Syllabus

Issues and Concepts of Personnel Management
EDU 7530

Professor: Dr. Ruthie Stevenson
Class Information: 3 Credit hours
Contact Information: Mississippi College
   Lowrey 102
   rstevens@mc.edu
   Office: 601.925.3403

Required Texts:


Course description: An in-depth study of the purposes, principles, and techniques of personnel management. Emphasis is on areas inclusive of policies, organizational structure, recruitment, selection, compensation, and other areas related to an effective personnel organization.

Course Objectives

Upon completion of this course, students will be able to:

- Understand contemporary issues and related problems in human resources management;
- Explain the human resources function in education from several perspectives;
- Understand the need for strategic human resources planning;
- Understand the nature and function of human resources administration as it relates to education policy development and implementation in an adverse and multicultural society;
- Improve the reliability of selection decisions through the use of valid screening criteria;
- Describe the characteristics of an effective performance appraisal program;
- Describe the human processes of staff orientation, assignment, and development;
- Analyze basic concepts of laws that relate to employment in public schools;
- Understand the conditions that serve to foster and support collective negotiations in education;
- Understand employer concerns in developing employee compensation and benefits programs;
- Describe diverse administrators and school settings;
- Describe future trends that are forecast for Human Resources administration; and
- Develop a capacity for reflective decision-making in the process of human resources administration.

**Methods of Instruction**

This course will be taught using an on-line format. A calendar will be provided to communicate expectations and due dates.

All Chats will be take place every other Tuesday, at 7:00 p.m. All students are expected to participate in chats.

The discussion board and/or group e-mail will be utilized for messages and to share ideas and comments related to topics posed by the professor or other students.

**Evaluation and Grading**

This is a graduate-level course and high quality work is expected at all times on all assignments. All assignments are due on time, and no make up credit will be allowed. Ten points will be deducted each day an assignment is late. If there is difficulty in meeting a deadline for an assignment, the student must inform the instructor prior to the due date. Assignments must be submitted in a Word document and attached to email.

Your ability to communicate is essential; therefore, you will be encouraged to strengthen your communication skills. This means you will be expected to remain focused on discussion topics, ask probing questions to gather needed information, make relevant comments that move the conversation forward, and use tone effectively. It also means that you will illustrate quality written and oral expressions related to mechanics, clarity, and facility with the English language.

**Grades will be derived from the following:**

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Chat Participation</td>
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<tr>
<td>Assignments and Participation</td>
<td>20%</td>
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<tr>
<td>Human Resource Topic Paper and Discussion</td>
<td>20%</td>
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<tr>
<td>Chapter Quizzes</td>
<td>30%</td>
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<tr>
<td>Final</td>
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Grading

Students are expected to use acceptable grammar, spelling, and punctuation. You are expected to proofread all materials for clarity before submitting them to the professor. All written work must be typed and double spaced. The 5th edition of the Publication Manual of the American Psychological Association must be used for any work that requires citations. Points will be deducted for errors.

Grading Scale:
95 – 100 = A
91 – 94 = B+
85 – 90 = B
81 – 84 = C+
75 – 80 = C
71 – 74 = D
70 & below = F