

朝陽科技大學 099學年度第2學期教學大綱

Human Resources Planning and Management for Non-profit Organization 非營利組織人力資源規劃與管理研究

當期課號	7355	Course Number	7355
授課教師	陳馨馨	Instructor	CHEN,SHIN SHIN
中文課名	非營利組織人力資源規劃與管理研究	Course Name	Human Resources Planning and Management for Non-profit Organization
開課單位	社會工作系碩士班一A	Department	
修習別	選修	Required/Elective	Elective
學分數	2	Credits	2
課程目標	本課程旨在探討人力資源規劃與管理之相關理論、研究、實務及發展問題及其在非營利組織方面的運用。學生能夠了解非營利組織中重要之人力資源規劃與管理相關議題與應用，並從中習得必要之管理工具且能有效運用。	Objectives	The major purpose of this course is to explore the human resources planning and management related theory, research, practice and developmental problems in non-profit organizations. This course is committed to strengthening students with the understanding of human resource planning and management related issues and application in non-profit organizations. Students will also learn and utilize useful management tools effectively.
教材	本課程教科書: Joan E.Pynes (2009). Human Resources Management for Public and Nonprofit Organizations ~ A Strategic Approach (3rd ed.) San Francisco, CA: Jossey-Bass Publishers.  參考書籍: 1. Joan E.Pynes (2004). Human Resources Management for Public and Nonprofit Organizations (2nd ed.) San Francisco, CA: Jossey-Bass Publishers. 2. Carol L. Barbeito (2004). Human Resources Policies and Procedures for Nonprofit Organizations. Hoboken, NJ: John Wiley & Sons, Inc. 3. 其他教材將由授課老師提供。	Teaching Materials	Required Textbooks: Joan E.Pynes (2009). Human Resources Management for Public and Nonprofit Organizations ~ A Strategic Approach (3rd ed.) Jossey-Bass. San Francisco, CA. Other Materials: 1. Joan E.Pynes (2004). Human Resources Management for Public and Nonprofit Organizations (2nd ed.) Jossey-Bass. San Francisco, CA. 2. Carol L. Barbeito (2004). Human Resources Policies and Procedures for Nonprofit Organizations. Hoboken, NJ: John Wiley & Sons, Inc. 3. Other articles as required for this course will be supplied by the instructor.
成績評量方式	1.課前準備與課堂參與 20% 2.非營利組織人力資源研究報告 50% (本課程將融入服務學習的精神，兩位同學一組，必須找到一家非營利組織作為了解的對象，在學習過程中同時了解該機構人力資源管理的問題，並協助該機構解決問題。授課教師也會和同學一起協助該機構的問題。) 3.期刊論文課堂報告 30% (開學第二週抽籤決定所要報告的期刊論文與順序。)  ★備註：本課程不得無故缺課。	Grading	1. Class Preparation and Participation 20% 2. Human Resource Project 50% (Your HR project accounts for of your course grade. This project is designed to provide each of you with the experience in solving an actual HR problem within an existing nonprofit organization. This will be a team project.) 3. Topic Research and Presentation 30% (Research, prepare and present to the class on a special assigned topic during the first class. Topics will be distributed by lottery.)
教師網頁	-		
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<p>教學內容</p>	<p>with problems in hiring, recruiting, managing, leading and disciplining employees. Course will highlight how to develop effective, accountable systems for managing and supervising employees, including pertinent policies and procedures that address performance appraisals, compensation administration and nondiscrimination/ affirmative action. Special attention is given to the role of recruiting, managing and utilizing volunteers in the human resource management formula and working with boards of directors.</p> <p>Class Sessions:</p> <ol style="list-style-type: none"> <li>1. Introduction to Nonprofit HR Concepts <ul style="list-style-type: none"> <li>- Classs Introductions, Course Overview, Student Inventory</li> <li>- Topic Presentations Assigned</li> <li>- Nature of HRM on the Nonprofit Sector</li> <li>- Importance of Creating Relevant Employee Policies and Procedures in Nonprofit Sector</li> </ul> </li> <li>2. Crating a Safe Workplace and Positive Culture</li> <li>3. Requirements of HR <ul style="list-style-type: none"> <li>- Recruiting, Screening, Selecting and Hiring Employees</li> </ul> </li> <li>4. Analyzing Jobs and Organizational Requirements</li> <li>5. Achieving Employee Accountability and Results <ul style="list-style-type: none"> <li>- Supervising, Appraising and Improving Employee Performance</li> <li>- Performance Evaluations in the Nonprofit Sector</li> </ul> </li> <li>6. Motivating and Retaining Productive Employees <ul style="list-style-type: none"> <li>- Employee Compensation &amp; Employee Benefits</li> </ul> </li> <li>7. Employee Relations <ul style="list-style-type: none"> <li>- Employee Rights</li> </ul> </li> <li>8. Crating an Equitable Environment</li> <li>9. Volunteers as Nonpaid Employees <ul style="list-style-type: none"> <li>- Volunteer Management Risks and Responsibilities</li> <li>- Recruiting, Training and Integrating Volunteers into and Organization</li> </ul> </li> <li>10. HR Leadership Issues <ul style="list-style-type: none"> <li>- Nonprofit HR Outcomes and Evaluations</li> <li>- Eorking with Boards and Community Stakeholders</li> </ul> </li> </ol>	<p>Syllabus</p> <p>with problems in hiring, recruiting, managing, leading and disciplining employees. Course will highlight how to develop effective, accountable systems for managing and supervising employees, including pertinent policies and procedures that address performance appraisals, compensation administration and nondiscrimination/ affirmative action. Special attention is given to the role of recruiting, managing and utilizing volunteers in the human resource management formula and working with boards of directors.</p> <p>Class Sessions:</p> <ol style="list-style-type: none"> <li>1. Introduction to Nonprofit HR Concepts <ul style="list-style-type: none"> <li>- Classs Introductions, Course Overview, Student Inventory</li> <li>- Topic Presentations Assigned</li> <li>- Nature of HRM on the Nonprofit Sector</li> <li>- Importance of Creating Relevant Employee Policies and Procedures in Nonprofit Sector</li> </ul> </li> <li>2. Crating a Safe Workplace and Positive Culture</li> <li>3. Requirements of HR <ul style="list-style-type: none"> <li>- Recruiting, Screening, Selecting and Hiring Employees</li> </ul> </li> <li>4. Analyzing Jobs and Organizational Requirements</li> <li>5. Achieving Employee Accountability and Results <ul style="list-style-type: none"> <li>- Supervising, Appraising and Improving Employee Performance</li> <li>- Performance Evaluations in the Nonprofit Sector</li> </ul> </li> <li>6. Motivating and Retaining Productive Employees <ul style="list-style-type: none"> <li>- Employee Compensation &amp; Employee Benefits</li> </ul> </li> <li>7. Employee Relations <ul style="list-style-type: none"> <li>- Employee Rights</li> </ul> </li> <li>8. Crating an Equitable Environment</li> <li>9. Volunteers as Nonpaid Employees <ul style="list-style-type: none"> <li>- Volunteer Management Risks and Responsibilities</li> <li>- Recruiting, Training and Integrating Volunteers into and Organization</li> </ul> </li> <li>10. HR Leadership Issues <ul style="list-style-type: none"> <li>- Nonprofit HR Outcomes and Evaluations</li> <li>- Eorking with Boards and Community Stakeholders</li> </ul> </li> </ol>
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