

Human Resources Management

**CRIJ 6394.02 (82518)
SPRING 2017**

**DEPARTMENT OF CRIMINAL JUSTICE AND CRIMINOLOGY
Sam Houston State University**

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CLASS HOURS/CLASSROOM: On-Line (Blackboard)

OFFICE HOURS: By Appointment

TEACHING ASSISTANT: Katherine Perez

REQUIRED TEXTBOOKS AND READINGS:

- Pynes, J.E. (2013). Human Resources Management for Public and NonProfit Organizations: A Strategic Approach
- Other scholarly articles and readings as assigned throughout the semester

COURSE DESCRIPTION: This course orients students to topics in victim services management. Students will develop knowledge and essential skills for managing non-profit organizations, including: budgeting, record keeping, strategic planning, and community needs assessment. Board development, leadership theories, and labor laws are also explored

COURSE OBJECTIVES: Upon course completion, students be able to:

- Develop specific skills, competencies, and points of view needed by professionals in the field for managing non-profit organizations
- Learn to apply course materials to benefit others or serve the public good through non-profit organizations
- Demonstrate an understanding of federal employment laws

ATTENDANCE POLICY: Unlike traditional, instructor-led course, this course does not require you to present to class at a specific time. Instead, you must make a consistent effort to read the chapters, review the lectures/presentations, and complete the assignments by the due dates.

COURSE REQUIREMENTS AND GRADING:

- Experiential assignments based on weekly reading assignments
- Midterm Examination: A midterm examination will be used to assess students' mastery of the subject matter.
- Final Paper: For the final examination, students will be asked to apply course material.

<u>Course Requirements:</u>	<u>Maximum Point Values:</u>
(5) Experiential Assignments	50
Midterm Examination	25
Final Examination	25

The grading scale is based on the following: A-100-90%, B-89-80%, C-79-70%, **F-below 69%**

MAKE-UP EXAMS

There will no opportunities for make-up exams, unless extenuating circumstances occur.

Please refer to the on-line resources:

STUDENT ACADEMIC POLICIES

Each student is required to do his or her own work in this course. ***I take academic dishonesty very seriously. Students who violate the academic honesty code will be failed in the course.*** For further information concerning Attendance, Academic Honesty, Disabled Student and Services for Disabled Students, and Absences on Religious Holy Days may be found at:

(<http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html>).

USE OF TELEPHONE AND TEXT MESSAGES IN ACADEMIC CLASSROOMS AND FACILITIES:

(<http://www.shsu.edu/dept/academic-affairs/aps/aps-curriculum.html>).

A NOTE ABOUT THE SUBJECT MATTER OF CLASS MATERIAL:

Over the course of the semester we will cover various topics that may be considered controversial or emotionally charged. While these are very important topics, you may find that some of the material presented in class, or that is assigned for you to read, is disturbing because of the very nature of the topic. You may have some personal experience with the subject or know someone else who has had such experience. If you find yourself overwhelmed with feelings, or are in an abusive relationship, I urge you to take one or more of the following actions:

- ✓ Call a trusted family member
- ✓ Call a trusted friend
- ✓ Talk with a trusted mentor or professor on campus
- ✓ Seek support, help, or assistance (for yourself or someone you suspect is being abused) from any of the following local resources:

- **SHSU Counseling Center** 936-294-1720 (<http://www.shsu.edu/dept/counseling/>)
- University Police Department Emergency on-campus: 4-10000/Emergency off-campus: 936-294-1000 <http://www.shsu.edu/dept/public-safety/upd/index.html>
- **SHSU Psychological Services Center** 936-294-1210 (<http://www.shsu.edu/~clinpsy/psc/>)
- The **SAAFE House** (for sexual assault and family violence) 24-hour crisis hotline 936-291-3369 or 936-327-2513
- **Montgomery County Women's Center** 24-hour crisis hotline 936-441-7273
- **The National Domestic Violence Hotline** 1-800-799-SAFE
- **The 24-hour National Suicide Hotline** 1-800-273-8255
- **(National) Office for Victims of Crime:** [http:// www.ojp.usdoj.gov/ove/sites.html](http://www.ojp.usdoj.gov/ove/sites.html)
- **Texas Abuse/Neglect Hotline (children, older adults and the disabled)** 1-800-252-5400 or <https://www.txabusehotline.org>

Mandatory Reporting: Under Title IX of the 1972 Education Amendments to the United States Code, I am required to report sexual assault, domestic violence, and stalking to campus administrators. Please avoid disclosing personal information in your papers or posts if you are concerned about it being reported. Additionally, under Texas law, I am required to report child and elder abuse and the maltreatment of persons with disabilities.

ANNOTATED OUTLINE OF TOPICS TO BE COVERED

MODULE	TOPIC/TEXTBOOK READING
Module 1 8/23-8/30	<p>Topic: Introduction to Human Resources Management in the Public and NonProfit Sectors</p> <p>Readings:</p> <ul style="list-style-type: none"> • Chapter 1-Pynes, J.E. (2013). Human Resources Management for Public and NonProfit Organizations: A Strategic Approach <p>Tasks:</p> <ul style="list-style-type: none"> ➤ Review Module 1 power point, lecture, and videos ➤ Complete reading assignment & post any questions or comments on the optional discussion board ➤ Complete Experiential Assignment #1
Module 2 8/30-9/13	<p>Topic: Strategic Human Resources Management and Planning Federal Equal Employment Opportunity Laws and Other Employee Protections</p> <p>Readings:</p> <ul style="list-style-type: none"> ➤ Chapter 2 & Chapter 3-Pynes, J.E. (2013). Human Resources Management for Public and NonProfit Organizations: A Strategic Approach <p>Tasks:</p> <ul style="list-style-type: none"> ➤ Review Module 2 power point, lecture, and videos ➤ Complete reading assignment & post any questions or comments on the optional discussion board ➤ Begin working on Experiential Assignment #2
Module 3 9/13-10/4	<p>Topic: Managing a Diverse Workplace</p> <p>Readings:</p> <ul style="list-style-type: none"> • Chapter 4-Pynes, J.E. (2013). Human Resources Management for Public and NonProfit Organizations: A Strategic Approach <p>Tasks:</p> <ul style="list-style-type: none"> ➤ Experiential Assignment #2 Due on 9/13 at 11:59 pm (CST) ➤ Review Module 3 power point, lecture and videos ➤ Complete reading assignment & post any questions or comments on the optional discussion board ➤ Begin working on Experiential Assignment #3
Module 4 10/4-10/18	<p>Topic: Job Analysis</p>

	<p><u>Readings:</u></p> <ul style="list-style-type: none"> • Chapter 5-Pynes, J.E. (2013). Human Resources Management for Public and Non-Profit Organizations: A Strategic Approach <p><u>Tasks:</u></p> <ul style="list-style-type: none"> • Experiential Assignment #3 Due on 10/4 at 11:59 pm (CST) • Review Module 4 power point, lecture, and videos • Complete reading assignment & post any questions or comments on the optional discussion board
<p>Module 5 10/18-10/25</p>	<p><u>Topic:</u> Recruitment and Selection</p> <p><u>Readings:</u></p> <ul style="list-style-type: none"> • Chapter 6- Pynes, J.E. (2013). Human Resources Management for Public and Non-Profit Organizations: A Strategic Approach <p><u>Tasks:</u></p> <ul style="list-style-type: none"> ➤ Review Module 5 power point, lecture, and videos ➤ Complete reading assignment & post any questions or comments on the optional discussion board ➤ Begin working on Experiential Assignment #4 ➤ Midterm Examination Due 10/25 (11:59 pm CST) (Chapters 1-6)
<p>Module 6 10/25-11/8</p>	<p><u>Topics:</u> Compensation, Benefits, Training and Career Development</p> <p><u>Readings:</u></p> <ul style="list-style-type: none"> • Chapter 7, Chapter 8, & Chapter 9-Pynes, J.E. (2013). Human Resources Management for Public and NonProfit Organizations: A Strategic Approach <p><u>Tasks:</u></p> <ul style="list-style-type: none"> ➤ Experiential Assignment #4 due on 11/8/17 ➤ Review Module 6 power point, lecture, and videos ➤ Complete reading assignment & post any questions or comments on the optional discussion board ➤ Begin working on Experiential Assignment #5
<p>Module 7 11/8-11/22</p>	<p><u>Topics:</u> Performance Management, Labor-Management Relations: Collective Bargaining in the Public and NonProfit Sectors, Volunteers</p> <p><u>Readings:</u></p> <ul style="list-style-type: none"> • Chapter 10, Chapter 11, & Chapter 12-Pynes, J.E. (2013). Human Resources Management for Public and NonProfit Organizations: A Strategic Approach <p><u>Tasks:</u></p> <ul style="list-style-type: none"> ➤ Review Module 7 power point, lecture, and videos

	<ul style="list-style-type: none">➤ Complete reading assignment & post any questions or comments on the optional discussion board➤ Experiential Exercise #5 due on 11/22 (11:59 pm CST)
Module 8 11/22-12/7	<p><u>Topic:</u> Challenges for Public and NonProfit Organizations</p> <p><u>Readings:</u></p> <ul style="list-style-type: none">• Chapter 13- Pynes, J.E. (2013). Human Resources Management for Public and NonProfit Organizations: A Strategic Approach <p><u>Tasks:</u></p> <ul style="list-style-type: none">➤ Review Module 8 power point, lecture, and videos➤ Complete reading assignment & post any questions or comments on the optional discussion board <p><u>Complete Final Examination</u></p> <ul style="list-style-type: none">➤ Final Examination Due <i>December 7, 2017 (11:59 p.m. CST) (Ch. 7-13)</i>

<http://www.shsu.edu/dept/registrar/calendars/final-exam-schedules.html>