Instructor: Lisa Dicke, Ph.D.
Office location: Chilton Hall, Room 204G
Office hours: Monday 11:00 – 1:30,
            Wednesday 4:00 – 5:30, or by appointment
Ph: 940-891-6793
E-mail: ldicke@unt.edu

Course Contents

The purpose of this course is to provide a broad perspective of public personnel management. Topics including recruitment and selection, position analysis, compensation and benefits, collective bargaining, administrative ethics, and management responsibilities will be examined. The course will also provide students with opportunities to develop critical thinking about contemporary workplace issues using case study methods. The course covers a broad range of topics and is not designed to train personnel specialists but will provide an understanding of the basic elements of public personnel management.

Expected Competencies:

To articulate and apply a public service perspective
To communicate and interact with a diverse and changing workforce and citizenry

UNIVERSITY POLICY ON DISABILITY ACCOMMODATION:

The Department of Public Administration, in cooperation with the Office of Disability Accommodation, complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request (obtained at the Office of Disability Accommodation, Room 322A Union), to the instructor if an accommodation is needed. No requirement exists that accommodations be made prior to completion of this approved University process.
Texts—Required


Other required readings are listed on the syllabus [RR]

Assignments and Course Expectations

Reading assignments, written assignments, lectures, class discussions and case studies will be used to facilitate mastery of the course content. Grades will be based on examinations, written assignments, presentations and on the quality of class participation. Examinations and written assignments will test demonstrated knowledge, integration, and evaluation of the course material. The midterm and final examinations will consist of essay questions.

Exams: (Competencies: ability to use data and material to support ideas, clarity in written communications, recognition of trade-offs in decisions and awareness of ethical dilemmas and ability to adopt diverse perspectives)

Exams (midterm and final) will consist of essay questions. Exam questions will address all reading materials assigned, as well as classroom lectures and discussions. The final will cover materials assigned in the second one-half of the course—it is not comprehensive.

The final grading for the course will be based on the following:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm</td>
<td>20%</td>
<td>(100 points)</td>
</tr>
<tr>
<td>Final examination</td>
<td>20%</td>
<td>(100 points)</td>
</tr>
<tr>
<td>Class Participation</td>
<td>20%</td>
<td>(100 points)</td>
</tr>
<tr>
<td>Individual presentation/memo</td>
<td>10%</td>
<td>(50 points)</td>
</tr>
<tr>
<td>Case studies (Case 22 = 50 points, Case 12 = 100 points)</td>
<td>30%</td>
<td>(150 points)</td>
</tr>
</tbody>
</table>

Class Participation: (Competencies: ability to work in groups and discuss key ideas in a respectful and thoughtful manner. Listening and encouraging participation of all group members and considering diverse points of view)

Students are expected to have completed all readings prior to class. Failure to meaningfully prepare to participate in the classroom discussions will result in a significant reduction in your classroom participation score. Attendance is not the same as participation.
**Individual Presentation:** (Competencies: ability to recognize and communicate key ideas with clarity and professional acumen—speaking clearly, evident preparation--professional demeanor, concise communications, time-limits observed)

Each student will present an article to the class. These materials will be taken from the assigned readings. Presentations should include a brief overview of the content of the article and the relevance of the information for the contemporary public or personnel manager. Presentations will be time-limited (4-5 minutes), so clarity is of the essence. The student presenter will also prepare a 1-2 page, double-spaced typewritten memo that identifies key points and provides a brief discussion of the usefulness of the material. The memo assignment is due the date of your presentation. Everyone is expected to have read the material and participate in the classroom discussion that follows the presentations. (Article assignments will be made the first night of class).

**Case Study Written Assignments and Classroom Case Discussions:**

(Competencies: ability to use data and material to support ideas, clarity in written communications, recognition of trade-offs in decisions and awareness of ethical dilemmas and ability to adopt diverse perspectives)

Students are assigned two case studies that require the preparation of written responses to questions (these are specified on the syllabus). The written responses to the cases comprise a large part of the course grade and these assignments should be carefully completed. Many cases do not require written responses but students are expected to be prepared to discuss them by having read and considered potential responses prior to class. Students will randomly be selected to lead a case discussion when applicable. He or she will be expected to stimulate meaningful class discussion.

**Other Assignments**

On April 15 each student will need to bring a job description of a position that they would like to apply for (at least in theory). A photocopy of the description should be prepared for each member of the class (30 copies). You will be asked to discuss your interest in the position and your overall career plans. The discussion should be thoughtful and informative and other students will be asked to contribute. Students should be prepared to ask questions and offer their thoughts or advice related to the goals and ambitions of others.
Policies and Procedures

**General expectations:** I expect students to attend all course sessions: complete required readings prior to class time, participate in class discussions and case studies, and complete the written assignments, mid-term and final examinations.

**Attendance:** Attending class sessions is an important part of the learning process. Although you will not lose grade points specifically for nonattendance, you will certainly lose opportunities to earn credits for participation in the classroom.

**Examinations:** Students must take examinations when they are given to the class; makeup exams will be scheduled only for extraordinary circumstances. No one can be excused from an exam without notifying the instructor prior to the scheduled exam. **If you miss an exam, I will assume that you have chosen to receive a "0" for your grade on that exam. The final exam is mandatory; no one will receive a passing grade without having taken it.** The final exam will not be returned to students but may be reviewed by the student after the instructor has submitted final grades.

**Withdrawals:** Students have the right to withdraw from courses. I urge you to maintain your commitment to this course, however, if you decide to withdraw, please see the instructor and review the academic calendar to observe UNT’s withdraw dates.

**Behavioral Expectations:** Students are expected to assist in maintaining a classroom environment that is conducive to learning. This includes refraining from activities and discussions that interfere with instruction. In order to assure that all students have the opportunity to gain from time spent in class, unless otherwise approved by the instructor, students are prohibited from engaging in forms of distraction including texting, using the Internet, checking emails, etc. Inappropriate behavior in the classroom shall result, minimally, in a request to leave the class.

**Academic Honesty:** I sincerely trust and expect that academic dishonesty will not be an issue in this course. Unfortunately, it has become a very serious problem on many campuses. The purpose for including the following statement is to prevent any misunderstandings about what constitutes academic dishonesty and what I will do if I should encounter or seriously suspect it.

Academic honesty is expected. An act of academic dishonesty will result in a grade of zero on the assignment, a possible failing grade in the course and a recommendation of additional disciplinary action. In the event of suspected academic dishonesty, I may substitute a quiz, examination or assignment for the work in question.

These are my guidelines concerning what constitutes a violation of ethical standards for course work. Any of these violations will be considered academic dishonesty and treated
as such. These guidelines are in addition to any University-wide guidelines concerning academic honesty or dishonesty that may be in effect.

1. **Cheating**. The giving or receiving of any unauthorized assistance on any academic work.

2. **Plagiarism**. Presenting the language, structure or ideas of another person or persons as one's own original work. Please note that plagiarism will not be tolerated! Failure to reference is plagiarism. Referencing the ideas of others over and over again without adequate analysis or discussion of the material also constitutes plagiarism. Massive amounts of quoting and referencing without adding to the discussion is plagiarism. The idea in using the work of others is to help YOU show your reader the movements, arguments, findings or other concerns associated with the topic. You are expected to bring something to the table yourself, however! An analysis requires you to understand the work of others and evaluate their contributions so that you may then contribute to our understanding of the topic using your own thought processes. PLEASE SEE ME IF YOU HAVE ANY QUESTIONS ABOUT PLAGIARISM or what constitutes an appropriate analysis!

3. **Falsification**. Any untrue statement, either oral or written, concerning one's own academic work or the academic work of another student, or the unauthorized alteration of any academic record.

4. **Original work**. Unless specifically authorized by the instructor, all academic work undertaken in a course must be original, i.e., it must not have been submitted in a prior course, “borrowed” from another person, the workplace or the Internet, or be submitted in a course being taken concurrently.
Course Outline:

Students are responsible for any changes made to the outline or assignments announced in class.

Wednesday, January 21 – Welcome and Introduction

Distribution of syllabus, overview of the course, assignment of articles for student presentations. Topic: Public administration and public personnel administration and the Hatch Act(s).

Wednesday, January 28 – The Public Service Heritage: Context, Continuity & Change

Berman, Ch. 1
Meyer: Case 2: Patronage or Cronyism at DHS, Be prepared to discuss


Wednesday, February 4 – Legal Rights and Responsibilities: Laws Governing the Workplace

Berman, Ch. 2
Meyer: Case 17: Doing the Zoo, Be prepared to discuss

Wednesday, February 11-- Legal Rights and Responsibilities: Laws Governing the Workplace

Meyer: Case 22: Betting on Family Life: Case study written assignment (50 points), questions 1, 2, 3
Meyer: Case 4: What Questions are Lawful or Unlawful?: Be prepared to discuss

RR: Handout: Kadue: D. Preventing Workplace Harassment: A Fact Sheet for Employees

Wednesday, February 18– Recruitment: From Passive Posting to Social Media Networking

Berman, Ch. 3
Meyer: Case 14: A Hiring Dilemma: Recruitment from In-House Versus from Outside: and Case 39: Language Has Meaning, Be prepared to discuss


Wednesday, February 25– Selection: From Civil Service Commissions to Decentralized Decision Making

Berman, Ch. 4
Meyer: Case 3: Jimmy’s 53 Questions: Team Interviewing, and Case 34: Daughter Dearest: Nonprofit Nepotism

Wednesday, March 4 -- Position Management: Judicious Plan or Jigsaw Puzzle?
Berman, Ch. 5
In class exercise: Benchmarking job positions

Wednesday, March 11: Midterm Exam Sage Hall Room 331

Wednesday, March 18: No class, Spring Break

Wednesday, March 25 -- Compensation: Vital, Visible and Vicious
Berman, Ch. 7
Meyer: Case 19: Employee Health Benefits and Case 35: Entrepreneurialism or Exploitation, Be prepared to discuss

Wednesday, April 1 -- Appraisal: A Process in Search of a Technique

Berman, Ch. 10
Meyer: Case 15: Other Duties as Assigned, and Case 24: The Sweet Smell of a Good Appearance Policy, Be prepared to discuss


Wednesday, April 8 – Employee Friendly Policies: Fashionable, Flexible, and Fickle

Berman, Ch. 8
Meyer: Case 56: Balancing Work and Life Activity and Case 21: New Direction for the Department of Personnel: Be prepared to discuss


Wednesday, April 15 -- Finding the right job for you

Meyer, Case 46: Many Faces of Discrimination: POLICY INVESTIGATION REQUIRED, Case 41: A Campaigner for Equal Rights, Case 31 Managerial Succession,

Personal reflections: What makes a government sector or nonprofit sector job right for you?
Bring in your job description and a copy for me and your classmates
Wednesday, April 22 – Motivation: Possible, Probable or Impossible? and Organizational Culture

PASA MEETING – CLASS DISMISSED AT 8:20

Berman, Ch. 6
Meyer: Case 47: Many Sides of Downsizing, and Case 8: Supervising God: Be prepared to discuss


Spring 2015 SETE Survey administration dates are: April 20 - through May 8

Wednesday, April 29 -- Training, Learning, and Development: Exploring New Frontiers

Berman, Ch. 9
Meyer: Case 12: Interns: An Underutilized Asset: Case study Written Assignment (100 points), Questions 1-3 and Question 4. Preparing this written case study requires several documents and a plan of action
Case 11: Pictures are Worth a Million Words: Be prepared to discuss


**Berman Chs. 11 & 12, and 13 Conclusion: The Future as Opportunity, Not Destiny**

**Meyer: Case 28: Competition from Behind Bars: Be prepared to discuss**


**Spring 2015 SETE Survey administration dates run until May 8**

*Please remember to complete the SETE: Student Evaluation of Teaching Effectiveness. Students complete the on-line course evaluation at www.my.unt.edu.*

---

**Wednesday May 13 – FINAL EXAM Sage Hall, Room 335**