

School of Education Course Outline Form

New Revised

Course Title: Human Resources Administration **Course Number:** EPPL 643

Credits: 3 hours **Area:** C&I EPPL SPACE

Course Option: Required Elective If Required, list program(s):
M.Ed. Educational Leadership

Basic Course Information

Course Levels: (check all that apply) UG Grad Ed Grad A&S
 Grad Bus Grad Law Grad VIMS

Grading: (check one) Standard Letter Pass/Fail Variable

Schedule Type: (check one) Discussion Dissertation Independent Study/Research Internship
 Lab Lecture Practicum Seminar Thesis

Co-requisites: _____

Pre-requisites: _____

Registration Restrictions

College Restriction: Restricted to Education Majors

Degree Restriction(s): (check all that apply) Bachelors Masters Ed.S. Doctoral

Area Restriction(s): (check all that apply) C&I EPPL SPACE

Level Restriction(s): (check all that apply) UG Grad

Program Restrictions: _____

Unclassified Restrictions: Open to unclassified students Closed to unclassified students

Course Offering Schedule

- Fall Fall of Odd years Fall of Even Years
- Spring Spring of Odd years Spring of Even Years
- Summer Summer of Odd years Summer of Even Years
- Other: (Please describe offering cycle)

Course Description

Catalog Text:

A study of personnel services for educational and public agency administrators. Selected personnel functions including planning, recruitment, selection, induction, compensation, and evaluation are discussed.

Course Objectives:

The major objective of EPPL 643 is to provide students in educational leadership with a working understanding of and appreciation for the vast array of personnel functions affecting the work life of educational employees.

1. Understand the personnel functions including planning, recruitment, selection, induction, development, compensation, and evaluation.
2. Cite and discuss state and national issues and trends in personnel administration.
3. Demonstrate specific skills in the personnel process including conducting successful interview, handling grievances, and evaluating personnel.
4. Understand legal issues related to personnel administration.

Subject Matter Topics:

- A. Planning needs assessment
- B. Recruitment
- C. Selection
- D. Induction
- E. Compensation
- F. Evaluation
- G. Career planning
- H. Benefits and services
- I. Labor relations
- J. Promotion and tenure
- K. Termination
- L. Transfer
- M. Retirement
- N. Personnel policy development

Student Requirements {Assignments & Assessments}:

Assignments

- Annotated Bibliography
- Human resources interview
- Contemporary issues research paper
- Human resources conceptual model

Assessments

- Performance evaluation of assignments

Final Exam

Formative & Summative Course Evaluation Strategies:

Student course evaluation

Analysis of student performance data and outcomes of final examination

Midcourse student feedback

Periodic in-class checks for understanding

Relationship to Conceptual Framework:

Course supports the development of leadership competencies as reflective professionals by building understanding of issues related to human resources in education. Emphasis is placed on application of key concepts necessary for a thorough understanding of the human resource function in education.

Relationship to Speciality Professional Association Standards:

The course relates to the following NCATE standards for school administrators: 1.3-5, 1.7, 2.1-4, 4.1-6, 6.1-4, and 11.1. Additionally, the course is consistent with selected guidelines for educational administrator preparation programs stipulated by the Interstate School Leaders Licensure Consortium (Standards 1, 2, 3, 5, and 6) and complies with the licensure regulations of the Virginia Department of Education.

Faculty Member Proposing Course or Changes: Dr. James H. Stronge

Area Approval Date: Previously approved: No changes being proposed; revised course outline form requested: 12/15/04

Area Coordinator Signature: _____

Curriculum Committee Approval Date: _____

Curriculum Committee Chair Signature: _____

Faculty Approval Date: _____