Course Prefix: MAN3301  
Course Title: Public Personnel Management (Online)

Term: 0540  
Start Date: 01/08/2018  
End Date: 03/02/2018

College Calendar: http://www.spcollege.edu/calendar/

Professor: Dr. Thomas Evans  
E-mail: evans.thomas@spcollege.edu

Office Hours: By Appointment

Office Location: Allstate Center

Office Phone: 727-537-6606  
Other Phone: 727-341-4503

Communication: Students should utilize their SPC email and or the email tool within the course. The use of private email systems will most likely be removed as spam from the college system.


Required Software - Word Processor and Presentation Software – Microsoft® Word® and PowerPoint® Students can also use the Free OpenOffice.org or Libreoffice.org suite word processor and presentation applications. All assignments must be saved in Microsoft Office file formats, e.g. .docx and .pptx

Other materials will be provided in the course as needed by each assignment.

Late Submissions / Makeup Policy: Students are expected to complete the module activities as assigned for that week. Late submission of quizzes, assignments and discussion posts will not be accepted unless extenuating circumstances are articulated and/or with proof of hardship in writing or prior arrangements are made with the instructor. Should late work be accepted there could be up to a 10% reduction in grade for the late submissions.

College Policy on Attendance & Active Participation: Students classified as “No Show” for both of the first two weeks will be administratively withdrawn from any class which they are not attending. The student’s financial aid will be adjusted based on their updated enrollment status. If a student is administratively withdrawn from a class because they were a “No-Show” during the first two weeks of class, financial aid will not pay for the class and the student will be responsible for paying for that class.
Students who are not actively participating in class as defined in an instructor’s syllabus will be reported to the Administration during the week following the last date to withdraw with a “W” (as posted in the academic calendar on the college’s web site). A grade of “WF” will be assigned to students who are not actively participating during the week following the last day to withdraw with a W grade.

**Instructor Attendance & Participation Policy:** Attendance to this on-line course will require meaningful input from each student on a weekly basis, unless excused or alternative documented arrangements are made between the instructor and the student. Acceptable on-line activities include, but are not limited to discussion board posting, submission of assignments, messages to instructor, chat room activity, completion of quizzes and exams. Students will not get attendance credit for such things as simply logging in and out of MyCourses without completing a meaningful activity. For this course, I will take attendance by the completion of all module quizzes. Also, refer to the Syllabus Addendum for additional information on attendance, active participation, and administrative withdrawal.

**Department Grading Scale in Percent / Points** For specific point values and further requirements visit the “**Instructor & Course Requirements**” folder in the online section of the course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 -100</td>
<td>900 -1000</td>
</tr>
<tr>
<td>B</td>
<td>80 -89</td>
<td>800 -899</td>
</tr>
<tr>
<td>C</td>
<td>70 -79</td>
<td>700 -799</td>
</tr>
<tr>
<td>D</td>
<td>60 -69</td>
<td>600 -699</td>
</tr>
<tr>
<td>F</td>
<td>00 -59</td>
<td>000 -599</td>
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</tbody>
</table>

**System Update Schedule:** The learning management system and your course will not be available during the following dates. Please be sure you adjust accordingly.

MyCourses will be down for maintenance every 4th Sunday of each month, from 1-7 A.M.

Also frequently check [http://www.spcollege.edu/helpdesk/](http://www.spcollege.edu/helpdesk/) for MyCourses system information.

**Syllabus Addendum:** Students are responsible for the information contained in the student handbook as well as the policies contained in the college syllabus addendum. The addendum can be found at: [http://www.spcollege.edu/addendum](http://www.spcollege.edu/addendum)

**The instructor reserves the right to make changes as needed at any time.**

**Notes & Additional Information:** Due dates are published in the course calendar and in a "Course Outline" also found in the "Instructor and Course Requirements" content area and are to be considered part of this syllabus. If there are any discrepancies in dates the dates in the course outline should be considered the official due dates.

Participation in the threaded discussions is a very IMPORTANT component of online courses. Here is an explanation of how your participation grade will be calculated.

The object of the discussion forum is to provide both quality and quantity in your initial post and your responses to
posted discussion topics or questions. It is very important to add value to these discussions and it is intended to be an ongoing interactive activity. It is within the discussion forum that much of the real learning takes place. Therefore, it is vital for everyone to actively participate, at least three to four times per week (this means on different days of the lesson). Your initial reply to the discussion topic must be posted before 11:55 PM on Thursdays unless otherwise noted in the lesson and will be used to mark your attendance in the class. Additional discussion guidelines and the grading rubric can be found in the "Instructor and Course Requirements" content area.

Be careful to use your own words. You are strongly encouraged to use the SPC Online Library academic article resources to support your arguments. Feel free to communicate with a Liberian using the chat and e-mail features from links on the Library Web page. You are also encouraged to use the "Citation Help" link found on the Home page of the SPC's Online Library: http://www.spcollege.edu/libraries/

If you have TECHNICAL PROBLEMS, please contact the HELPDESK at 727-341-4357 or navigate to:
http://www.spcollege.edu/helpdesk/

Written assignment instructions and grading rubrics will provided for each "Assignment" to include topic papers, article critiques, projects, exercise and term research paper. There are additional writing guidelines that all students are encouraged to read in the "Instructor and Course Requirements" area as well as templates that should be used for formal outlines, APA formatted papers and article critiques. All templates are in the "Instructor and Course Requirements" content area within the courses table of contents. Late assignments will not be accepted unless prior arrangements are made or extenuating circumstances are articulated.

Most written assignments are required to be written in your own words, using a Microsoft Word document, double spaced, and in 12 point Times New Roman font. Include an APA title page with your name, college and date. All in text citations and references need to be in APA style format. All assignment and project files must be saved in “.docx, and .pptx” file formats with Last name and Assignment number. Students are encouraged to contact the instructor if they have difficulty understanding the assignment or project instructions or are confused about the expectations or requirements.

Course Accessibility: This course is designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

If you have documentation of a disability or feel you may have a disability: St. Petersburg College recognizes the importance of equal access to learning opportunities for all students. Accessibility Services (AS) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with AS, who are requesting accommodations, are encouraged to contact their instructor by the first week of the semester. Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact the Accessibility Coordinator (AC) that serves your campus for a confidential discussion. To find your AC for your specific campus, please go to the college-wide Accessibility Services website: https://www.spcollege.edu/accessibility
Course Description

This course will familiarize students to the terms, policies, practices and services of a Human Resources Department and will provide the student an examination of the services that are provided by the employees of this department. The student will be introduced to the legal issues associated with public personnel management, including concepts regarding strategic human resources, recruitment and retention, training and development, compensation and benefits, employee and labor relations, and safety, health and wellness.

Course Objectives

1. The student will demonstrate an understanding of the functions of a human resources manager.
2. The student will demonstrate an understanding of the environmental factors that have an impact on organization human resources management.
3. The student will demonstrate an understanding of the issues associated with equal employment opportunity and affirmative action.
4. The student will demonstrate an understanding of job analysis and resource planning.
5. The student will demonstrate an understanding of the characteristics associated with traditional recruitment as well as Internet recruiting.
6. The student will demonstrate an understanding of the components of staff and training development.
7. The student will demonstrate an understanding of performance appraisal and its role within an organization.
8. The student will demonstrate an understanding of the major categories of compensation and benefits.
9. The student will demonstrate an understanding of employee and labor relations.
**Course Outline**

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Reading</th>
<th>Assignment</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 01/08</td>
<td>Strategic Human Resource &amp; Management and Business Ethics</td>
<td>Ch. 1-2</td>
<td>Discussion and Quiz</td>
<td>01/14</td>
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<tr>
<td>1/15</td>
<td><strong>MLK Observation - College Closed</strong></td>
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<tr>
<td>2 - 01/16</td>
<td>Workforce Diversity, Equal Employment Opportunity, and Affirmative Action</td>
<td>Ch. 3</td>
<td>New Applicant Memo Assignment, Discussion and Quiz</td>
<td>01/21</td>
</tr>
<tr>
<td>3 - 01/22</td>
<td>Job Analysis and Planning, Recruitment, and Selection</td>
<td>Ch. 4, 5, &amp; 6</td>
<td>Discussion and Quiz</td>
<td>01/28</td>
</tr>
<tr>
<td>4 - 01/29</td>
<td>Training and Development, and Performance and Appraisal</td>
<td>Ch. 7 &amp; 8</td>
<td>Succession Training Exercise, Discussion and Quiz</td>
<td>02/04</td>
</tr>
<tr>
<td>5 – 02/05</td>
<td>Financial Compensation and Benefits, &amp; Nonfinancial Compensation</td>
<td>Ch. 9 &amp;10</td>
<td>Discussion and Quiz</td>
<td>02/11</td>
</tr>
<tr>
<td>6 -02/12</td>
<td>Public Personnel/Human Resource Management Research</td>
<td>Library Research</td>
<td>Library Research Paper and Discussion</td>
<td>02/18</td>
</tr>
<tr>
<td>7 - 02/19</td>
<td>&amp; A Safe and healthy Work Environment, Labor Unions and Collective Bargaining, Internal Employee Relations</td>
<td>Ch. 11, 12 &amp; 13</td>
<td>Discussion and Quiz</td>
<td>02/25</td>
</tr>
<tr>
<td>8 - 02/24</td>
<td>**Final Exam <strong>02/24 - 02/27</strong> and Final Discussion</td>
<td>Final Exam &amp; Extra Credit Discussion</td>
<td></td>
<td>02/07</td>
</tr>
</tbody>
</table>

*Initial discussion thread posts are due by 11:55 PM every Thursday unless otherwise noted in the discussion instructions. Please remember that the quizzes are used to mark attendance.*

Note: Assignment due dates may fall on different days of the week and some lessons may overlap each other.

**Course Disclaimer**

The instructor reserves the right to change the course syllabus, lessons, assignments, exercises, projects and due dates. Sufficient notice will be given in order for students to make necessary adjustments.