



ORIGINAL COURSE IMPLEMENTATION DATE: September 2006
 REVISED COURSE IMPLEMENTATION DATE: January 2019
 COURSE TO BE REVIEWED: (six years after GSC approval) May 2024
 Course outline form version: 2017 11 29

OFFICIAL GRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: CRIM 745		Number of Credits: 3 Course credit policy (105)																	
Course Full Title: Human Resource Administration in Criminal Justice																			
Course Short Title (if title exceeds 30 characters): HR Administration in Crim Justice																			
Faculty: Faculty of Social Sciences		Department/School: School of Criminology and Criminal Justice																	
Calendar Description: (40 words maximum) Focuses on issues in personnel management relating to job analysis, performance appraisal, productivity assessment, compensation, recruitment, selection, promotion, career development, disciplinary systems and civil liability, collective bargaining agreements, and other labor management matters.																			
Prerequisites (or NONE):		Admission to the Master of Arts (Criminal Justice).																	
Corequisites (if applicable, or NONE):																			
Pre/corequisites (if applicable, or NONE):																			
Antirequisite Courses (cannot be taken for additional credit) Former course code/number: Cross-listed with: Dual-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>																			
Total Hours: Typical structure of instructional hours: <table border="1"> <tr> <td>Lecture hours</td> <td></td> </tr> <tr> <td>Seminars/tutorials/workshops</td> <td>45</td> </tr> <tr> <td>Laboratory hours</td> <td></td> </tr> <tr> <td>Field experience hours</td> <td></td> </tr> <tr> <td>Experiential (practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Online learning activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td>Total</td> <td>45</td> </tr> </table>		Lecture hours		Seminars/tutorials/workshops	45	Laboratory hours		Field experience hours		Experiential (practicum, internship, etc.)		Online learning activities		Other contact hours:		Total	45	Special Topics Will the course be offered with different topics? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, different lettered courses may be taken for credit: <input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit <i>Note: The specific topic will be recorded when offered.</i>	
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Online learning activities																			
Other contact hours:																			
Total	45																		
		Expected frequency of course offerings (every semester, annually, every other year, etc.): Annually																	
Graduate Program Committee: Dr. Amanda McCormick		Date approved:																	
Faculty Council approval;		Date approved:																	
Dean(s): Dr. Jacqueline Nolte		Date approved:																	
Associate VP Graduate Studies: Dr. Adrienne Chan		Date approved:																	
Campus Wide Consultation		Date of posting:																	
Senate Graduate Studies Committee		Date of meeting: May 10, 2018																	

Course Objective

The overall purpose / rationale for this course is to provide students with an understanding of human resource management roles, practices, and procedures in criminal justice system organizations.

Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Articulate human resource management roles, practices, and procedures in criminal justice organizations today
2. Utilize the common terminology, methods, and theories used and applied by human resource managers in the criminal justice system
3. Apply human resource management principles to typical problems in staffing criminal justice organizations
4. Analyze contemporary human resource problems and propose appropriate solutions
5. Explain the specific components of an effective human resource program
6. Critically analyze human resource administration and management issues

Prior Learning Assessment and Recognition (PLAR)

☐ Yes ☒ No, PLAR cannot be awarded for this course because while students may have related practical skills based on their criminal justice system employment, this course focuses on learning the underlying theory and research of human resource management

Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)

Seminar discussions, case analyses, presentations.

Grading system: Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)

Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1. Belcourt, M., Singh, P., Bohlender, G., & Snell, S.	Managing human resources	<input type="checkbox"/>	Nelson Education	2013
2. Berman, E.M.	Human resource management in public service	<input type="checkbox"/>	Sage Publications	2006
3.		<input type="checkbox"/>		
4.		<input type="checkbox"/>		
5.		<input type="checkbox"/>		

Typical Evaluation Methods and Weighting

Final exam:	%	Assignments:	55%	Midterm exam:	%	Practicum:	%
Quizzes/tests:	%	Lab work:	%	Field experience:	%	Shop work:	%
Participation:	20%	Article analysis:	10%	Short Essay:	15%	Total:	100%

Details (if necessary):**Typical Course Content and Topics**

Block 1. This block will focus on a review of the following:

- a) The changing nature and the challenges of human resource management within criminal justice organizations.
- b) Roles, practices and procedures of human resource management.
- c) Strategic human resource management and planning.
- d) Job analysis and design

Block 2. This block will focus on a review of the following:

- a) Employee recruitment, selection and retention.
- b) Performance appraisal
- c) Managing equal opportunity and diversity.

Block 3. This block will focus on a review of the following:

- a) Careers and human resource development.
- b) Appraising and improving performance.
- c) Employee rights and discipline
- d) Labour relations

Block 4. Presentations