

<sup>th</sup> Floor 406J46S Thursdays

**Make-up Policy**

Serious personal illness that can be documented is the only acceptable excuse for not taking exams or presenting papers in a timely fashion. If you are ill, however, you may arrange to take an exam at a later date although you may not anticipate the same questions as your cohorts. Incompletes are discouraged because they slow your academic career. They will only be granted in exceptional circumstances.

**Dropping and Adding**

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops are available at <http://www.sjsu.edu/advising/faq/index.htm#add> Information about late drop is available at <http://www.sjsu.edu/aars/policies/latedrops/>. Students should be aware of the current deadlines and penalties for adding and dropping classes.

**Academic Integrity**

Students should know the University's Academic Integrity Policy that is available at [http://www.sa.sjsu.edu/download/judicial\\_affairs/Academic\\_Integrity\\_Policy\\_S07](http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07)

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**TERM PAPER:** Papers should be a 10 to 12 pages double-spaced typewritten (Not including the cover page and references). Papers should contain at least 10 references from the literature of the last 5 years. The topic must be on an aspect of Public Personnel Management and be approved in advance by the instructor. Students must take care that appropriate citations are used. Direct quotations must be so indicated with quotation marks and a specific reference to the page in the source from which it was taken. Ideas from others must also be referenced although quotation marks are inah4007m(t) (u)Tj -0.009 Tuom w.

**CLASS SCHEDULE (Subject to Change with Advanced Notice):**

**August 24** – Ethical Leadership Panel Discussion – Class will meet at MLK Library Room 225

**August 31** -Overview of Public Personnel Management A: Chapter 1,2 B: Chapter 1

**September 7** -Strategic Thinking A: Chapter 3 B: Chapter 10

**September 14** – Planning, Budgeting, Performance Management and Program Evaluation A: Chapter 4 TERM PAPER TOPICS DUE

**September 21** -Def

