. Paperback -Routledge 9781138281202.

By Norma M. Riccucci, ed., 2011. Public Personnel Management: Current Concerns, Future Challenges, 5th ed. New York: Taylor and Francis (9780205012671)

U.S. Office of Personnel Management, 2007. Federal Civilian Workforce Statistics: The Fact Book 2007 Edition. Available online:
<http://www.opm.gov/feddata/factbook/2007/2007FACTBOOK.pdf>

Textbooks are required.

Required Assignments:

In addition to reading the textbook, selected articles and affiliated cases, each student is expected to participate in class discussions. Cases will be discussed throughout the semester and students will be notified on the dates to be prepared for any case discussion.

Grading:

Examinations (60%): Two exams will be administered. Each exam will constitute 30 percent of the course grade. Test will be Multiple Choice and short case answer questions.

Research Paper (15%): Students will complete a research paper (approximately 10 pages) on a topic related to public personnel administration. This is an open-ended assignment of the final course grade. Students are encouraged to, in a workplace they are familiar with, to design a project and write a report that improves and will further their own personal and professional organizational human resources administration interests in the field. Include in it a summary executive summary and “learned points.”

Group Project (15%): Students will work, in a small group formation, on an group-agreed HRA topic Presentation. PowerPoint or so other format is acceptable. A short presentation will be made to the class. Include an Introduction, relevant supportive research, clear and relevant graphics (a class), useful resources to class and implication to those in Public Affairs and Administration.

Each student’s research/paper and group project must be shared with the Instructor prior to beginning work on it. A prospectus is due the week of *May 9*, for this purpose. Students must strive for papers-work products that are high quality, cosmetically pleasing, and transparent – that is, easy for non-technical readers to follow. The papers must be type-written in a conventional 10 to 12-point font and double-spaced with one-inch margins on all sides. Students are strongly urged to utilize one of the standard and usual style guides (MLA, APA, and Chicago). Grading will be based on depth and insight and quality of presentation and content.

Participation and Attendance (10%): Class attendance is required and expected. Two or more absences will hurt your grade. This class will be in a seminar format. Students will be expected to share their knowledge, work experiences, and opinions in the lectures, required readings and related materials. This is a course based primarily on class discussion so class attendance is required – your thoughts are important and count.

If a student has a grade dispute, they should submit a one-page memo to the instructor presenting evidence for their case. The instructor will review and potentially could re-grade the original assignment. This review can create a grade increase, but may also create a grade decrease based on the new overall evaluation.

General Policies:

Attendance: Required.

Disabilities: Students living with any form of a disability should inform me privately during the first week of class so that I may make reasonable accommodations where necessary.

Syllabus: This syllabus serves as a general outline. I reserve the right to deviate from any part of the plan as necessary. Students will be notified, if and when necessary, of any such modifications.

Make-Up Exams: As a general rule, make-up exams will not be given, except in those cases where a medical emergency is adequately documented (involving yourself or your immediate family) and are solely at the discretion of the instructor.

Late Assignments: Late assignments will not be accepted unless accompanied by a university excused absence.

Academic Integrity <http://andromeda.rutgers.edu/~gradnwk/integrity.html>:

"Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions to this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged. Ethical conduct is the obligation of every member of the university community, and breaches of academic integrity constitute serious offenses" (Academic Integrity Policy, p. 1). The principles of academic integrity entail simple standards of honesty and truth. Each member of the university has a responsibility to uphold the standards of the community and to take action when others violate them. Faculty members have an obligation to educate students to the standards of academic integrity and to report violations of these standards to the appropriate deans. Students are responsible for knowing what the standards are and for adhering to them. Students also should bring any violations of which they are aware to the attention of their instructors.

Violations of Academic Integrity:

Any involvement with cheating, the fabrication or invention of information used in an academic exercise, plagiarism, facilitating academic dishonesty, or denying others access to information or material may result in disciplinary action being taken at either the college or university level. Breaches of academic integrity can result in serious consequences ranging from reprimand to expulsion.

General Class Etiquette: So that class is enjoyable for everyone, laptops, cell phone ringers and tablets should be turned off. Reading the newspaper, talking during lectures, leaving classes early, text messaging, emailing, and surfing the web are prohibited in class. Please arrive on time. Thank you!

Recording any portion of class discussion or lecture is forbidden.

Student Learning Outcomes:

- To be able to lead and manage in public governance.
- To participate in and contribute to the public policy process.
- To analyze, synthesize, think critically, develop problem strategies, and make decisions.
- To communicate and articulate and apply a public service perspective.
- To communicate and interact productively with a diverse and changing workforce and citizenship.

General Schedule Week	Lecture Topic(s)	Student Reading
1:	The World of Public Personnel Management	Chapter 1
	Doing Public HRA- HRM in the United States	Chapter 2
	Thinking Strategically about HRM	Chapter 3 R: 2, 10
	The HR Role in Policy, Budget, Performance Management, and Program Evaluation	Chapter 4
2	Defining and Organizing Work	Chapter 5
	Rewarding Work: Pay and Benefits	Chapter 6 R: 13
3:	Social Equity and Diversity Management	Chapter 7 R: 5, 6
	Recruitment, Selection, and Promotion	Chapter 8
4:		

*HRA Research Paper**Due*

	Leadership and	Chapter 9
	Employee Performance	
	Training, Education,	Chapter 10
	and Staff Development	R:12
5:	Performance Appraisal	Chapter 11
6	Safety and Health	Chapter 12
7:	Organizational Justice	Chapter 13
	Collective Bargaining	Chapter 14

FINAL EXAM

You will, if you apply yourself, learn a sustained amount about Human Resources Administration that will make you a better public and/or nonprofit administration and manager.

Note: Subject to minor changes.

4/10/2018