

AGENDA WEEK 1

HUS 520 Working in Human Services Administration, Spring 2 term, 2016

Drafted 030916

1. Introduction of instructors
2. Introduction of students (student bio forms)
3. Greeting letter
4. Syllabus
5. Textbook. We will read one or two chapters per week. A total of 12 chapters.
6. Quizzes. Most chapters will have a quiz. You will do quizzes at home after you have read the chapter. All quizzes are open book, open note. Work on your own, not in teams. Completing the 11 quizzes will allow you to earn about 50 percent of the points that are available in the course.
7. Term Paper and Oral Presentation. You will be conducting a significant research project. You will be examining the HR function and HR strategy of some agency or company. It can be a place where you work. Or maybe you can study the HR function of an organization where a friend works. You will also deliver an oral presentation on your term paper. Taken together, the term paper and oral presentation allow you to earn 37 percent of the points in this course.
8. You will be writing three short papers, and each is worth one percent of the course grade. *My Plan for the Course* and *A Human Resources Management Experience* will be written at the beginning of the course. *Course Recap* will be written at the end of the course. Items to be addressed in each paper:
 - *My Plan for the Course*. What are your goals in this course? What skills do you want to have when you complete this course? What are

you prepared to do to achieve these goals? The university provides you with resources to achieve these goals (e.g., instructor, classroom, library). Which resources do you expect to use?

- *Human Resources Management Experience.* Look back and try to identify one or two situations where you observed human resources management or employment law in action. It could be something ordinary. It could be something dramatic or interesting that happened at your job.
- *Course Recap.* Provide some commentary on the course, including constructive criticism. Did you achieve your goals? Which resources (the classroom, instructor, school library, etc.) did you use, and which was most helpful? What could you have done to make the course more effective for you? What could the university and the instructor do to make the course more effective for you?

9. You can earn points for attendance and class participation (10 percent of the course grade).

10. Discuss Chapter 1, Introduction to Human Resources in the Public and Nonprofit Sectors.

11. Discuss Chapter 2, Strategic Human Resources Management and Planning