

Political Science 401
Non-Profit Administration – Human Resources

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Office: Corbin 252
Office Hours: TBA
Class Location: On-line

Course Description:

This course introduces students to the field of human resource management in public and nonprofit organizations. It focuses on the knowledge and skills required by both personnel officers and those who manage personnel on a daily basis. The course provides a solid base in developing an understanding of human resource management and applying that understanding to work-life situations and for those considering a career in supervision/management. The course also provides an overview of the numerous federal laws, executive orders, and court decisions which have shaped the field of human resource management. A solid understanding of these concepts and laws are essential to operating successfully in the field of human resource management.

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.
3. To develop technical skills relevant to the effective administration of personnel systems and the effective management of human resources.

Required Textbooks:

Human Resources Management for PUBLIC and NONPROFIT Organizations, Joan E. Pynes, Published by Jossey-Bass, ISBN: 978-0-470-33185-9

All other assigned readings will be provided in each Learning Unit.

Course Requirements:

Learning Units must be completed each Monday night by 7 pm (MST). Students are required to read the mini-lectures, all assigned readings, participate on the Discussion Forum, and complete all writing assignments. Learning Units provide “*Learning Points*” based on what the instructor and authors are trying to emphasize as key elements for the student to learn and understand. These are not to be considered all-inclusive and the student is responsible for utilizing these “*Learning Points*” in conjunction with the readings in developing their understanding.

All time requirements for Discussion Forum responses, papers, and projects will be based on Mountain Standard Time and are considered due by 7:00 pm MST each Monday.

Request for Withdrawal:

Request for Withdrawal from the course must be submitted in writing to Janie Spencer, School of Extended and Lifelong Learning (formerly Continuing Education) prior to the last week of the course. Students are responsible for reading and understanding the full UM policy on Withdrawal from the University. Refunds are not granted for withdrawals made after course registration deadlines.

Course Grading and Assessment – Undergraduate Students:

Undergraduate students are required to complete four (4) writing assignments, complete the assigned readings and participate in the Discussion Forum. The four (4) assignments are short writing assignments and are to be three-to-five pages in length, double-spaced (12-font Times New Roman), and one inch margins all around. **You may not use contractions in writing the papers.** Place your name on the first page in the upper left hand corner. The specific length requirement is identified in each assignment. Students are required to follow the instructions contained in the relevant Learning Unit for each assignment.

The papers shall be submitted in Moodle no later than on the date it is due prior to 7:00 pm MST. If you are going to be late with an assignment, please let me know in advance of the due date and time.

Sources for Writing Assignments: Students are encouraged to utilize sources provided in and through the Mansfield Library.

Course Grading and Assessment – Graduate Students:

Graduate students are required to complete five (5) writing assignments, complete the assigned readings and actively participate in the Discussion Forum. The first four are the same writing assignments that the undergraduate students are completing. The fifth writing assignment constitutes the “Increment for Graduate Students.” For this increment, graduate students are required to develop a 1-2 page (double-spaced) case study based on personal experience that raises an important human resource issue. Graduate students are then required to identify appropriate analytical questions and proceed to write a three (3) page analysis of the case. This will be graded as one paper assignment. The instructor must review and approve the 1-2 page case study prior to the graduate student proceeding to write the three (3) page analysis.

The papers shall be submitted in Moodle no later than on the date it is due prior to 7:00 pm MST. If you are going to be late with an assignment, please let me know in advance of the due date and time.

Sources for Writing Assignments: Students are encouraged to utilize sources provided in and through the Mansfield Library.

Discussion Forum Grading and Assessment – Undergraduate and Graduate Students

The Discussion Forum involves **active student participation**, which means that the student engage in a week long discussion regarding the topic for the week and incorporating the questions presented. In other words, you should enter the site more than once and your discussion should address the questions presented, but is not limited to those questions. You may discuss any issues related to the Learning Unit. If you are curious as to how you are doing on your Discussion Forum questions during the semester, you may call or email the instructor. **Failure to actively participate in the Discussion Forum will result in points being deducted from your overall grade.**

This is an upper level course and assignments and Discussion Forum responses should reflect upper level of thought, analysis and effort. Discussion Forum questions will be assessed based on your response: 1) does it address the question asked; 2) does the response reflect an understanding of the concept or question; and 3) is it based not only on what you have been presented, but also includes insights that you have and can justify.

The Discussion Forum provides each student with the opportunity for self-assessment. **By reading others responses and discussing the topic with them on the Discussion Forum, you can assess your understanding.** In other words, you should enter the site more than once reviewing other student responses and responding when necessary to other student responses.

Course Grading and Assessment - Students Utilizing the No-Credit Option

Since the assignments given in this course are integrated to achieve the best possible learning outcome for students, and since they are designed to build on and to test knowledge gained through comprehensive participation, the expectation is that all students will to the best of their abilities participate on the Discussion Forum and complete all assignments. Attention paid by the instructor to critiquing written assignments will be directly proportional to the amount of effort put forth by individual students on writing them and on overall course participation as well. Late assignments will be critiqued at the discretion of the instructor.

Office Hours and Availability

You may contact me at any time. I will be on-line during the week reviewing responses, asking questions, and making comments and suggestions, if necessary. I will also be available to you by appointment. My office is located in 252 Corbin Hall.

Phone: You may **contact me via phone at 406-431-0047 at anytime**. This is my cell phone number and I have it on 24/7. If I do not answer, you may leave a message and I will call you back as soon as possible. Remember, that I am teaching other classes.

Email: You may **email me at anytime** at jesse.munro@umontana.edu. I will make every effort to respond within 24 hours of receiving your email. The only time it may take longer to respond is if you email me on a weekend. If I do not have access to the internet, it may be Monday before I respond to you.

Again, I want to reiterate...**do not hesitate** to call, email, or drop by the office. I am here to enhance your learning experience.

Other Student Resources:

If you need ADA assistance in taking this course, you may contact the University of Montana Disability Services for Students at their website <http://life.umt.edu/dss> or email them at dss@umontana.edu. Students taking this course are expected to do so under the provisions set forth in the UM Student Conduct Code. You can review the SCC by visiting the website at <http://life.umt.edu/VPSA/name/StudentConductCode>. There is one new service available to you through **The Writing Center**...they now offer free one-on-one online tutoring "to all students seeking to become more effective writers. You can email them at onlinetutoring@umontana.edu or point your browser to <http://www.umt.edu/writingcenter>.

Students with Disabilities:

The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). If you think you may have a disability adversely affecting your academic performance, and you have not already registered with DSS, please contact DSS in Lommasson 154. I will work with you and DSS to provide an appropriate accommodation.

Weekly Assignments

Learning Unit 1 (Due 21 May 2012) Introduction to Nonprofit Human Resource Management
Read the mini-lecture, complete the assigned reading and respond to the Discussion Forum questions.

Assigned Reading:

Human Resources Management, Joan E. Pynes, Chapter 1, Pages 1-28

Learning Unit 2 (Due 28 May 2012) Strategic Human Resource Management

Read the mini-lecture, complete the assigned reading, respond to the Discussion Forum questions and submit Writing Assignment 1.

Assigned Reading:

Human Resources Management, Joan E. Pynes, Chapter 1, Pages 1-28

Human Resources Management, Joan E. Pynes, Chapter 2, Pages 31-51

Assignment:

****Writing Assignment 1 – Strategic Human Resource Management - Due Today****

Learning Unit 3 (Due 04 Jun 2012) Legal Obligations of Human Resource Management

Read the mini-lecture, complete the assigned reading, respond to the Discussion Forum questions and Graduate Students submit Writing Assignment 5 Part 1.

Assigned Reading:

Human Resources Management, Joan E. Pynes, Chapter 3, Pages 55-83

Assignment:

****Writing Assignment 5 – Graduate Students Only – Part 1 Case Study and Analytical Questions – Due Today****

Learning Unit 4 (Due 11 Jun 2012) Job Analysis

Read the mini-lecture, complete the assigned reading and respond to the Discussion Forum questions.

Assigned Reading:

Human Resources Management, Joan E. Pynes, Chapter 6, Pages 145-176

Learning Unit 5 (Due 18 Jun 2012) Recruitment and Selection

Read the mini-lecture, complete the assigned reading, respond to the Discussion Forum questions and submit Writing Assignment 2.

Assigned Reading:

Human Resources Management, Joan E. Pynes, Chapter 7, Pages 180-210

Assignment:

****Writing Assignment 2 – Recruitment and Selection - Due Today****

Learning Unit 6 (Due 25 Jun 2012) Performance Management

Read the mini-lecture, complete the assigned reading, and respond to the Discussion Forum questions.

Assigned Reading:

Human Resources Management, Joan E. Pynes, Chapter 8, Pages 215-247
Human Resource Management in Government, Jonathan Tompkins, Pages 89-90,

Learning Unit 7 (Due 02 Jul 2012) Compensation

Read the mini-lecture, complete the assigned reading and respond to the Discussion Forum questions.

Assigned Reading:

Human Resources Management, Joan E. Pynes, Chapter 9, Pages 251-280

Learning Unit 8 (Due 09 Jul 2012) Benefits

Read the mini-lecture, complete the assigned reading, respond to the Discussion Forum questions and submit Writing Assignment 3.

Assigned Reading:

Human Resources Management, Joan E. Pynes, Chapter 10, Pages 284-303

Assignment:

****Writing Assignment 3 – Employee Benefits - Due Today****

Learning Unit 9 (Due 16 Jul 2012) Training and Development

Read the mini-lecture, complete the assigned reading, and respond to the Discussion Forum questions.

Assigned Reading:

Human Resources Management, Joan E. Pynes, Chapter 11, Pages 308-335

Learning Unit 10 (Due 23 Jul 2012) Labor Management Relations and Nonprofit Challenges

Read the mini-lecture, complete the assigned reading, respond to the Discussion Forum questions and submit Writing Assignment 4. Graduate students also have to submit Writing Assignment 5 Parts 1 and 2, Analysis of Case Study.

Assigned Reading:

Human Resources Management, Joan E. Pynes, Chapter 12, Pages 339-369 and Chapter 14, Pages 395-400

Assignment:

****Writing Assignment 4 – Final Paper – Benefits for Your Nonprofit - Due Today****

****Writing Assignment 5 – Graduate Students Only – Parts 1 and 2 Analysis of Case Study –
Due Today****