

Political Science 401
Non-Profit Human Resources

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Office Hours: By Appointment
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, 4th Edition, Published by Jossey-Bass, ISBN: 978-1-118-39862-3

All other required readings will be provided in Moodle 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 required readings, participate on the Discussion Forum, and complete all writing assignments. Students are required to submit responses to classmates' discussion posts each Wednesday night by 7pm (more details under Discussion Forum Grading and Assessment section). 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. Learning Units and answers posted to the Discussion Forum are due Monday night by 7pm. Peer responses to the Discussion Forum are due Wednesday night by 7pm.

Request for Withdrawal:

Request for Withdrawal from the course must be submitted in writing to Clare Kelly, 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 read the mini-lectures, submit three (3) writing assignments, complete the required reading and participate in the Discussion Forum. The three writing assignments are worth 25 points each and each Discussion Forum is worth 5 points (45 total) for a total of 120 points for the course. The specifics for each assignment are contained in the relevant Learning Unit and students are required to follow those instructions. **Points will be subtracted for occurrences of the following:**

- a) single sentence paragraph; b) verb-subject disagreement; c) run-on sentence;**
- d) sentence fragment (incomplete sentence); e) excessive use of contractions; and f) misspelling.**

All papers shall be submitted in doc or docx format in Moodle no later than on the date they are 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. Failure to notify me of a late assignment in advance may result in points being deducted.

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

A =	93-100%	B- =	80-82%	D+ =	67-69%
A- =	90-92%	C+ =	77-79%	D =	63-66%
B+ =	87-89%	C =	73-76%	D- =	60-62%
B =	83-86%	C- =	70-72%	F =	59%

Course Grading and Assessment – Graduate Students:

Graduate students are required to read the mini-lectures, submit four (4) writing assignments, complete the required readings and participate in the Discussion Forum. The first three writing assignments are the same writing assignments that the undergraduate students are completing. The fourth writing assignment constitutes the “**Increment for Graduate Students.**”

Writing assignments 1-3 are worth 25 points each; each Discussion Forum is worth 5 points (total of 45); and the Increment for Graduate Students is worth 25 points, for a total of 145 points for the course. The specifics for each assignment are contained in the relevant Learning Unit and students are required to follow those instructions. **Points will be subtracted for grammar errors and poor essay construction.**

Graduate Increment: For the 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.

All papers shall be submitted in doc or docx format in Moodle no later than on the date they are 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. Failure to notify me of a late assignment in advance may result in points being deducted.

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

A =	93-100%	B- =	80-82%	D+ =	67-69%
A- =	90-92%	C+ =	77-79%	D =	63-66%
B+ =	87-89%	C =	73-76%	D- =	60-62%
B =	83-86%	C- =	70-72%	F =	59%

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.

Discussion Forum Grading and Assessment – Undergraduate and Graduate Students

The Discussion Forum requires active student participation which means you must complete:

- Step 1)** Respond to the Discussion Forum questions presented by Monday at 7pm; and
- Step 2)** Respond to other student responses (not all other student responses, but several (at least 2) for each Discussion Forum question by Wednesday at 7pm.
- Step 3)** You must complete Step 1 and Step 2 each week to receive full credit for the Discussion Forum.

Your Work Product

This is an upper level course and assignments and discussions should reflect an upper level of thought, effort, and analysis. You are taking this course under the provisions set forth in ***The University of Montana Student Conduct Code***...remember ***plagiarism*** and its consequences. Please be sure you are citing any sources used.

University Email Address:

University policy requires that all papers be returned to your University email address. Make sure you check that address for returned papers.

Office Hours and Availability

You may contact me at any time. I will also be available to you by appointment.

Phone: You may **contact me via phone at 406-243-5128 at any time**. If I do not answer, you may leave a message and I will call you back as soon as possible. Email tends to get a quicker response than voicemail.

Email: You may **email me at any time** at colleen.kane@mso.umt.edu. I will make every effort to respond within 24-48 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, or email me. I am here to enhance your learning experience.

Other Student Resources:

There are other resources available on the course homepage in Moodle. In the upper right, under ***UMOnline Services***, there is a link to the UM Mansfield Library and to Technical Support. Here are some other sites that may be valuable to you. 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. If you go to <http://life.umt.edu/VPSA/name/StudentConductCode> you can review the Student Conduct Code. There is one other 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 or dss@umontana.edu. I will work with you and DSS to provide an appropriate accommodation.

WEEKLY SCHEDULE AND ASSIGNMENTS

Learning Unit 1 (Due by Fri, May 26th – flexible first week!)

Introduction to Nonprofit Human Resource Management

Read the mini-lecture and participate in the Discussion Forum.

Required Reading:

None

Learning Unit 2 (Due May 29th, Peer Responses to Forum by May 31st)

Strategic Human Resource Management

Read the mini-lecture, complete the required reading and participate in the Discussion Forum.

Required Reading:

Human Resources Management, Joan E. Pynes, Chapters 1 and 2, Pages 1-62

Learning Unit 3 (Due June 5, Peer Responses to Forum by June 7)

Job Analysis

Read the mini-lecture, complete the required reading, participate in the Discussion Forum and submit Writing Assignment 1. Due

Required Reading:

Human Resources Management, Joan E. Pynes, Chapter 5, Pages 141-175

Writing Assignment:

****Writing Assignment 1 – Position Description – Due Monday**

Learning Unit 4 (Due June 12, Peer Responses to Forum by June 14)

Legal Obligations of Human Resource Management

Read the mini-lecture, complete the required reading, participate in the Discussion Forum and Graduate Students submit Writing Assignment 4 Graduate Increment Part 1.

Required Reading:

Human Resources Management, Joan E. Pynes, Chapter 3, Pages 69-111

Writing Assignment:

****Writing Assignment 4 – Graduate Students Only – Graduate Increment Part 1 Case Study and Analytical Questions – Due Today****

Learning Unit 5 (Due June 19, Peer Responses to Forum by June 21)

Recruitment and Selection

Read the mini-lecture, complete the required reading and participate in the Discussion Forum.

Required Reading:

Human Resources Management, Joan E. Pynes, Chapter 6, Pages 175-211

Learning Unit 6 (Due June 26, Peer Responses to Forum by June 28)

Performance Management

Read the mini-lecture, complete the required reading, participate in the Discussion Forum and submit Writing Assignment 2.

Required Reading:

Human Resources Management, Joan E. Pynes, Chapter 10, Pages 303-341

Human Resource Management in Government, Jonathan Tompkins, Pages 89-90,
“Critical Incident Technique” (PDF in Moodle).

Writing Assignment:

****Writing Assignment 2 – Performance Evaluation/Appraisal - Due Monday**

Learning Unit 7 (Due July 3, Peer Responses to Forum by July 5)

Compensation

Read the mini-lecture, complete the required reading and participate in the Discussion Forum.

Required Reading:

Human Resources Management, Joan E. Pynes, Chapter 7, Pages 211-247

Learning Unit 8 (Due July 10, Peer Responses to Forum by July 12)

Benefits and Employee Relations

Read the mini-lecture, complete the required reading, participate in the Discussion Forum and submit Writing Assignment 3.

Required Reading:

Human Resources Management, Joan E. Pynes, Chapter 8, Pages 247-275

Writing Assignment:

****Writing Assignment 3 – Employee Relations: Just Cause/Due Process - Due Monday**

Learning Unit 9 (Due July 17, Peer Responses to Forum by July 19)

Training and Development

Read the mini-lecture, complete the required reading, participate in the Discussion Forum and Graduate Students submit Writing Assignment 5, Graduate Increment Part 2.

Required Reading:

Human Resources Management, Joan E. Pynes, Chapter 9, Pages 275-303

Writing Assignment:

****Writing Assignment 4 – *Graduate Students Only* – Graduate Increment Part 2
Analysis of Case Study – Due Monday**

Learning Unit 10 (Due July 24, Peer Responses to Forum by July 26)

Labor Management Relations and Nonprofit Challenges

Read the mini-lecture, complete the required reading, and participate in the Discussion Forum.

Required Reading:

Human Resources Management, Joan E. Pynes, Chapter 11, Pages 341-377 and Chapter 13, Pages 409-415