

APR 04 2008

New Course Request

Indiana University

South Bend Campus

Check Appropriate Boxes: Undergraduate credit  Graduate credit  Professional credit  84

1. School/Division College of Liberal Arts & Sciences 2. Academic Subject Code POLS

3. Course Number Y505 (must be cleared with University Enrollment Services) 4. Instructor Trottier

5. Course Title Personnel management in public organizations

Recommended Abbreviation (Optional) \_\_\_\_\_  
(Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2008

7. Credit Hours: Fixed at 3 or Variable from \_\_\_\_\_ to \_\_\_\_\_

8. Is this course to be graded S-F (only)? Yes \_\_\_\_\_ No X

9. Is variable title approval being requested? Yes \_\_\_\_\_ No X

10. Course description (not to exceed 50 words) for Bulletin publication: Analysis of public personnel systems.

11. Lecture Contact Hours: Fixed at 3 or Variable from \_\_\_\_\_ to \_\_\_\_\_

12. Non-Lecture Contact Hours: Fixed at 0 or Variable from \_\_\_\_\_ to \_\_\_\_\_

13. Estimated enrollment: 25 of which 100 percent are expected to be graduate students.

14. Frequency of scheduling: annual Will this course be required for majors? Yes

15. Justification for new course: This replaces V561 in the existing MPA program. Change due to IUSB SPEA restructuring.

16. Are the necessary reading materials currently available in the appropriate library? Yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: Linda Chen Date 1/23/08

Department Chairman/Division Director

\_\_\_\_\_  
Date \_\_\_\_\_  
Dean of Graduate School (when required)

Approved by: [Signature] Date 2/13/08

Dean Assoc Dean CLAS

[Signature] Date 3.31.08  
Chancellor/Vice-President

\_\_\_\_\_  
Date \_\_\_\_\_  
University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

POLS -- Personnel Management in Public Organizations  
Mon/Wed 5:30 to 8:45 pm Room: DW 1180

Instructor: Douglas A. Singh, Ph.D. 2213 Wiekamp Hall Phone: 520 4171 E-mail: dsingh@iusb.edu  
Office hours: Wednesdays 3:30 to 5:00 pm or by prior arrangement.

**Required Textbook:**

Dessler, G. 2005. *Human Resource Management*. 10<sup>th</sup> ed. Upper Saddle River, NJ: Prentice Hall.

**Course Objectives:**

- To learn contemporary HR principles and their application
- To appreciate the importance of HR for any managerial position
- To become aware of issues pertaining to workplace diversity and management of global human resources

**Course Format:**

Successful completion of this course requires that students will study the prescribed sections in the textbook and participate in class exercises. You should bring the textbook to class. Class attendance is important. If you miss class for any reason, contact one of your classmates to get whatever information you missed. The instructor does not provide make up for missed class. If you miss an exam, arrangements for a make up must be made well in advance.

Class lectures and exercises will reinforce certain key topics and include any other pertinent topics that are not covered in the textbook. Powerpoint lecture slides will be posted on Oncourse at approximately 1:00 pm on the day of each class. Any announcements prior to class and grades will also be posted on Oncourse. Please do not use Oncourse for communicating with the instructor. E-mail is the preferred method.

Cell phones etc. must be shut off before class begins. Students are subject to penalties for any undue disturbances or inattention, at the sole discretion of the instructor. In the past, a 20-point penalty has been consistently applied for cell phones ringing in class. For each subsequent incident, the penalty was increased by 10 points.

**Accommodations**

Religious observances: If any student will require academic accommodations for a religious observance, please provide me with a written request to consider a reasonable modification for that observance by the end of the second week of the course.

Disability: If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact Eric Wagenfeld, Director of Disabled Student Services (Administration Building, Room 104, telephone number 520-4832) as soon as possible to work out the details. Once Mr. Wagenfeld has provided you with a letter attesting to your needs for modification please bring the letter to me.

**University Policy on a grade of Incomplete (I):**

An Incomplete is not automatic. The student must specifically request it. There must be extraordinary circumstances (other than academic performance) preventing a student from completing the course during the semester. Supporting documentation for the extraordinary circumstances must be produced. The student must have completed at least 75% of the coursework with a passing grade. If the conditions outlined here are met, the instructor will provide the student in writing the requirements for completing the course.

**University Policy on withdrawal from class:**

Withdrawal with a grade of W: The student has the responsibility for complying with the University's withdrawal policy. Contact the Registrar's office for further details. If a student does not officially withdraw from the course, a grade of F is recorded regardless of whether the student attends class or not.

**Grading:**

Each student's final grade will be determined by  
 2 short exams\*  
 Final comprehensive exam\*

120 points

120 points

\* Multiple-choice format (roughly 75-80% of each exam). The remaining 20-25% will be based on exercises done in class.

Cumulative scores will be converted to a percent to determine the final grade:

A = 90+; A- = 87-89; B+ = 83-86; B = 78-82; B- = 74-77; C+ = 70-73; C = 66-69; C- = 62-65; D+ = 58-61;

D = 54-57; F = <54

**Supplement to syllabus and changes**

Any information disseminated in class or via Oncourse will supplement this syllabus, and will be deemed part of this syllabus. The reading/lecture schedule is illustrative only; some chapters may begin earlier or end later than indicated. The instructor reserves the right to make reasonable changes to this syllabus. Any such changes will be announced in class.

**Reading/Lecture Schedule**

1. July 2	Introduction to human resource management Equal opportunity and the law (to p. 35)	Chapter 1 Chapter 2
2. July 9	Equal opportunity and the law (contd.)	Chapter 2
3. July 11	Job analysis, planning, and recruiting	Chapters 4, 5
4. July 16	Exam 1 (60 points) Testing and interviewing	Chapters 6, 7
5. July 18	Performance management and appraisal	Chapter 9
6. July 23	Establishing pay plans	Chapters 11
7. July 25	Pay for performance and incentives	Chapters 12
8. July 30	Exam 2 (60 points) Benefits and services/Employee safety	Chapters 13, 16
9. Aug 1	Labor relations	Chapter 15
10. Aug 6	Ethics and fairness	Chapters 14
11. Aug 8	Managing global human resources Managing diversity and change	Chapter 17 none
12. Aug 13	Final exam (comprehensive) – 2 hours – 50% of the exam will be based on materials covered since Exam 2. The other 50% will be based on previous materials.	