



Course Syllabus: Public Personnel Administration

POLS 4953
Spring 2019
Online

Contact Information

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Course Description

This is an undergraduate course on the study of public personnel administration. This course is for anyone interested in how people work in government and nonprofit settings, especially for those who direct and manage others or plan to do so in the future. The course attempts to teach managers and supervisors the laws, procedures, and techniques of public personnel management. The course also covers what motivates workers and how to match organizational needs with the individual talents and interests of employees. The course explains the prescriptions and the restrictions of personnel management that applies to government and nonprofits, and the policy rationale for this framework. In short, the scope of the course includes concern for both the generic issues of human behavior in organizational settings and the specific needs of public sector accountability in a democracy.

Textbooks

Dresang, Dennis L. (2017). *Personnel Management in Government Agencies and Nonprofit Organizations*. 6th ed.

Course Website

The course website is in the University's D2L system. Everything for the course will happen there. You will be able to use this website to read class announcements, correspond with me, view lectures, take exams and quizzes, and to view this syllabus, among other things.

Student Handbook

Refer to: [Student Handbook-2018-19](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty is cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

Grading

The three exams will count 60% (20% each) toward your final grade. The average of your discussion assignments will count 20% toward your final grade and your quiz average will count 20%.

Table 1: Grade Scheme

Cut Off	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Less than 60%	F

Student Responsibilities

Readings

The readings serve as a point of departure for lectures and discussions. Therefore, it is imperative that each student completes the assigned reading each week. Note: Reading the chapters includes covering the case studies at the end of each chapter. This material will be covered on exams and quizzes. You should also feel free to include the case studies in your discussion assignments (specified below).

Lectures

For each chapter I will post lecture material on the course website. Use this to supplement your reading. You will be responsible for knowing the material in the lectures as well as the material in the textbook for each chapter.

Participation

Students should feel free to raise questions concerning the readings, the instructor's discussion, and the comments of other students. Participation enhances course quality. This particular type of class lends itself to a favorable discussion environment, so please do not be afraid to ask questions or pose interesting topics for the class to discuss (that are relevant to the course material). This can all be easily conducted through the course website's Discussion and Chat features.

Required Examinations

There will be three required examinations. The scheduled examination dates are as follows (these will not change):

Exam 1: February 18-24, 2019

Exam 2: March 25-31, 2019

Final Exam: May 6-10, 2019

Exams must be completed using ProctorU and submitted through to D2L on time. Late exams will not be accepted.

ProctorU

Exams will be administered through D2L, however, you will be monitored during exams by ProctorU. ProctorU is a live online proctoring service that will monitor you while you take your exam through D2L. ProctorU is available 24/7, however you will need to schedule your proctoring session at least 72 hours in advance to avoid any on demand scheduling fees. Creating a ProctorU account is very simple. All you will need to do is visit go.proctoru.com.

This also means that for exams, students will not be allowed to use their books, notes, or anything else. ProctorU has been instructed on this policy and will notify me if a violation occurs. Students who violate this policy will receive a grade of zero on that particular exam.

The cost for ProctorU is \$25 per exam. This fee is paid to ProctorU when you register for an exam. I do not make any money by using ProctorU. If for any reason you are not comfortable with paying for, or using, the ProctorU service, then you should drop the class. ProctorU is not optional.

I have included several documents in the D2L website on how to set up a ProctorU account, schedule your exams for proctoring, and other important information. Please read these.

Quizzes

There will be quizzes covering the lecture and textbook material from each chapter. These quizzes will be graded and will count towards your quiz grade for the course. Each quiz should be completed by 11:50pm the night in which they are due. This should encourage you to keep up with the reading. If you do not turn in a quiz by the due date/time and do not have an officially documented University approved excuse, you will be given a grade of ZERO on that quiz.

Discussion Questions

Each week, I will post discussion questions related to our course material and relevant current events. As part of your course requirements I expect each student to post a response to each of these questions. It is ok to post more and in fact I would encourage you to post more. But, at the very least you must fully answer each of the questions posted. Please have something substantive to post. In other words you need more than just "I agree." Students should spend time on these. A few sentences will not get full credit. These should be

submitted by the end of the day in which they are due (11:50 p.m.). I will not accept late posts. Collectively these will count for your discussion assignment grade. Note: I intend for this to be largely student driven. I will post the prompt and monitor the discussions but I will provide you with a lot of leeway to decide the direction of the course and intentionally want to avoid influencing the direction of the conversation.

Basic Policies

Make-up Policy

If a student has a University-approved excuse and if the instructor is notified in writing, prior to the examination or assignment, and the student can provide official documentation to validate the excuse, arrangements for a make-up may be made. If a student fails to do any of these things, the student will receive a zero for the exam or assignment. Official documentation does not include a letter from the Dean of Students Office. You must provide me with actual documentation that validates the excuse and clearly demonstrates that you were unable to complete the assignment by the due date. If a student fails to notify the instructor, or provide the proper documentation, the student will receive a zero for the assignment.

Taking Exams Early

Only under extraordinary circumstances will a student be allowed to take an exam, including the final, early. Only university approved excuses, death in the family, illness, etc. will be considered for taking an exam early.

Wikipedia

At no time will a student be allowed to use Wikipedia as a source for any project or paper in my class. If it is determined that Wikipedia was used as a source for a project or paper, the student will be given a grade of zero automatically.

Plagiarism

Plagiarism in any form is unacceptable. Any test, paper or report submitted by you and that bears your name is presumed to be your own original work that has not previously been submitted for credit in another course unless you obtain prior written approval to do so from your instructor.

In all of your assignments, including your homework or drafts of papers, you may use words or ideas written by other individuals in publications, web sites, or other sources, but only with proper attribution. "Proper attribution" means that you have fully identified the original source and extent of your use of the words or ideas of others that you reproduce in your work for this course, usually in the form of a footnote or parenthesis.

As a general rule, if you are citing from a published source or from a web site and the quotation is short (up to a sentence or two) place it in quotation marks;

if you employ a longer passage from a publication or web site, please indent it and use single spacing. In both cases, be sure to cite the original source in a footnote or in parentheses.

This is not limited to direct quotations. Any time you use material from a published source, whether quoting directly, borrowing from it, or paraphrasing, you can only do so with proper attribution.

If you are not clear about the expectations for completing an assignment or taking a test or examination, be sure to seek clarification from me.

Finally, you should keep in mind that as a member of the campus community, you are expected to demonstrate integrity in all of your academic endeavors and will be evaluated on your own merits. So be proud of your academic accomplishments and help to protect and promote academic integrity at MSU. The consequences of cheating and academic dishonesty – including a formal discipline file, possible loss of future internship, scholarship, or employment opportunities, and denial of admission to graduate school – are simply not worth it.

Any paper or assignment that is found to be plagiarized will be given a grade of zero and will be reported through the proper channels according to the guidelines provided in the MSU Student Handbook.

Quizzes, Discussions, Exams, and the Textbook

I cannot keep students from using their textbook and/or notes when taking quizzes and answering the discussion questions. However, you are not allowed to copy material straight from the textbook, notes, the internet, or any other source. Your answers need to be written in your own words. And just so there is no confusion, do not quote from these sources either. Again, write all answers in your own words. If I discover that you have violated this policy, for any part of an answer, you will receive 0 points for that answer (even if you did it just a little bit).

Late Assignments

I do not accept late assignments, papers, exams, quizzes, or anything else. If it is late, it will receive a grade of zero.

Computer/Internet Problems

I do not have any control over computer/internet problems. This is an online course and therefore you need to be aware that these kind of things WILL happen. So, do not wait until the last minute each day to complete your work. If your browser freezes, if your internet goes down, if you can't access a computer for some reason, if you forget to save your answers, or whatever else might happen, I cannot help you. The assignments are due when they say they are due. If you do not turn them in, I will not give you credit for them. The only thing I can look into is if the D2L system, through MSU, is down for some reason. I can verify that through our IT department and if something like that

happens, I will arrange for make-ups to be made. Other than that, there is nothing I can do. It is your responsibility when taking an online course to ensure that you have the proper equipment and access to complete assignments. If that means you have to go up to McDonald's and use the free Wi-Fi, then do so. Computer/internet problems, on your end, are not a legitimate excuse in this course.

Student Honor Creed

As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so. As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception. Thus, we, the Students of Midwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters. We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student. We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed.

Written and adopted by the 2002-2003 MSU Student Senate.

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the Clark Student Center, 397-4140.

Course Schedule

Date	Readings/Activities
January 14-20	Introduction and overview of course:

Date	Readings/Activities
	<p>Readings: Chapter 1-Personnel Management in Government and Nonprofit Organizations</p> <p>Chapter 2-The Development of the Merit System</p> <p>Assignment: Participate in discussion and complete Chapter 1 and 2 Quiz</p>
January 21-27	<p>Readings: Chapter 3-Ethics, Rights, and Responsibilities</p> <p>Assignment: Participate in discussion and complete Chapter 3 Quiz</p>
January 28-February 3	<p>Readings: Chapter 4- Diversity</p> <p>Assignment: Participate in discussion and complete Chapter 4 Quiz</p>
February 4-10	<p>Readings: Chapter 5-Productivity</p> <p>Assignment: Participate in discussion and complete Chapter 5 Quiz</p>
February 11-17	<p>Readings: Chapter 6-Organization for Personnel Management</p> <p>Assignment: Participate in discussion and complete Chapter 6 Quiz</p>
February 18-24	Exam I
February 25-March 3	<p>Readings: Chapter 7-Succession Planning</p>

Date	Readings/Activities
	<p>Chapter 8-Position Analysis and Job Evaluation</p> <p>Assignment: Participate in Chapter 7 discussion and complete Chapter 7 and 8 Quiz</p>
<p>March 4-10</p>	<p>Readings: Chapter 9- Performance Evaluation</p> <p>Assignment: Participate in discussion and complete Chapter 9 Quiz</p>
<p>March 11-17</p>	<p>Readings: Chapter 10-Selecting Employees</p> <p>Assignment: Participate in discussion and complete Chapter 10 Quiz</p>
<p>March 18-24</p>	<p>Spring Break</p>
<p>March 25-31</p>	<p>Exam 2</p>
<p>April 1-7</p>	<p>Readings: Chapter 11-Employee Training and Development</p> <p>Assignment: Participate in discussion and complete Chapter 11 Quiz</p>
<p>April 8-14</p>	<p>Readings: Chapter 12-Health and Safety</p> <p>Assignment: Participate in discussion and complete Chapter 12 Quiz</p>
<p>April 15-21</p>	<p>Readings: Chapter 13-Discipline and Dismissal</p>

Date	Readings/Activities
	Assignment: Participate in discussion and complete Chapter 13 Quiz
April 22-28	Readings: Chapter 14-Compensation Assignment: Participate in discussion and complete Chapter 14 Quiz
April 29-May 5	Readings: Chapter 15-Collective Bargaining Assignment: Participate in discussion and complete Chapter 15 Quiz
May 6-10	Final Exam