

The Evergreen State College
Masters Program in Public Administration
Human Resources Policies and Practices
Draft - Fall 2014 Syllabus
(Check Canvas for updates)

Human Resources Management

CRN (GR): 10244

Pam Peters (petersp@evergreen.edu)

MEETS: 2 Weekends: Oct. 24-26, Nov. 21-23, 5-9p Fri, 9a-5p Sat/Sun

LOCATION: SEM 2, A1107

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 and assignments:

- **Equal Employment Opportunity Commission website** – <http://www.eeoc.gov/laws/types>
- **U.S. Department of Labor website** – <http://www.dol.gov/whd/>
- **WA State Department of Labor & Industries** – <http://www.lni.wa.gov/>

Fall 2014 Assignments

Assignment #1

Read: Human Resource Management: Part One and Two (Chapters 1 - 10). 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 Federal Acts listed below also comparing it to a similar Washington State Law. Choose only one Act to write your paper on. Be prepared to discuss your paper in class on the second day of class Saturday, Oct. 25th 5-9pm, paper also due at end of class on Friday, Oct. 25th.

Title VII of the 1964 Civil Rights Act
Civil Rights Act of 1991
Equal Pay Act of 1963
Age Discrimination in Employment Act of 1967
Vocational Rehabilitation Act of 1973
Pregnancy Discrimination Act
Americans with Disabilities Act
Genetic Information Nondiscrimination Act of 2008

Assignment #2

Read: Human Resource Management: Part Three and Four (Chapters 11 – 18). Be prepared to seminar on readings.

Review: Application Case on page 384-385 of your book “Salary Inequities at Acme Manufacturing.”

Write: Paper 3-5 pages double spaced, response to the questions at the end of the Application Case “*Salary Inequities at Acme Manufacturing.*” Be prepared to share your answers and discuss this assignment in class on Saturday, November 22nd. Hardcopy of paper also due November 22nd.

Assignment #3

Read: Human Resource Management: Chapter 14

Review: Application Case on pages 488-489 of your book “Enron, Ethics, and Organizational Culture.”

Write: Paper 3-5 pages double spaced, response to the questions at the end of the Case. Be prepared to share your answers and discuss this assignment in class on Sunday, November 23rd. Hardcopy of paper also due November 23rd.

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. Canvas 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 Canvas 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. Go to my.evergreen.edu. Your @evergreen.edu login is required and allows you to save draft evaluations to a secure location, then return and make changes and/or submit them to faculty or your transcript (optional).

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.