



KEAN

Course Information

Course Title: HUMAN RESOURCE MANAGEMENT

Course Number and Section: PA 3300 01

Campus Location: KEAN UNIVERSITY UNION

Semester: 22/FA

Meeting Days and Times: W 07:30PM - 10:15PM

Meeting Location: BLDG: HYN ROOM: 408

Instructor Information

Instructor Name: Joao V. Guedes-Neto

Office Location: Hynes Hall, 504I

Office Hours: Tuesday (2:00-3:00 pm); Wednesday (4:30-6:30 pm); Thursday (4:30-6:30 pm)

Office Phone: 908-737-4278

Email: jguedesn@kean.edu

Course Description

This course covers an understanding of how public; private and non-profit organizations manage their human resources. Students learn skills and competencies that managers need to develop.

Course Level Student Learning Outcomes

Upon successful completion of this course, the student will be able to:

- Understand and articulate significant concepts relating to the study of managing people as a resource within an organizational setting.

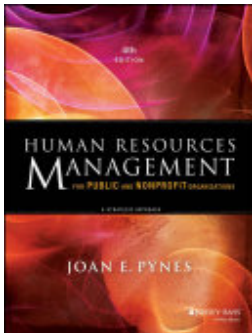
- Understand and articulate the major policies for effective use of human resources within an organization
- See and reflect upon how the legacies of the past affect human resources in the present
- Reflect on and describe employment and practices that raise ethical and legal concerns.
- Be familiar with the major areas of the practice of human resource management.

Instructional Technique(s)

This course takes place in person on campus. This course is taught using a 15 Unit schedule and will use a standard of 1,000 total points. Students will find commonly graded and non-graded learning activities present throughout the course. Each unit will include: (1) Readings; (2) Lecture; (3) Discussions; (4) Group Work; and (5) Presentations.

You are not expected to buy any books or other course materials. You will find all the readings at the library's website and/or on Canvas.

Required Textbooks and Materials



Human Resources Management for Public and Nonprofit Organizations

9781118398623

Joan E. Pynes

John Wiley & Sons

2013-08-12

OER Link: <https://kean.on.worldcat.org/oclc/865021573>

It's Time for High-Performance Government

9781442261235

Howard Risher, William Wilder

Rowman & Littlefield

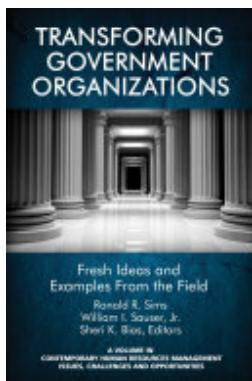
2016-08-08

OER Link: <https://kean.on.worldcat.org/oclc/953969844>



Your [Campus bookstore](#) offers a Price Match guarantee. If you find our class texts or access codes cheaper at Booksmart, Barnes & Noble, or Amazon the campus bookstore will match the price at the time of purchase, or for up to 7 days after purchase. Search your course materials by the ISBN provided in this syllabus to assure that your price match is acceptable.

Optional Textbooks and Materials



Transforming Government Organizations

9781681234571

Ronald R. Sims, William I. Sauser, Sheri K. Bias

IAP

2016-04-01

OER Link: <https://kean.on.worldcat.org/oclc/947119149>

Topics and Assignments

Week	Topics	Assignments due before class
W1: 09/07	Introduction to HRM	Read Chapter 1
W2: 09/14	Strategic HRM and Planning	Read Chapter 2 Skim STs
W3: 09/21	Employee Protections	Read Chapter 3 Skim STs
W4: 09/28	Managing a Diverse Workforce	Read Chapter 4 Skim STs

W5: 10/05	Job Analysis	Read Chapter 5 Skim STs
W6: 10/12	Recruitment and Selection <i>Review for the exam</i>	Read Chapter 6 <i>Bring questions for the review</i>
W7: 10/19	GA: Mid-Term Exam	<i>GA: Prepare for the exam</i>
W8: 10/26	Compensation <i>Review of the exam</i>	Read Chapter 7 Skim STs
W9: 11/02	Benefits <i>Writing session</i>	Read Chapter 8 Skim STs <i>Choose topic of Critical Essay</i>
W10: 11/09	Career Development	Read Chapter 9 Skim STs <i>GA: Submit Critical Essay</i>
W11: 11/16	Performance Management	Read Chapter 10 Skim STs
W12: 11/23	Labor-Management Relations	Read Chapter 11 Skim STs
W13: 11/30	Volunteers	Read Chapter 12 Skim STs <i>GA: Submit Bonus Essay</i>
W14: 12/07	Challenges for Public and Nonprofit Organizations <i>Review for the exam</i>	Read Chapter 13 Skim STs <i>Bring questions for the review</i>
W15: 12/14	GA: Final Exam	<i>GA: Prepare for the exam</i>

Note: GA: Graded Assignment (in yellow). ST: Supplementary Texts (available on Canvas). For strategies on properly skimming, see <https://learningcenter.unc.edu/tips-and-tools/skimming/>.

Assessment

Course Grade Breakdown:

Date/Deadline	Assessment	Maximum Grade
Every class	Participation in class	250 points
W7: 10/19	Mid-term exam	250 points
W10: 11/09	Critical essay	250 points
W13: 11/30	Bonus essay (optional)	100 points (extra)
W15: 12/14	Final exam	250 points

Assessments:

- **Participation in class [250 points; divided across all classes]**

I will award a participation grade for each class. The final participation grade is the sum of the grade awarded in each class. Please, notice that attendance is not the same as participation.

You are expected to participate in every class by asking questions, engaging in the discussions by expressing your opinion, and relating the content of the readings to in-class debates.

To be prepared for participating, you must read the assigned materials before the class. This will allow you to better understand the content discussed in class and to participate in all the activities. Furthermore, this will help you prepare for the assignments.

In the "Topics and Assignments" table, I specify that you can skim the Supplementary Texts (STs). For strategies on properly skimming, see <https://learningcenter.unc.edu/tips-and-tools/skimming/>. These strategies will help you to prepare for participation in class.

- **Mid-term exam [250 points; Week 7 (10/19)]**

I will present a list of "Key Terms" in every class. I will speak about them during the lectures. You are responsible for taking notes. If you have questions about the *Key Terms*, clarify them during the class to keep good notes.

Good notes include: (1) the *Key Term's* meaning; (2) its relevance to human resources management; and (3) one example of how the *Key Term* can be applied in the study of public policy and administration.

In the mid-term exam, I will present a list of 10 *Key Terms*. You will select 6 *Key Terms* from this list and explain each in writing with its meaning, relevance, and application. You will not be able to consult your notes or any other material during the mid-term exam.

The exam takes place on 10/19. begins at 7:30 pm and ends at 9:00 pm.

- **Critical essay [250 points; Week 10 (11/09)]**

Find the following e-book at the library's website and select one chapter (excluding Chapter 1):

"It's Time for High-Performance Government: Winning Strategies to Engage and Energize the Public Sector Workforce" (Howard Risher and William Wilder, 2016; published by Rowman & Littlefield)

You will write a two-page critical essay about the selected chapter. Your goal is to summarize the text's main ideas and react to them based on your perspective. You are encouraged to use *Key Terms* in the essay.

The critical essay must include the following elements: (1) an introduction (up to two paragraphs with a summary of your main arguments and the structure of the text), (2) a brief description of the chapter's main ideas (up to three paragraphs), (3) how these ideas interact with issues you have experienced, seen, or read about (up to three paragraphs), and (4) a conclusion stating how your personal view shape your understanding of the chapter, your critiques, and suggestions for future studies (up to three paragraphs).

Please, use font Times New Roman size 12, line spacing of 1.5, and 1-inch margins. Your essay must be limited to 2 pages only.

You will be evaluated based on (1) your compliance to the expectations set in the previous paragraphs, (2) your ability to understand the chapter's main ideas, and (3) your argument's depth and logical cohesiveness.

The Critical Essay is due on Canvas on 11/02 before 7:30 pm.

- **Bonus essay [100 points; Week 13 (11/30)]**

This is an optional opportunity for earning up to extra 100 points in the final grade. I strongly recommend you do it, but you can opt not to write this bonus essay. Find the following e-book at the library's website and select one chapter (excluding Chapter 1):

"Transforming Government Organizations: Fresh Ideas and Examples from the Field" (Ronald Sims, William Sauser Jr., and Sheri Bias, 2016; published by Information Age)

You will write a critical essay about the selected chapter. Your goal is to summarize the text's main ideas and react to them based on your perspective. The Bonus Essay must be formatted in the same way and include the same elements as the Critical Essay. IT will be evaluated based on the same criteria.

The Bonus Essay is due on Canvas on 11/30 before 7:30 pm.

- **Final Exam [250 points; Week 15 (12/14)]**

The final exam has the same format as the mid-term exam but includes *Key Terms* from Weeks 8 to 14 only.

Policies specific to this course

- **Nature of times:**

This course takes place as we recover from the COVID-19 pandemic. Understandably, some students may face additional difficulties. If you believe you will face or are facing a challenge that is not covered by this syllabus, contact me as soon as possible to discuss the matter. Whereas I will not be able to

solve some issues, I will be mindful of the situation and try to provide solutions through a case-by-case analysis.

- **Make-up exams:**

If you have any case of verified emergency or documented medical excuse that forces missing an exam and you would like to have a make-up exam, you must send me by e-mail the documented evidence at least 72 hours BEFORE the exam. The make-up exam will take place before the official exam. If the emergency occurs in the 72 hours preceding the exam, you should contact me up to 24 hours after the exam to discuss the situation.

- **Late essay:**

Late essays will be penalized with 5% of the grade per day, including weekends and holidays, except in the case of a verified emergency or documented medical excuse.

This policy does not apply to the Bonus Essay. Extra assignments will not be accepted after the deadline.

- **Re-grading policy:**

You have 7 days after your graded work is returned to request a re-grade. You should send me by e-mail a written statement of at least 150 words explaining why you think your work deserves to be re-graded. Remember that after re-evaluating your work, your grade may remain unchanged or could be adjusted higher or lower.

- **Excused absence:**

If you have any case of verified emergency or documented medical excuse that forces missing one or more classes and you would like to have your absence excused, you must send me by e-mail the documented evidence up to 48 hours after the class.

- **Diversity as a core element of this class:**

We are diverse in many ways. It refers to the ways we identify, including but not limited to race, ethnicity, national origin, language, sex, gender, disability, age, faith, ideology, belief, and veteran status. Students from all diverse backgrounds and perspectives should be well-served by this course. The diversity that students bring to this class must be viewed as a resource, strength, and benefit. We must treat every individual with respect.

Unfortunately, incidents of bias or discrimination do occur, whether intentional or unintentional. This may include multiple interactions, such as in-class discussions. Furthermore, at least part of the readings may be restricted to the views and experiences of the subset of voices responsible for them. You are encouraged to contact me (anonymously or not) to share your concerns and suggestions. Furthermore, I strongly suggest that you make yourself familiar with all the resources made available

by Kean University through its Office of Diversity, Equity and Inclusion (<https://www.kean.edu/diversity-equity-inclusion>).

Academic Early Alert

Academic Early Alert information will be provided to students by the instructor via Advise. Please see the current [Undergraduate or Graduate Catalog](#) for more information.

Important Dates

For important dates, please consult the Academic Calendar via the following link: <https://www.kean.edu/offices/registrars-office/academic-calendar>

Technical Requirements (if any)

1. *Make sure you have Microsoft Office installed on your computer. You may be eligible for a free MS Office Software Student Edition. You are required to create an account and provide a valid Kean University ID to obtain access to the software applications. To start the application process, go to the [Office 365 Education website](#).*
2. *Download the latest versions of the following:*
 - *Adobe Acrobat Reader*
 - *Java JRE*

Course Policies

Provide Course Policies, if necessary, such as participation, etc. in addition to the following:

Class Recordings (Live Sessions/Collaborate)- if applicable

In this class software may be used to record live class discussions. As a student in this class, your participation in live class discussions will be recorded. These recordings will be made available only to students enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. All recordings will become unavailable to students in the class when the course is closed.

Students are not permitted to record (or download) the course experience. If a recording of the course is required for accommodation purposes students must make those arrangements with the Office of Accessibility Services. Students found to have recorded (or downloaded) course experiences without authorization are subject to review by the Office of Student Conduct and Community Standards.

Privacy Statement

Assuring privacy among faculty and students engaged in online instructional activities helps promote open and robust conversations and mitigates concerns that comments made within the context of the class will be shared beyond the classroom. As such, recordings of instructional activities occurring in online classes may be used solely for internal class purposes by the faculty member and students registered for the course, and only during the period in which the course is offered.

Policies

Important University Policies and Information

All students and faculty should familiarize themselves with the current health and safety protocols available via this link: <https://www.kean.edu/health-safety-protocols>

Students are responsible to review and understand the University Academic Integrity Policy available via the following link: <https://www.kean.edu/academic-integrity>

Instructors must indicate on the syllabus and/or individual assignment if the use of Kean University academic support services ([Tutoring and/or Writing Center](#)) is permitted for take home assignments/exams.

Students should review the Student Code of Conduct, as it discusses expectations of appropriate conduct in the classroom: <https://www.kean.edu/offices/community-standards-and-student-conduct/student-code-conduct>

Students are strongly encouraged to register for the University's emergency notification system (<http://www.kean.edu/campusalert>) in order to be informed of campus emergencies, weather notices, and other announcements. Kean Ocean students would sign up via the following link: <https://ocean.sendwordnow.com/LicensePage.aspx>

All students must have a valid Kean email account. For those who do not already have one, forms are available on-line at <https://www.kean.edu/offices/computer-and-information-services/ocis-forms> click on E-mail Account Request Form.

Health and Safety Protocols/COVID Reporting

Please view the university's current [health and safety protocols](#).

[COVID Policies, Expectations, and Reporting](#)

Students who test positive for COVID-19 should report their test results via this [form](#)

Employees who test positive for COVID-19 should report the result to Human Resources at hrvax@kean.edu. The university will follow appropriate state and federal guidelines on contact tracing.

Support Services

Kean University offers several support services for students. For more information and for any updates, please visit the services' Kean University webpage.

- [Academic Support](#)
- [Advising Support](#)
- [Financial Support](#)
- [Social Work Support](#)
- [Technology Support](#)
- [Wellness Support](#)

Diversity & Non-Discrimination Statement:

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond. Kean adheres to the [New Jersey State Policy Prohibiting Discrimination in the Workplace](#); for more information on Kean's non-discrimination policy and procedures, and protected categories under the policy, please visit: <https://www.kean.edu/offices/affirmative-action>.

Americans with Disabilities Statement

Students with documented disabilities who may need instructional accommodations or special arrangements in the event of an evacuation should notify the instructor as soon as possible and no later than the second week of the term. Students may also contact The Office of Accessibility Services

by phone at (908) 291-3137 or email accessibilityservices@kean.edu to discuss special needs, accommodations and arrangements.

Title IX

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in education programs or activities. Sexual harassment in any form will not be tolerated at Kean University. Sexual harassment by students should be reported to the Office of Affirmative Action Programs, Office of the Vice President for Student Affairs or the Office of Community Standards and Student Conduct immediately. Information about the University's Sexual Misconduct Policy may be found at the following: <https://www.kean.edu/offices/policies/sexual-misconduct-policy>.

For more information on Title IX, please see this [link](#).