[ADC 5012]: Public Human Resource Management (Tentative)

Winter 2014

Instructor: Sangyub Ryu
Time: 10:30-12:00 (2nd Period), 13:00-14:30 (3rd Period) on Thursday
Classroom: 202

Instructor Contact
Office: 308
Office hour: 14:40-16:40 on Thursday or by appointment
Email: sangyubr@iuj.ac.jp
Webpage: http://sangyubr.wordpress.com

Course Objectives This course is designed for Master’s students to be prepared as effective public managers to deal with their workforces. From this course, students will learn knowledge as well as insight on public human resource management. For the knowledge part, students will learn theories of public human resource management with various issues. For the insight part, students will apply theories to real world problems through case analyses. At the end of the course, students are expected to be strong on both theory and practice.

Teaching Approach In this course, each student will choose a topic(s) from the textbook and lead the class with his/her chosen topic. Assigned students will be asked to distribute a summary with discussion topics prior to class (three days before their presentation) and to lead a group discussion. The instructor will mainly moderate the class and give lecture when necessary. The instructor will assign cases related to topics to students, and individual students will present his/her analyses in class. More details will follow in the evaluation section.

Course Readings
- Additional reading articles will be distributed in class.

Evaluation (Total 100 points)
- Class Case Analysis (30 points)
- Individual Case Analysis (30 points)
- Final Exam (40 points)
Class Case Analysis (30 Points) Every week, a case will be assigned (total of 6 cases at 5 points per case). Students will analyze each case and submit their analyses. The analysis should include 1) a summary of the situation, 2) application of theories, and 3) your own answers to discussion questions (no more than 5 pages). Every week, three students will present their case analyses in class.

Individual Case Analysis (30 points) Each student is required to submit an individual case analysis paper on the date of final exam. First, students will choose one or more public human resource management-related problems from their own workplace or their government. Second, students will frame the problems with appropriate theories. Third, students will provide solutions by applying theories to the problems. The paper should be no longer than 10 pages. More details will be announced in class.

Final Exam (40 Points) Final exam is an open book, open note in-class exam. Students will choose two questions out of three questions given by the instructor.
Class Policies

**Attendance** Required. See ‘Class Participation’ above for more details.

**Disabilities** Students with any form of disabilities should notify the instructor by the second week of the class so that the instructor can make reasonable accommodations.

**Syllabus** This syllabus is tentative. The instructor reserves the right to modify any parts of the plan as necessary. Students will be notified of any such change.

**Make-up Exam** Make-up exams will not be given unless students miss the exam day due to medical emergency. Check ‘Class Participation’.

**Claims for Grading** If students think their grading is not fair, submit a one-page claim report to the instructor. The instructor may re-check their grading based on the submitted report. However, this does not guarantee a change. Other than this, the decision will be final.

**Academic Honesty** Academic Honesty is taken very seriously in this course. Students are required to be aware of the University’s Academic Honesty Policy (www.ijj.ac.jp/gsir/student_info/Handbook2011.pdf). All students are responsible for maintaining the highest standards of honesty and integrity in every phase of their academic careers. The penalties for academic dishonesty are severe, and ignorance is not an acceptable defense. Each student is responsible for understanding these standards before performing any academic work.

**Class Etiquette** Electronic devices are not allowed in the class. Cell phone ringers and pagers should be turned off. Only those who sit in the front row are allowed to use their laptop, and only for taking notes. Reading the newspaper, talking during lectures, leaving class early, text messaging, emailing, and non class-related web surfing are prohibited in class. Please arrive on time.
Course Schedule

Week 1 (Jan. 9) Class Introduction and Overview of Public Human Resource Management

- Supplementary Readings:
  - Lim, Mathis, and Jackson Chapter 1
- In-class Exercise
  - The Unsinkable Molly Brown (Case #30)
- Homework 1
  - Case: Human Resources Planning (Case #18)

Week 2 (Jan. 16) Strategic HR Management

- Core Reading
  - Lim, Mathis, and Jackson Chapter 2
  - Lim, Mathis, and Jackson Chapter 3
- In-class Exercise: Attendance Management (Case #25)
- Presentation – Homework 1
- Homework 2
  - Case: Affirmative Action (Case #12)

Week 3 (Jan. 23) Legal Framework and Practices

- Core Reading
  - Lim, Mathis, and Jackson Chapter 4
  - Lim, Mathis, and Jackson Chapter 5
- In-class Exercise: The Fair Labor Standard Act (Case #5)
- Presentation – Homework 2
- Homework 3
  - Case: Recruitment and Selection (Case #1)

Week 4 (Jan. 30) Staffing

- Core Reading
  - Lim, Mathis, and Jackson Chapter 7
  - Lim, Mathis, and Jackson Chapter 8
- In-class Exercise: Promotion (Case #2)
- Presentation – Homework 3
- Homework 4
  - Survey

Week 9 (Feb. 6) Social Networks in Workplaces

- Core Reading
  - Krackhardt, David, and Jeffrey R. Hansond. 1993Informal Networks:The Company

- In-class Exercise: Network Analysis
- Homework 5
  - Case: Performance Evaluation (Case #19)

Week 5 (Feb. 7-Friday) Guest Speaker: Anti-Corruption Policy in Japanese Government

- Time: 14:40-16:10
- Classroom: 205

Feb. 13 - No Class

Week 6 (Feb. 20) Talent Management

- Core Reading
  - Lim, Mathis, and Jackson Chapter 9
  - Lim, Mathis, and Jackson Chapter 11
- In-class Exercise: Employee Development and Training (Case #20)
- Presentation – Homework 5
- Homework 6
  - Case: Compensation (Case #4)

Week 7 (Feb. 27) Total Reward

- Core Reading
  - Lim, Mathis, and Jackson Chapter 12
  - Lim, Mathis, and Jackson Chapter 13
- In-class Exercise: Employee Benefit (Case #6)
- Presentation – Homework 6
- Homework 7
  - Case: Labor-Management Relations (Case #11)

Week 8 (Mar. 6) Employee and Labor Relations

- Core Reading
  - Nigro, Nigro, and Kellough, Chapter 7
  - Nigro, Nigro, and Kellough, Chapter 8
- In-class Exercise: Collective Bargaining (Problem Solving) (Case #9)
- Presentation – Homework 7
- Homework 8
  - Introduce your country’s human resource management system

Week 10 (Mar. 13) Civil Service Reform and the Future of Public Personnel

- Core Reading
  - Nigro, Nigro, and Kellough, Chapter 12
- In-class Exercise: The Cop and the Prostitute (Case #26)
- Presentation – Homework 8
Week 11(Mar. 20) Final Exam

- In-class Exam
- Individual Case Analysis Paper Due