

SCHOOL OF EDUCATION AND EXERCISE AND SPORT SCIENCE
Virtual Campus

EDAD 5330 School Human Resource Management

Semester: Fall 2008
August 18, 2008- November 1, 2008
This is an Internet Based Class
There are no meeting dates

Internet/Classroom - Website: virtualcampus.wbu.edu

COURSE SYLLABUS

Instructor: Gayle J. Dodson, Ph.D.
PO Box 253
Addison, MI 49220
E-Mail: dodson5899@aol.com
Phone: (517) 688-9101

University Mission: Wayland Baptist University exists to educate students in an academically challenging and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

Catalog Description: Course Description: Human resource (personnel) management process; planning, recruitment, evaluation, compensation, employment security, and legal aspects of human resource management. Course includes major theories of leadership and motivation. Emphasis is placed on organizational dynamics and behavior.

Credit Hours: 3

Prerequisite: Graduate Standing

Textbooks: Seyfarth, J.T. (2004). Human resources management for effective schools (4th ed.). Boston, MA: Pearson Education Inc.

Suggested Ancillary Materials American Psychological Association. (2001). Publication manual of the American psychological association. (5th ed.). Washington, DC: Author

Kemerer, F., Crain, J. (2006). Texas Documentation Handbook (4th ed.). Austin, TX: University of Texas Press

Course Outcome Competencies In fulfilling the role of a campus administrator, the principal must know how to act with integrity, fairness, and in an ethical and legal manner in multiple areas. Specifically, this course is designed to address these competencies:

- Employs sound personnel planning process.
Demonstrate an understanding of the following:
 - Strategic planning process
 - Personnel staffing plans
 - Enrollment predictions
 - Determining staff needs
- Employs effective personnel recruitment and selection practices
 - Describes personnel recruiting methods and constraints on recruitment, giving special attention to legal constraints on pre-employment inquiries.
 - Discuss the personnel recruitment, screening, hiring, placement and induction policies and processes.
 - Discuss the steps in the selection process
 - Write a job description for a professional position
 - Conduct an employment interview, demonstrating attention to preparation for interview, tone, sequence, acquisition of pertinent information and avoidance of illegal inquiries.
- Develops plans for induction of new teachers
 - Plans for improving teacher effectiveness through the selection and induction processes
 - Mentoring new employees
 - Types of induction programs
 - Role of the administrator in induction
- Effectively administers faculty evaluation systems
 - Discuss the Professional Development Appraisal System
 - Describe possibilities for assisting employees who are experiencing employment deficiencies
 - Discuss documentation of teacher/employee misconduct, emphasizing remediation of the misconduct, development of intervention plans, having legally defensible documentation if remediation fails, and maintaining communication between principal and central office administrators regarding personnel who are “at risk”.
- Demonstrate knowledge of legal issues in human resources.
Demonstrate an understanding of the following:

- Application and interview process
- Hiring, assigning and reassigning employees
- Types of discrimination
- Due process
- Federal and state requirements related to employment
- Compensation and rewards

- Demonstrates knowledge of teacher contract provisions, including non-renewal of contracts and dismissal during contract, managing conflict and collective bargaining.
 - Demonstrate knowledge of types of contracts
 - Demonstrate knowledge of strategies for managing conflict
 - Discuss collective bargaining including advantages and disadvantages
 - Discuss steps to be taken prior to non-renewal/termination of contract.

Course
Topic
Outline:

- Strategic Planning
- Staffing: Planning, Recruitment, Selection, Retention
- Staff Development
- Teacher Appraisals
- Employment Deficiencies
- Ending Employment Relationships
- Reassignment
- Employee Rights
- Compensation
- Employment Benefits
- Wage and Hour Requirements
- Worker's Compensation and Unemployment
- Compensation
- Grievances and the Role of Employee Organizations
- Educator Rights of Expression
- Educator Rights of Association
- Educator Privacy Rights
- Legal Liability

Course Evaluation and Requirements:	Weekly Assignments (includes discussion postings, case studies, activities)	30%
	Projects – Interview, Evaluation, Plan of Improvement	40%
	Exams – (2) Midterm and Final Examination	30%

ALL LATE ASSIGNMENTS WILL RECEIVE A 10% GRADE DEDUCTION.
 Assignments will not be accepted after one week beyond the assigned date

University Grading System	A: 90 – 100	Cr: For Credit
	B: 80 – 89	NCR: No Credit
	C: 70 – 79	I: Incomplete*
	D: 60 – 69	IP: In Progress
	F: Below 60	X: No Grade Given
		W: Withdrawal
	WP: Withdrawal Passing	
	WF: Withdrawal Failing	

A grade of “CR” indicates that credit in semester hours was granted but no grade points were recorded.

*A grade of incomplete is changed if the work required is completed prior to the date indicated in the official University calendar of the next long term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to the grade of F. An incomplete notation cannot remain on the student’s permanent record and must be replaced by the qualitative grade (A-F) by the date specified in the official University calendar of the next regular term.

Procedure Used for Computation of Final Grade: The points earned for each type of assignment will be totaled and weighted as indicated above (Course Evaluations and Requirements).

Attendance Policy: This is a Virtual Campus course. There are no class meetings.

Policy toward Persons with Disabilities: It is university policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University.

Academic Honesty: University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism and shall be dealt with according to University policy.

EDAD 5330 School Human Resource Management
 Course Calendar – Fall 2008

Assignments/activities must be submitted by Friday @ 5:00 pm each week. Late submissions will receive a 10% grade deduction.

Session Date	Assignments and Instructions
Week 1 Week of August 18	<ul style="list-style-type: none"> • Reading: Chapter 2 • Critical Issues Analysis – Strategic Planning • • Leadership Theory • Motivation Theory • Assignment Guidelines <ul style="list-style-type: none"> Paper Case briefs Video review • Paper topics • Assignment: Handout-Leadership and motivation theory research
Week 2 Week of August 25	<ul style="list-style-type: none"> • Implementing policies and procedures that promote professional educator compliance with The code of Ethics and Standard Practices for Texas Educators • • Constitutional Employment Issues • Employment Arrangements • Lecture/discussion Q&A • Finalize paper topics • Assignment: Readings- Walsh Chapter 4 The Employment <ul style="list-style-type: none"> Relationship Case brief
Week 3 Week of September 1	<ul style="list-style-type: none"> • Applying legal guidelines to protect the rights of staff in relation to factors such as disabilities, confidentiality, and discrimination • Staffing: Recruitment, Selection, Retention • Staff Development • Lecture/discussion Q&A Walsh Chapter 4 • Assignment: Readings-Walsh Chapter 5 Personnel Issues <ul style="list-style-type: none"> Case brief

<p>Week 4 Week of September 8</p>	<ul style="list-style-type: none"> • Implementing strategies to ensure collegial staff relationships and collaboration • Ending Employment Relationships • Reassignment • Compensation Disputes • Lecture/discussion Q&A Walsh Chapter 5 • Assignment: Readings-Walsh Chapter 6 Expression and Associational Rights pp 213-238 Case brief ◆ Walsh Chapter 9 Educator Privacy Rights pp 343-351 Case brief
<p>Week 5 Week of September 15</p>	<ul style="list-style-type: none"> • Implementing, evaluating, and revising comprehensive professional development plans that address staff needs and aligns with identified goals • Teacher Appraisals • Employment Benefits • Lecture/discussion Q&A • Paper draft due June 19
<p>Week 6 Week of September 22</p>	<ul style="list-style-type: none"> • Applying adult learning principles and motivation theory • Wage and Hour Requirements • Worker's Compensation and Unemployment • Compensation • Paper draft due • Video: Employee harassment • Assignment: Readings-Walsh Chapter 10 Legal Liability Case brief Video brief
<p>Week 7 Week of September 29</p>	<ul style="list-style-type: none"> • Acquiring, allocating, and managing human resources according to district policies and campus priorities • Grievances and the Role of Employee Organizations • Educator Rights of Expression • Educator Rights of Association • Lecture/discussion Q&A • Assignment: Readings-Handouts employee documentation
<p>Week 8 Week of October 6</p>	<ul style="list-style-type: none"> • Educator Privacy Rights • Legal Liability • Lecture/discussion Q&A • Assignment: Readings-Handouts staffing, recruitment, retention, staff development

Week 9 Week of October 13	<ul style="list-style-type: none">• Lecture/discussion Q&A• Assignment: Paper-final draft and presentations
Week 10 Week of October 20	<ul style="list-style-type: none">• Paper presentations and final draft due• Final Review
Week 11 Week of October 27	<ul style="list-style-type: none">◆ Final grades posted.