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### PSC 522.01: Human Resource Management

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Political Science 522  
**Human Resource Management**  
Fall 2005

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**Course Description**

This course introduces students to the field of human resource management. It focuses on the knowledge and skills required by both personnel officers and those who manage personnel on a daily basis.

**Course Objectives**

1. To acquire substantive knowledge of each major area of human resource management.
2. To develop problem-solving skills relevant to situations faced by managers and personnel officers.

**Required Texts**

A packet of readings, including chapters from Tompkins, Human Resource Management in Government.

This packet can be ordered through the UM Bookstore and mailed to you for an additional \$6 ([www.umtbookstore.com](http://www.umtbookstore.com) or call 406-243-1234).

**Course Requirements**

Lessons must be completed each Tuesday by roughly midnight. Students are required to read all assigned readings, participate on the discussion board, and complete one writing assignment.

**Course Grading**

Because of nature of the material presented, grading in this course is based primarily on Discussion Board responses rather than papers or exams. The one writing assignment is worth 20 points and each week's Discussion Board response is worth 10 points, for a total of 140 points.

A = 130-140  
A- = 126-129  
B+ = 122-125  
B = 116-121  
B- = 112-115  
C+ = 108-111

C = 102-107

### **Weekly Assignments**

Lesson 1 (Due Sept. 6)      Introduction to the Human Resource Function

Read the mini-lecture on-line, read the materials in the readings packet (Tompkins Chapter 1 and Douglas McGregor's "Staff-Line Relationships"), and respond to the Discussion Board questions.

Lesson 2 (Due Sept. 13)      Centralized Merit Systems

Read the mini-lecture on-line, read the materials in the readings packet (Tompkins Chapter 3, Van Riper's "Americanizing a Foreign Invention," and the Pendleton Act of 1883), and respond to the Discussion Board questions.

Lesson 3 (Due Sept. 20)      Societal Values and Civil Service Reforms

Read the mini-lecture on-line, read the materials in the readings packet (Tompkins Chapter 4), and respond to the Discussion Board questions.

**\* \* Sept. 27 - Writing Assignment Due by Email Attachment\*\***

Lesson 4 (Due Oct. 4)      Strategic Human Resource Management

Read the mini-lecture on-line, read the materials in the readings packet (Tompkins pp. 20-26 and Tompkins "Strategic Human Resource Management in Government: Un resolved Issues"), and respond to the Discussion Board questions.

Lesson 5 (Due Oct. 11)      Equal Employment Opportunity

Read the mini-lecture on-line, read the materials in the readings packet (Tompkins Chapters 7 and 8), and respond to the Discussion Board questions.

Lesson 6 (Due Oct. 18)      Job Analysis and the Theory of Job Standardization

Read the mini-lecture on-line, read the materials in the readings packet (Tompkins Chapter 5 and Excerpt from the Report of the Congressional Joint Commission on Reclassification of Salaries), and respond to the Discussion Board questions.

Lesson 7 (Due Oct. 25)      Job Evaluation and Pay Systems

Read the mini-lecture on-line, read the materials in the readings packet (Tompkins Chapter 6 and Risher's "Are Public Employers Ready for a "New Pay" Program?"), and respond to the Discussion Board questions.

Lesson 8 (Due Nov. 1)      Employee Recruitment and Selection

Read the mini-lecture on-line, read the materials in the readings packet (Tompkins Chapter 9), and respond to the Discussion Board questions.

Lesson 9 (Due Nov. 8)      Employee Training and Development

Read the mini-lecture on-line, read the materials in the readings packet (Tompkins Chapter 10), and respond to the Discussion Board questions.

Lesson 10 (Due Nov. 15)      Performance Appraisal and Counseling

Read the mini-lecture on-line, read the materials in the readings packet (Tompkins 11 and Walton's "The Parable of the Red Beads"), and respond to the Discussion Board questions.

Lesson 11 (Due Nov. 22)      Employee Relations

Read the mini-lecture on-line, read the materials in the readings packet (Tompkins Chapter 13), and respond to the Discussion Board questions.

**\*\*No Assignment is Due Nov. 29\*\***

Lesson 12 (Due Dec. 6)      Collective Bargaining and Labor Relations

Read the mini-lecture on-line, read the materials in the readings packet (Tompkins Chapter 14), and respond to the Discussion Board questions.