CJ 632

Human Resource Development in the Organizational Context Summer, 2008

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Classroom – CJC A-213 Class Hours – Sunday's 8:00am – 5:00pm Office – CJC C-212

Course Description: Critical issues and strategic questions regarding managing human resources in criminal justice agencies. Policy areas discussed are: (1) employee influence; (2) human resource flow; (3) reward systems; and (4) work systems. Human resource management as a coherent, proactive management model.

Course Objectives:

- 1. To facilitate student understanding of the variables involved in the provision of human resource services in criminal justice organizations;
- 2. To facilitate student understanding of the roles, tasks, functions and necessary interfaces involved in the provision of human resource services in criminal justice organizations;
- 3. To facilitate student understanding of the role of the law in the provision of human resource services in criminal justice organizations;
- 4. To facilitate student understanding of the impact of human resource service provision on the immediate and future well being of criminal justice employees;
- 5. To facilitate student understanding of the impact of human resource service provision on the ability of criminal justice organizations to successfully pursue their objectives; and
- 6. To provide students the opportunity to build and present strategies for human resource program development and implementation.

Grading Policy: There will be four criteria for student evaluation:

- 1. Mid Term Exam 30% of grade
- 2. Final Exam 30% of grade
- 3. Mini Papers Over the course of the semester students will be assigned various topics on which to prepare a mini-paper (usually no more that 500 750 words.) Each of these will be graded on a scale of 0-10. 30% of grade
- 4. Class Participation It is the instructor's belief that the nature of this course requires active participation on the part of all students. 10% of grade

Attendance: In accordance with University policy regular attendance is expected. Excessive absences will be sanctioned. Absence of 8 hours or less will not be sanctioned. Absence of more than 8 and less than 16 hours will result in the loss of one earned letter grade. Absence of more than 16 hours will result in the assignment of the grade of "F" for the course.

Student Absence on Religious Holy Days: Section 51.911 (b) of the Texas Education Code requires that an institution of higher education excuse a student from attending class or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this section may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. "Religious holy day" means a day observed by a religion whose places of worship are exempt from property tax under section 11.20, United States Tax Code.

Make Up Work: If any student must miss an exam that student must inform the instructor as soon as possible and no later than 5:00pm on the Friday following the missed exam. Those who miss an exam are required to make up that exam at the convenience of the instructor. If a student is absent on a day that a mini-paper is due that student is responsible for the timely delivery of the mini-paper by e-mail, U.S. mail, or delivery by another person.

Textbook: There will be no textbook for this class. At each session the instructor will assign readings or topics to be covered. Primary sources of readings will be internet research, newspapers, journals, and handout material provided by the instructor.

Academic Dishonesty: The faculty of the College of Criminal Justice expects students to conduct their academic work with integrity and honesty. Acts of academic dishonesty will not be tolerated and can result in the failure of a course and dismissal from the University. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, collusion – the unauthorized collaboration with another person in preparing work offered for credit, the abuse of resource materials, and misrepresentation of credentials or accomplishments as a member of the college. The University's policy on academic honesty and appeal procedures can be found in the manual entitled Student Guidelines, distributed by the Division of Student Services. (Reference Section 5.3 of that manual.)

Disabled Student Policy: Students with a disability which affects their academic performance are expected to arrange for a conference with the instructor in order that appropriate strategies can be considered to assure that participation and achievement opportunities are not impaired. The physically impaired may contact the Director of the Counseling Center as chair of the Committee for Continuing Assistance for Disabled Students by telephone (ext. 1720).

Office Hours: Because the instructor of this class is serving as adjunct faculty there will be no formal office hours posted. The instructor can generally be reached by telephone or by e-mail at the numbers and addresses listed above, and will make himself available on an "as-needed" basis.

Course Outline:

May 4, 2008 – Introduction, Expectations, and Purposes of the Course

May 18, 2008 – Selection and Placement

June 8, 2008 – Training and Development

July 13, 2008 - Mid Term Exam

Compensation and Benefits

July 27, 2008 – Employee and Labor Relations

Health, Safety, and Security

August 3, 2008 - Final Exam