

# **JUS532 Human Resource and Personnel Management in Criminal Justice - Application**

**(3 credit hours)**  
**Course Syllabus**

## **Course Description**

Provides a thorough examination and application of the administration and substance of the human resources functions in criminal justice agencies which includes sound principles of personnel management, employment and civil service law, the setting and background for human resources administration, the recruitment of personnel, employment testing methods and issues, the selection process, job analysis and position classification, fair employment practices, promotion, transfer, discharge, performance evaluation, the discipline process, training and education, worker motivation and job satisfaction, and wage and salary administration.

## **Course Learning Outcomes**

By the end of this course, you will be able to:

1. Apply employment law fundamentals to an actual public sector employment case study.
2. Explain the importance of job analysis, the various methods of job analysis, and complete a job analysis.
3. Demonstrate current practices and effective methods for evaluating employee performance.
4. Identify strategies to deliver effective educational/training programs for employees and sources of data to support training/education needs.
5. Explain how to conduct the recruitment, selection and hiring process while working within the context of the major employment laws and with other professionals, including staffing options.
6. Describe assessment centers and services used by public employers in their promotion and hiring practices.
7. Apply effective conflict management and corrective/disciplinary action processes to a case study situation.

## Prerequisites/Corequisites

JUS531

## Required Textbook(s) and Resources

A digital version of your book is included automatically through DragonACCESS as part of your course fees.

Berman. (2022). *Human resource management in public service: Paradoxes, processes, and problems*. 7th Ed. CQ Press.

Be sure to also review the weekly **Explore** sections for additional library or web resources. For access to databases, research help, and writing tips, visit the [Tiffin University Library](#). You might consider registering for one of the library's many webinars on library research, source evaluation, copyright, and other topics, at the [Library Events - Upcoming Events](#) web page. For further assistance email a librarian, at: [library@tiffin.edu](mailto:library@tiffin.edu).

## Time Commitment

Effective time management is possibly the single most critical element to your academic success. To do well in this online class you should plan your time wisely to maximize your learning through the completion of readings, discussions, and assignments. Because of our accelerated, seven-week term, TU online courses are designed with the expectation that you dedicate a little over **six (6)** hours per credit hour to course activities and preparation **each week**. For example, for successful completion of a three-credit, seven-week online course you should reserve roughly **twenty (20) hours per week**.

To help plan your time and keep on track toward successful course completion, note the distinctive rhythm of assignment due dates:

1. All times assume Eastern Time (GMT-4).
2. Weeks begin at 12:00 a.m. ET on Monday and end at 11:55 p.m. ET on Sunday.
3. Unless otherwise noted, initial assignments or discussion posts are due by **11:55 p.m. ET on Wednesdays**.
4. Additional assignments or follow-up discussion posts are due by **11:55 p.m. ET on Saturdays, and**
5. Major assignments and reflections are typically due by **11:55 p.m. ET on Sundays**.

## Grading

The chart below identifies the individual contributions from each type of activity, per week.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
<b>Discussions</b> Activity 1.1 (n/a) Activity 1.2 (20)	<b>Discussions</b> Activity 2.1 (20)	<b>Discussions</b> Activity 3.1 (20)	<b>Discussions</b> Activity 4.1 (20)	<b>Discussions</b> Activity 5.1 (20) Activity 5.2 (20)	<b>Discussions</b> Activity 6.1 (20)	<b>Discussions</b> Activity 7.1 (20)	<b>160</b>
<b>Assignments</b> Activity 1.3 (90)	<b>Assignments</b> Activity 2.2 (100)	<b>Assignments</b> Activity 3.2 (100)	<b>Assignments</b> Activity 4.2 (100)	<b>Assignments</b> Activity 5.2 (100)	<b>Assignments</b> Activity 6.2 (100) Activity 6.3 (100)	<b>Assignments</b> Activity 7.2 (150)	<b>840</b>
<b>110</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>140</b>	<b>220</b>	<b>170</b>	<b>1000</b>

## Grading Scale

A: 90-100%

B: 80-89%

C: 70-79%

F: <70%

Please see the [Academic Bulletin](#) for grade appeal information.

## Course Schedule and Weekly Checklist

### Week 1 - Recruitment Methods and Mediums

- MON: Activity 1.1: Meet Your Peers – Initial Post
- WED: Activity 1.1: Meet Your Peers – Secondary Posts
- WED: Activity 1.2: Recruitment Process – Initial Post
- SAT: Activity 1.2: Recruitment Process – Secondary Posts
- SUN: Activity 1.3: Position Description

### Week 2 - Interview, Selection and Assessment Centers

- WED: Activity 2.1: Public Services – Initial Post
- SAT: Activity 2.1: Public Services – Secondary Posts
- SUN: Activity 2.2: Employee Selection in Government

### **Week 3 - Position Management and Job Analysis**

- WED: Activity 3.1: Job Analysis – Initial Post
- SAT: Activity 3.1: Job Analysis – Secondary Posts
- SUN: Activity 3.2: Position Management

### **Week 4 - Compensation**

- WED: Activity 4.1: Compensation Structure – Initial Post
- SAT: Activity 4.1: Compensation Structure – Secondary Posts
- SUN: Activity 4.2: Controls of a Civil Service System

### **Week 5 - Managing the Employment Process and Diversity**

- WED: Activity 5.1: A Class Divided – Initial Post
- SAT: Activity 5.1: A Class Divided – Secondary Posts
- SAT: Activity 5.2: Graduate School Research – Initial Post
- SUN: Activity 5.2: Graduate School Research – Secondary Posts
- SUN: Activity 5.3: Structure of Employment Laws

### **Week 6 - The Employee Friendly Workplace and Social Media**

- WED: Activity 6.1: Employees Think of Policies – Initial Post
- SAT: Activity 6.1: Employees Think of Policies – Secondary Posts
- SUN: Activity 6.2: Organizational Goals of Efficiency and Productivity
- SUN: Activity 6.3: Employee Friendly Policies

### **Week 7 - Training & Education and Job Satisfaction**

- WED: Activity 7.1: Training and Development – Initial Post
- SAT: Activity 7.1: Training and Development – Secondary Posts
- SUN: Activity 7.2: Tools to Measure Employee Engagement and Management Effectiveness

### **Tips for Success**

Online learning requires self-discipline and self-direction. As seekers of the truth, we should be willing to challenge one another's academic work in a spirit of respectful comradery. Your course is a place for you to grow as you benefit from the expertise,

experience, and diverse perspectives of your instructor and peers. Constructive feedback will challenge you to stretch your own thinking, thereby expanding your knowledge and understanding.

To get the most out of your learning experience, you should actively engage (participate) in **ALL** course activities. Course elements are arranged chronologically. To complete a week, simply work your way "down the page" through all of the course materials and activities.

### **Your Instructor Will Expect You to:**

- Thoroughly review orientation materials (Start Here) within the first 48 hours of the term.
- Monitor your TU email account **daily** for important updates and announcements.
- Take ownership of your learning experience and act in a proactive, self-directed manner. That means:
  - Fully participate in all learning activities.
  - Complete assignments as described in rubrics or other instructions.
  - Submit all work on time and in the specified format (e.g. APA format for citations).
  - Utilize and incorporate instructor provided feedback to improve your work.
  - Ask questions so you can better understand course material or assignments.
  - Use the highest standards of intellectual honesty and integrity. For details, see the TU Library guide: [Digital Literacy: Netiquette and Internet Safety](#).
  - Treat others respectfully and demonstrate "netiquette" (online politeness and respectfulness) at all times. TU celebrates cultural uniqueness and expects all students to be considerate and thoughtful throughout their learning experiences.

### **You Should Expect Your Instructors to:**

- Post an introductory announcement/email at the beginning of each week to provide updates and help you prepare for the week's activities.
- Maintain an active and engaged presence in all course activities and throughout the course.
- Respond to your emailed questions within 48 hours, if not sooner.
- Clearly communicate any absences or expected non-participation due to extenuating circumstances. For example, "I will be traveling to attend a funeral this week and may not be able to respond to questions or participate in forums for a couple of days."
- When grading your work:

- clearly indicate their grading approach (what they like to see in submitted work as well as what types of errors they tend to penalize more harshly),
  - thoroughly review and evaluate your submissions in a timely manner (in less than 5 days for most assignments), and
  - provide constructive feedback on the strengths and weaknesses of your work with suggestions on how you can improve your performance on future assignments.
- Advocate for your success as a learner and help guide you toward successful completion of the course activities and most importantly, attainment of the course learning outcomes.

## Accommodations (Disability Services)

The Office of Disability Services supports the institutional commitment to diversity by providing educational opportunities for qualified individuals with disabilities through accessible programs and services in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990. If you need reasonable accommodations due to a documented disability, contact the Office for Equity, Access, & Opportunity via email at [disabilityservices@tiffin.edu](mailto:disabilityservices@tiffin.edu) or by calling 419-448-3021.

## Technical Support

For Moodle support, either email [moodlesupport@tiffin.edu](mailto:moodlesupport@tiffin.edu) or call the 24/7 Technical Support Call Center at 855-664-1200 (3430, Option 2, from on-campus). For non-Moodle support, contact the Tiffin University ITS helpdesk at the number above or submit a [support ticket](#).

## Veterans

The Veteran and Military Resource Center assists veterans, active Military, and spouses of current service members in utilizing their education benefits. VMRC provides information regarding benefit processes and procedures, as well as support in navigating the transition from military to academic life by facilitating connections with the appropriate support services on campus. More information can be found on the Veteran and Military Resource Center website, at <http://www.tiffin.edu/va>.

## Additional Support

If you need to consult an academic advisor refer to TU's [Meet the Team](#) page. For information about TU's peer tutoring program see the Murphy Center's [Tutoring Policies and Procedures](#) page.

## Comments or Concerns

TU's online programs are designed to be student *driven*: to empower you with a voice and stake in your learning. Our courses feature multiple and varied ways that you can share feedback, and we invite you to become an active voice and help drive our improvement efforts. In addition to providing in-course feedback, we encourage you to submit questions or comments directly to the online team at [online@tiffin.edu](mailto:online@tiffin.edu).