

Public Administration 215

Public Personnel Administration

SAN JOSE STATE UNIVERSITY – FALL SEMESTER 2011

INSTRUCTOR: Eric Ramones, MPA, IPMA-CP

CLASS LOCATION: Clark 318

CLASS SCHEDULE: Wednesdays 6:00 pm – 8:45 pm

OFFICE: Clark 406J

OFFICE HOURS: Available by Appointment (Wednesdays 5pm to 6pm)

OFFICE PHONE: (408) 924-5589

E-MAIL: ejramones@gmail.com

Course Objective:

To gain fundamental knowledge in public personnel/human resources management that can be applied to your career.

Course Format:

The class will be a combination of lecture, discussion and case exercises. Students may be called upon to address concepts from the readings. Students should take the time and effort to read the materials when they are assigned. Opinions and alternative points of view are welcome but cannot, of themselves, substitute for knowledge of the readings. Absences are highly discouraged and will negatively impact your overall grade. You **MUST** provide notice prior to the beginning of class if you plan to be absent.

Make-up Policy:

Serious personal illness that can be documented is the only acceptable excuse for not taking exams or presenting papers in a timely fashion. If you are ill, however, you may arrange to take an exam at a later date although you may not anticipate the same questions as your cohorts. Incompletes are discouraged because they slow your academic career. They will only be granted in exceptional circumstances.

Grading Component

Case analyses	20%
Exam	30%
Participation	20%
Term Paper	30%

CASE ANALYSES: We will discuss a number of case studies that appear in the book and other sources. You must come to class ready to discuss all the cases. You will be required to provide written analysis and lead a discussion identifying key points and relevant concepts.

EXAMS: The text contains study questions to prepare for the exams as we go along from topic to topic. They will be directly tied to the lecture/discussion and the texts and will contain no surprises. Credit will be given for thorough analysis and synthesis on the exams. Merely listing facts demonstrates the ability to memorize and does not demonstrate knowledge of material.

PARTICIPATION: You will be rated on your ability to remain actively engaged in the discussion by contributing relevant themes and referencing applicable concepts from the textbooks. In addition, you will be asked and to participate in team exercises, and make ad hoc presentations to the class.

TERM PAPER: Papers should be a 12 to 15 pages double-spaced typewritten. Papers should contain at least 10 references from the literature of the last 5 years. The topic must be on an aspect of Public Personnel Management and be approved in advance by the instructor. Students must take care that appropriate citations are used. Direct quotations must be so indicated with quotation marks and a specific reference to the page in the source from which it was taken. Ideas from others must also be referenced although quotation marks are inappropriate.

See: http://sa.sjsu.edu/student_conduct Failure to cite your sources constitutes academic misconduct that carries with it serious sanctions. Acceptable citation formats for this class include:

- American Political Science Association
- American Psychological Association
- Modern Language Association

Examples of the above can be found at

http://www.sjlibrary.org/services/literacy/info_comp/citing.htm

Paper sources must be from books and articles preferably from the literature of the social sciences. Articles are preferable to books for two reasons. 1) The information is more up-to-date and usually more scholarly. 2) Using articles will make your paper writing much easier. If necessary we will spend an entire class session on how to research and write a paper. Internet articles must come from academic journals or professional organizations

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TEXTBOOKS:

(A) Donald Klingner, John Nalbandian, Jared Llorens Public Personnel Management: Contexts and Strategies 6th edition (Longman, 2010)

(B) Norma Riccucci, Public Personnel Management, Current Concerns, Future Challenges 4th edition, (NY: Longman, 2006).

CLASS SCHEDULE:

August 24 – Introduction

August 31 – A: Chapter 1,2 B: Chapter 1

September 7 – A: Chapter 3 B: Chapter 11

September 14 – A: Chapter 4

September 21 – A: Chapter 5

September 28 – A: Chapter 6

October 5 – A: Chapter 7 B: Chapter 4,5,6

October 12 – A: Chapter 8 B: Chapter 10

October 19 – A: Chapter 9 B: Chapter 13 MIDTERM

October 26 – A: Chapter 10

November 2 – A: Chapter 11 B: Chapter 12

November 9 – A: Chapter 12 B: Chapter 7

November 16 – A: Chapter 13 B: Chapter 8

November 23 – Holiday

November 30 – A: Chapter 14 B: Chapter 9

December 7 – Last Day of Instruction

December 14 – TERM PAPER DUE