



SPRING 2025

PA 6345-501 HUMAN RESOURCES MANAGEMENT COURSE SYLLABUS

Class Meetings: Tuesdays, 7:00–9:45 PM
Instructor: Dr. Memduh Tura
Course Location: GR 3.606
Contact: (email only): memduh.tura@utdallas.edu
Office Location: Green Hall 3.108B
Office Hours: by appointment

COURSE DESCRIPTION AND OBJECTIVES

Description:

This course introduces human resource management, emphasizing both theoretical and applied topics in public and nonprofit organizations. This is a course designed for anyone who aspires to be involved in the management of people. Human Resource Management (HRM) is an integral part of the fabric of public administration. The role of the human resource manager is changing from compliance monitoring to strategic planning. The course will thus examine the historical context and the current conditions of public sector HRM. The purpose of this course is to develop basic skills necessary to effectively manage human resources. The class consists of several case studies and in-class discussions, all aimed at understanding the complexities that surround human resource management.

Objectives:

By the end of this course, students will be able to:

1. Learn the major issues and critically examine the changing environment in public human resources management

- 2. Learn** how human resource management operates in an era of civil service reform.
- 3. Understand** the challenges involved in creating a diverse workforce and how to manage it. Ways to create inclusive work environments.
- 4. Gain** an understanding of various employment laws
- 5. Understand** the ethical and cultural environment under which human resource management should operate.
- 6. Examine** the processes involved in selection, hiring, training, and compensating employees.
- 7. Examine** ways to motivate employees for better performance and discuss various job analysis and evaluation methods.
- 8. Apply** theory to practical problems in human resource management
- 9. Examine** emerging trends and practices that will affect the way organizations manage their human resources in the future with special emphasis on strategic human resource management and information systems
- 10. Engage** in discussions and exercises to develop a sense of how to apply the topics and ideas covered in the course.

Expectations:

Students are expected to:

- **Actively participate** in class discussions.
- **Complete** readings, presentations, and exam assignments on time.
- **Engage** critically with the course materials.
- **Demonstrate** a sense of how to apply theoretical concepts in practice.
- **Submit** work of master-level quality.

COURSE REQUIREMENTS

Required Reading

Human Resource Essentials for Public Service: People Process Performance, (2022) Mary E. Guy and Jessica E. Sowa, MELVIN 7 Leigh Publishers ISBN: 978-1-7360-4021-8

This text will be referred to as **Guy & Sowa**.

Books can be ordered from Amazon and UTD Bookstore.

GRADING:

1. Class Attendance Participation (% 10)

Active participation is crucial for a comprehensive understanding of human resource theory. This component of the grade is based on **(1) the student's presence in class and (2) their engagement in discussions**. Participation involves contributing thoughtful comments, asking questions, and engaging with your peers' perspectives.

2. Individual Topic Presentation (% 20)

Each student is required to deliver a topic presentation during the semester based on chapters from the assigned textbook. These presentations aim to deepen students' understanding of specific human resource theories while enhancing their ability to articulate and critique theoretical concepts.

- **Topic Selection:** Presentation topics and schedules will be finalized during the first week of the course in consultation with students. Each topic will align with the weekly course content to ensure coherence with class discussions.
- **File Submission:** Students must submit their presentation file via the designated eLearning link by **Monday, 11:59 PM** of their presentation week.
- **Presentation Guidelines:**
 - **Duration and Content:** Each presentation should last around **15 minutes** and provide a thorough overview of the assigned topic. Key elements to include:
 - Theoretical foundations and critical arguments
 - Relevant examples or applications drawn from the book and other credible sources
 - **Peer Engagement:** At the conclusion of the presentation, students must prepare and pose at least **two discussion questions** for their peers. They will then facilitate a **five-minute discussion** on their topic.

3. Case Study / Group Discussion (% 20)

For this course, students will be divided into groups, with each group assigned a case study topic at least one month before the scheduled discussion date. This project includes the following key components:

- **Research and Preparation:** Each group will conduct in-depth research on their assigned case, identifying relevant human resource theories and exploring their application to the case.
- **Collaboration:** Group members will work together to analyze the case, consider diverse perspectives, and develop a unified, well-structured presentation.
- **Presentation:** On the scheduled discussion day, one group will present their case study to the class. The presentation should clearly outline the key issues, theoretical frameworks, and practical implications.
- **Discussion:** After the presentation, the other group will critically engage with the presenting group's arguments. Each student in the challenging group will provide a comment or pose a question to the presenting group.

Further details about the expectations and assessment criteria will be provided throughout the course.

4. Quiz (%10)

The quiz will be administered as an in-class assignment during the first half of the semester (**25 February**). It will consist of multiple-choice questions designed to assess students' understanding of key concepts, theories, and applications covered in the course up to that point. Further details regarding the scope of the quiz will be provided in advance to allow for adequate preparation.

5. Take Home Exams (% 40)

There will be **two take-home exams** (short answer/essay) covering selected topics. The examinations are designed to test the student's ability to understand and critically evaluate the reading, lecture, and discussion materials covered until exam time. The examinations will be assigned to students by e-learning **on 25 March and 6 May**. Students will have **48 hours** to submit their answers via e-learning.

Summary of Assignments

Class Attendance and Participation	:(10%)
Individual Topic Presentation	:(20%)
Case Study / Group Discussion	:(20%)
Quiz	:(10%)
Take-Home Exams	:(40%)
TOTAL	:100 %

Grading Scale

A: 90-100% (Outstanding, excellent work. The student performs well above the minimum criteria).

B: 80-89% (Good, impressive work. The student performs above the minimum criteria).

C: 70-79% (Solid, college-level work. The student meets the criteria of the assignment).

D: 60-69% (Below average work. The student fails to meet the minimum criteria).

F: 59% and below (sub-par work. The student fails to complete the assignment).

Mobile Phone Usage:

To ensure that students remain focused and engaged with the course material, all mobile devices should be turned off or, at a minimum, set to silent mode. If it is necessary to answer a phone call, please step outside the classroom and return only after the call is completed.

ASSIGNMENT SUBMISSION INSTRUCTIONS

Locate the assignment in your eLearning course. You will submit your assignments in the required file format with a simple file name and a file extension. To submit your assignment, click the assignment name link and follow the on-screen instructions to upload and submit your file(s) on eLearning.

LATE SUBMISSION

Assignments submitted within 24 hours after the deadline will incur a **20% late submission penalty**. Submissions made more than 24 hours past the deadline without prior approval **will not be graded**

ACADEMIC SUPPORT RESOURCES

The information contained in the following link lists the University's academic support resources for all students. Please go to <https://www.utdallas.edu/academics/academic-resources/> for these policies

UT DALLAS SYLLABUS POLICIES AND PROCEDURES

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

WEEKLY TOPICS

#	WEEK	TOPICS	NOTES
1	21 January	Introduction & Syllabus Review	
2	28 January	Human Resource Management in Public Service	• Guy and Sowa Chapter 1 • HR Basics: Human Resources Management – YouTube Video https://www.youtube.com/watch?v=A2HFusWQleE • Is Human Resource Management the right career for you? – YouTube Video https://www.youtube.com/watch?v=Jp7oM9mAlXQ
3	4 February	Merit System Principles and Practices	• Guy and Sowa Chapter 3
4	11 February	Job Design, Analysis, and Descriptions	• Guy and Sowa Chapter 5 • HR Basics: Job Analysis – YouTube Video https://www.youtube.com/watch?v=qy09Ls6NqEo

			• HR Basics: Job Descriptions – YouTube Video https://www.youtube.com/watch?v=5ml7NX81ijg • HR Basics: Job Evaluation – YouTube Video https://www.youtube.com/watch?v=Jjgy67XI4V0
5	18 February	Recruiting the Right Person with the Right Skills	• Guy and Sowa Chapter 6 • HR Basics: Onboarding – YouTube Video https://www.youtube.com/watch?v=kWcHPKNjuFU • HR Basics: Recruitment – YouTube Video https://www.youtube.com/watch?v=CNU2ZMOnf1I • HR Basics: Selection – YouTube Video https://www.youtube.com/watch?v=1RTEPyktKY • HR Basics: Reference Checks – YouTube Video https://www.youtube.com/watch?v=R7Td_YVXEkg • HR Basics: Background Checks – YouTube Video https://www.youtube.com/watch?v=44vTSIPMuLw
6	25 February	Compensation and Benefits QUIZ	• Guy and Sowa Chapter 7 • HR Basics: Compensation – YouTube Video https://www.youtube.com/watch?v=wZoRld6ADuo • HR Basics: Employee Benefits 2e – YouTube Video https://www.youtube.com/watch?v=_B4rlWU5xxQ • HR Basics: Workers Compensation – YouTube Video https://www.youtube.com/watch?v=Qem8wSvlQas • Ted Talk Review, Dan Pink, The Puzzle of Motivation https://www.ted.com/talks/dan_pink_the_puzzle_of_motivation/transcript?language=en

7	4 March	Training, Developing, and Retaining	• Guy and Sowa Chapter 8 • HR Basics: Training and Development 2e– YouTube Video https://www.youtube.com/watch?v=0hwxSoGKHWO • HR Basics: Strengths Based Organizations– YouTube Video https://www.youtube.com/watch?v=vHg-J55t36M • HR Basics: Organizational Culture – YouTube Video https://www.youtube.com/watch?v=jJW2RDOAv7k&t=73s
8	11 March	Performance Management GROUP STUDY TOPICS BE ASSIGNED	• Guy and Sowa Chapter 9 • HR Basics: Performance Management – YouTube Video https://www.youtube.com/watch?v=SyOZ_4rWWiY • HR Basics: Performance Appraisals – YouTube Video https://www.youtube.com/watch?v=o2mi8zhnhYM • HR Basics: Giving Employee Feedback 2e – YouTube Video https://www.youtube.com/watch?v=3-mv33vrqBs • Ted Talk Review, Simon Sinek, start with why – how great leaders inspire action https://www.youtube.com/watch?v=u4ZoJKE_VuA
9	18 March	Spring break	Spring break

10	25 March	FIRST EXAM	** NO CLASS
11	1 April	Labor Relations and Collective Bargaining	• Guy and Sowa Chapter 10 • HR Basics: Labor Relations – YouTube Video https://www.youtube.com/watch?v=1LjKhE3mvMM • HR Basics: Collective Bargaining – YouTube Video https://www.youtube.com/watch?v=le-2ebek8Lk
12	8 April	Fair and Inclusive Public Service Workplaces	• Guy and Sowa Chapter 11 • HR Basics: Equal Employment Opportunity – YouTube Video https://www.youtube.com/watch?v=3lRjzlnR1i0 • HR Basics: Diversity in the Workforce – YouTube Video https://www.youtube.com/watch?v=lsqivTymrY0 • HR Basics: Protected Classes 2e – YouTube Video https://www.youtube.com/watch?v=Pjh-JV9jfbw • HR Basics: Sexual Harassment – YouTube Video https://www.youtube.com/watch?v=MsTsHewb0ll
13	15 April	HRM in a post-COVID Era & Future of HRM	• Guy and Sowa Chapter 15 • Kwon, M. and Kim-Goh, M., 2022. The Impacts of Telework Options on Worker Outcomes in Local Government: Social Exchange and Social Exclusion Perspectives. <i>Review of Public Personnel Administration</i>, p.0734371X221121051. • Tyskbo, D. (2023). Defending and Expanding Boundaries: Exploring How COVID-19 Triggered Boundary Work Among HR Managers in the Public Sector. <i>Review of Public Personnel Administration</i>, 0734371X231214994

14	22 April	CASE STUDY / DISCUSSION	
15	29 April	CASE STUDY / DISCUSSION	
16	6 May	SECOND EXAM	** NO CLASS

*****The descriptions and timelines contained in this syllabus are subject to change at the discretion of the professor.**