City University of Hong Kong
Course Syllabus

offered by Department of Public Policy
with effect from Semester B 2017/18

Part I Course Overview

Course Title:	Managing Human Resources in the Public Sector
Course Code:	POL3308
Course Duration:	One semester
Credit Units:	3
Level:	B3
Proposed Area: *(for GE courses only)*	☐ Arts and Humanities ☐ Study of Societies, Social and Business Organisations ☐ Science and Technology
Medium of Instruction:	English
Medium of Assessment:	English
Prerequisites: *(Course Code and Title)*	None
Precursors: *(Course Code and Title)*	None
Equivalent Courses: *(Course Code and Title)*	*SA3101/SA3303 Human Resource Management in the Public Sector (Note: * Non-credit unit system) SA/POL3316 Managing Human Resources in Public & Private Sectors SA3308 Managing Human Resources in the Public Sector
Exclusive Courses: *(Course Code and Title)*	None

Part II Course Details

1. Abstract

This course aims to examine the key concepts, core issues, principles and processes in public human resource management; discover the principles and theories of human resource management in public sector; apply the concepts and theories to analyse human resource management issues and the challenges facing Hong Kong public sector today; and evaluate critically the practice of human resource management in Hong Kong.

2. Course Intended Learning Outcomes (CILOs)

(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)

No.	CILOs#	Weighting* (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick where appropriate)		
			A1	*A2*	*A3*
1.	Discover the underlying values of public administration in managing human resources			√	
2.	Apply and relate the principles and theories of human resource management to the public sector of Hong Kong			√	
3.	Analyse and develop the factors affecting human resource management in the Hong Kong public sector		√	√	
4.	Conduct independent research on a topic related to human resource management on a group basis		√	√	√
5.	Communicate critically the findings and analysis of the group research project both orally and in writing		√	√	√
		100%			

** If weighting is assigned to CILOs, they should add up to 100%.*

 # Please specify the alignment of CILOs to the Gateway Education Programme Intended Learning outcomes (PILOs) in Section A of Annex.

A1: Attitude
Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability
Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to self-life problems.

A3: *Accomplishments*
Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

3. Teaching and Learning Activities (TLAs)

(TLAs designed to facilitate students' achievement of the CILOs.)

TLA	Brief Description	CILO No.						Hours/week (if applicable)
		1	2	3	4	5		
Reading	1. Students are expected to read at least 2 book chapters or articles before or after each lecture. 2. Students are expected to read the lecture notes before or after each lecture	√	√	√	√	√		
Lecture	1. Students are expected acquire knowledge about the differences of human resource management in the public and private sectors. 2. Students are expected to understand the main settings, issues, and techniques of managing human resource in the public sector. 3. Students are expected to apply the main theories and concepts to practices of human resources management in the (Hong Kong) public sector.	√	√	√	√	√		2 hours/ week
Tutorial presentation	1. Students arrange themselves in small tutorial groups. 2. Students analyse and debate on key issues and concerns in the field of human resource management. 3. Students generate new ideas on selected topics in which they will conduct research and analysis.			√	√	√		
Group essay	1. Each group has to compose an approximately 2,500-word group essay, based on its tutorial presentation.			√	√	√		
In-class test	1.Students will have a 2-hour written test.	√	√	√	√	√		2 hours

4. Assessment Tasks/Activities (ATs)

(ATs are designed to assess how well the students achieve the CILOs.)

Assessment Tasks/Activities	CILO No.						Weighting*	Remarks
	1	2	3	4	5			
Continuous Assessment: 100%								
Tutorial presentation			√	√	√		10%	-To reflect on the student's capacity to understand and to deal with an important issue of public human resource management based on the knowledge of the research state. -To appraise the student's analytic and interpretive ability to apply relevant theories, concepts, and skills to the issue of public human resource management.
Group essay			√	√	√		30%	-To reflect on the student's capacity to understand and to deal with an important issue of public human resource management based on the knowledge of the research state. -To appraise the student's analytic and interpretive ability to apply relevant theories, concepts, and skills to the issue of public human resource management.
Tutorial participation	√	√	√		√		10%	-To reflect on the student's level of engagement in tutorials.
Class participation	√	√	√		√		10%	-To reflect on the student's level of engagement in classes.
In-class test	√	√	√	√	√		40%	-To assess the student's overall knowledge of public human resource management.
Examination: 0%								
** The weightings should add up to 100%.*							100%	

Note:

If a course has both coursework and examination components, students are required to pass BOTH the coursework assessment AND the examination before they can be awarded an overall passing grade of the course.

5. Assessment Rubrics

(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)

Assessment Task	Criterion	Excellent (A+, A, A-)	Good (B+, B, B-)	Fair (C+, C, C-)	Marginal (D)	Failure (F)
1. Tutorial presentation	1.1. Analytic and interpretive ability to apply relevant theories, concepts, and skills to the issue of public and private human resource management.	High	Significant	Moderate	Basic	Not even reaching marginal levels
	1.2. Ability to explain in detail and with accuracy.					
2. Group essay	2.1. Capacity to organize ideas, and to write logically.	High	Significant	Moderate	Basic	Not even reaching marginal levels
	2.2. Ability to explain in detail (e.g., procedures and methodology) and with accuracy.					
3. In-class test	3.1. Understanding important ideas and critical interpretation of main settings, issues, and techniques of public human resource management from the lectures.	High	Significant	Moderate	Basic	Not even reaching marginal levels

Part III Other Information (more details can be provided separately in the teaching plan)

1. Keyword Syllabus

(An indication of the key topics of the course.)

The politics of public personnel policy. Public-private distinction. Motivation. Leadership. Values in public personnel administration. Human resource planning. Succession planning. Recruitment and selection. The political history of selection. Representative bureaucracy. Pay and compensation. Efficiency and equity. Merit pay. Performance Appraisal. Assessment centre and testing. The appraisal interview.

2. Reading List

2.1 Compulsory Readings

(Compulsory readings can include books, book chapters, or journal/magazine articles. There are also collections of e-books, e-journals available from the CityU Library.)

1.	Berman, E. et.al. (2016). *Human Resources Management in the Public Service: Paradoxes, Processes, and Problems* (5th ed). Thousand Oaks, CA: Sage Publications.
2.	Kearney, Richard C. and Coggburn, Jerrell D. (eds.) (2016). *Public Human Resource Management: Problems and Prospects.* Thousand Oaks, CA: CQ Press.

2.2 Additional Readings

(Additional references for students to learn to expand their knowledge about the subject.)

1.	Scott, Ian (2010). *The Public Sector in Hong Kong*. Hong Kong: Hong Kong University Press.
2.	Tsui, A. P. Y. and Lai, K. T. (2009). *Professional Practices of Human Resource Management in Hong Kong*. Hong Kong University Press.
3.	Burns, J. P. (2004). *Government Capacity and the Hong Kong Civil Service*. China: Oxford University Press.
4.	Banfield, P. and Kay, R. (2012). *Introduction to Human Resource Management*. Oxford University Press.
5.	Armstrong, M. and Taylor, S. (2014). *Armstrong's Handbook of Human Resource Management Practice*, 13th ed. London: Kogan Page.