

**PUBA723—Human Resource Management in the Public Sector Assignment Grid**

	<b>THEME</b>	<b>ASSIGNMENTS</b>	<b>DUE DATES/TIMES</b>
<b>Week 1</b>	Introduction	<b>Reading:</b> BBWV Chapter 1—The Public Service Heritage: People, Process, and Purpose	Before live session
		<b>Case Write-Up:</b> NFM Case 26: Strategic Human Resource Management	Before live session (Written)
		<b>Weekly Exercise:</b> NFM Exercise 72: Pay Inversion: Is It Practical and Ethical?	Before live session (Read only)
		<b>Quiz: Chapter 1</b>	Before live session
<b>Week 2</b>	Diversity	<b>Readings:</b> Rooting Out Hidden Bias (SHRM; Link in 2sg course-work tab); and Cultural Diversity & Productivity (2sg files tab)	Before live session
		<b>Case Write-Up:</b> Hiring a Sustainable Development Specialist: Diversity and Pre-Screening Applicants with the Use of a Google Search (Electronic Hallway; Case in 2sg files tab)	Before live session (Written)
		<b>Weekly Exercise:</b> Affirmative Action: An African American Woman Among the Good Ol' Boys in Indiana (Case in 2sg files tab)	Before live session (Read only)
		<b>Quiz: None This Week</b>	Not applicable
<b>Week 3</b>	Legal Rights & Responsibilities	<b>Reading:</b> BBWV Chapter 2—Legal Rights and Responsibilities: Laws Governing the Workplace	Before live session
		<b>Case Write-Up:</b> Analyzing Promotion Data: Applying the 80% Rule	Before live session (Written)
		<b>Weekly Exercise:</b> Employee Due Process: Sergeant Preston of the Yukon Police (Case in 2sg files tab)	Before live session (Read only)
		<b>Quiz: Chapter 2</b>	Before live session
<b>Week 4</b>	Recruitment	<b>Reading:</b> BBWV Chapter 3—Recruitment: From Passive Posting to Social Media Networking	Before live session
		<b>Case Write-Up:</b> NFM Case 34: Recruiting Recreation Vehicle Surveyors	Before live session (Written)
		<b>Weekly Exercise:</b> NFM Exercise 40: Evaluating the Recruiting Function	Before live session (Read only)
		<b>Quiz: Chapter 3</b>	Before live session
		<b>Mini-Exam</b>	Distributed this week
		<b>Issue Paper Milestone: 1-page write-up</b>	Before live session

<b>Week 5</b>	Selection	<b>Reading:</b> BBWV Chapter 4—Selection: From Civil Service Commissions to Decentralized Decision Making	Before live session
		<b>Case Write-Up:</b> NFM Case 38: A Solution for Adverse Impact	Before live session (Written)
		<b>Weekly Exercise:</b> NFM Exercise 44: Selecting From Imperfect Applicants	Before live session (Read only)
		<b>Quiz: Chapter 4</b>	Before live session
		<b>Mini-Exam</b>	Submit before live session
<b>Week 6</b>	Issue Paper/Service Learning Project Updates	<b>Reading:</b> None	N/A
		<b>Case Write-Up:</b> None	N/A
		<b>Weekly Exercise:</b> None	N/A
		<b>Quiz:</b> None	N/A
		<b>Issue Paper Milestone: Detailed outline</b>	Before live session
<b>Week 7</b>	Position Management	<b>Reading:</b> BBWV Chapter 5—Position Management: Judicious Plan or Jigsaw Puzzle?	Before live session
		<b>Case Write-Up:</b> NFM Case 49: Staffing for a Telecommuting Job	Before live session (Written)
		<b>Weekly Exercise:</b> NFM Exercise 30: Job Analysis: Writing Job Descriptions	Before live session (Read only)
		<b>Quiz: Chapter 5</b>	Before live session
<b>Week 8</b>	Employee Engagement/Motivation	<b>Reading:</b> BBWV Chapter 6—Employee Engagement: Possible, Probable, or Impossible?	Before live session
		<b>Case Write-Up:</b> Case 52: The Good/Bad Administrator (Case in 2sg files tab)	Before live session (Written)
		<b>Weekly Exercise:</b> Case 54: A Problem of Motivation (Case in 2sg files tab)	Before live session (Read only)
		<b>Quiz: Chapter 6</b>	Before live session
<b>Week 9</b>	Compensation	<b>Reading:</b> BBWV Chapter 7—Compensation: Vital, Visible, and Vicious	Before live session
		<b>Case Write-Up:</b> NFM Case 66: Rewarding Volunteers	Before live session (Written)
		<b>Weekly Exercise:</b> NFM Exercise 69: Allocating Merit Raises	Before live session (Read only)
		<b>Quiz: Chapter 7</b>	Before live session

<b>Week 10</b>	Employee-Friendly Policies	<b>Reading:</b> BBWV Chapter 8—Employee-Friendly Policies: Fashionable, Flexible, and Fickle	Before live session
		<b>Case Write-Up:</b> NFM Incident 84: The Medical Leave Problem (FMLA)	Before live session (Written)
		<b>Weekly Exercise:</b> BBWV Chapter 8: Team Activity 6 (p.336)	Before live session (Read only)
		<b>Quiz: Chapter 8</b>	Before live session
<b>Week 11</b>	Training, Learning, and Development	<b>Reading:</b> BBWV Chapter 9—Training, Learning, and Development: Exploring New Frontiers	Before live session
		<b>Case Write-up:</b> NFM Incident 57: The Orientation Problem	Before live session (Written)
		<b>Weekly Exercise:</b> BBWV Chapter 9: Exercise 13 (p.377)	Before live session (Read only)
		<b>Quiz: Chapter 9</b>	Before live session
		<b>Issue Paper Milestone: Rough Draft</b>	Before live session
<b>Week 12</b>	Appraisal	<b>Reading:</b> BBWV Chapter 10—Appraisal: A Process in Search of a Technique	Before live session
		<b>Case Write-up:</b> NFM Case 59: The Self-Appraisal Problem	Before live session (Written)
		<b>Weekly Exercise:</b> NFM Exercise 62: Performance Appraisal Interview Role Play	Before live session (Read only)
		<b>Quiz: Chapter 10</b>	Before live session
		<b>Final Exam</b>	Distributed this week
<b>Week 13</b>	Final Exam, Issue Paper, and Paper Presentations	<b>No Reading, Case Write-up, or Quiz this week</b>	N/A
		<b>Final Exam</b>	Submit before live session
		<b>Issue Paper Milestone: Final Draft</b>	Before live session
		<b>Issue Paper Presentations</b>	Before live session

**BBWV**=Berman, E., Bowman, J., West, J.P., & Van Wart, M. (2016). *Human Resource Management in Public Service: Paradoxes, Processes and Problems (5th ed.)*. Sage Publications.

**NFM**=Nkomo, Stella M., Myron D. Fottler, & R. Bruce McAfee. (2011). *Human Resource Management Applications (7th ed.)*. Cengage Learning.