

## 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:** \_\_\_\_\_