## ACADEMIC ADVISING OFFICE

<table>
<thead>
<tr>
<th>Location</th>
<th>363 Pawley Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>(248) 370-4182</td>
</tr>
<tr>
<td>Fax</td>
<td>(248) 370-4245</td>
</tr>
</tbody>
</table>

**Melanie Chamberlain**  
Academic Adviser  
mbchamberlain2@oakland.edu

**Laurie Shano**  
Academic Adviser | SEHS OU Macomb  
itshano@oakland.edu

**Roberta Rea**  
Director of Advising  
rlpayne@oakland.edu

**HRD Advising Website**  
oakland.edu/sehs-advising

- Scholarships
- Advising forms
- HRD news and announcements

## STUDENT RESOURCES

**HRD Honors/Professional Society**  
hrdhsp@gmail.com

**Transfer Credit Equivalencies**  
oakland.edu/registrar/transfers

**Financial Aid**  
oakland.edu/financialaid

**The Tutoring Center**  
oakland.edu/tutoring

**Career Services**  
oakland.edu/careerservices

**HRD Professional Associations**

- Academy of HRD (AHRD)  
  ahrd.org
- HR Association of Detroit (HRA)  
  hragd.org
- Society of HRM (SHRM)  
  shrm.org
- American Society of T & D (ASTD)  
  astd.org
- HR World  
  hrworld.com
PROGRAM DESCRIPTION

The Department of Human Resource Development (HRD) of the School of Education and Human Services offers a program leading to the degree of Bachelor of Science in Human Resource Development. This field of study focuses on four areas:

- Organization Development
- Training and Development
- Career and Leadership Development
- Employment Systems and Standards

The degree program covers topics in these focus areas related to instructional design and delivery, program evaluation, performance appraisal, personnel selection, recruiting, ethics, organization development, principles of leadership, labor relations, employment law, employee involvement and cultural diversity. Graduates are prepared with conceptual knowledge and technical and interpersonal skills for a variety of careers.

Students complete the core curriculum and have the option of choosing between four areas of emphasis by adding a minor to their degree program. Courses for any one of the three HRD minors can be used to satisfy the HRD focus areas of the HRD program plan or general electives. Students can earn a minor in Training and Development, Employment Systems and Standards, Applied Leadership Skills or Lean Leadership in addition to earning their Bachelor of Science in HRD.

For additional information on the three minors available to HRD students as well as a minor in Human Resource Development for students not majoring in HRD, please see page 5 and 6.

SAMPLE HRD MAJOR COURSE SEQUENCE

**SEMESTER I**
- WRT 1050 (150) Composition I (4)
- Social Science (General Education) (4)
- Arts (General Education) (4)
- Foreign Language (General Education) (4)

**SEMESTER II**
- WRT 1060 (160) Composition II (4)
- Formal Reasoning (General Education) (4)
- Western Civilization (General Education) (4)
- Natural Science and Technology (General Education) (4)

**SEMESTER III**
- Literature (General Education) (4)
- Global Perspective (General Education) (4)
- Knowledge Application (General Education) (4)
- HRD 3100 (306) Introduction to HRD (4)

**SEMESTER IV**
- HRD 3210 (363) Group/Team Development and Leadership (4)
- HRD 3530 (367) Cultural Diversity in the Workplace (4)
- HRD 3300 (310) Instructional Design (4)
- HRD 3700 (309) Information Management Systems (4)

**SEMESTER V**
- HRD 3410 (303) Ethics in HRD (4)
- HRD 3420 (324) Work and the Law (4)
- HRD 3430 (372) HRD Staffing, Performance Evaluation, and Interaction within Organizations (4)
- HRD 4300 (423) Instructional Methods (4)

**SEMESTER VI**
- HRD 3520 (364) Career Development (4)
- HRD 3440 (320) Intro to Labor and Employment Relations (4)
- HRD 4200 (401) Change Process and Organization Analysis (4)
- Organization Development Focus Area (4)

**SEMESTER VII**
- Career/Leadership Development Focus Area (4)
- Employment Systems and Standards Focus Area (4)
- Training and Development Focus Area (4)
- General Elective (4)

**SEMESTER VIII**
- HRD 4950 (499) Internship in HRD (8)
- General Elective (4)
**UNDECIDED HRD STATUS**
Students are placed in this status when they request admission to the HRD major but, their overall GPA is below a 2.5. Formal admission to the program is not secured until a student reaches pre-HRD status.

**PRE-HRD STATUS**
Students are placed into this status when they first enter the HRD program and their overall GPA is a 2.5 or above.

**ADMISSION TO MAJOR STANDING IN HRD**
To be admitted to major standing, a student must satisfy the following requirements:

1. Meet with the HRD academic adviser and complete an approved HRD program plan.
2. Complete a minimum of 40 credits at an accredited college or university with a cumulative GPA of 2.50 or better. Courses that carry no numerical or letter grade (such as S/U) are excluded from calculation of the GPA.
3. Complete the HRD core courses with a minimum grade of 2.8 in each course.
4. Submit an “Application for Major Standing” during the semester in which the student expects to complete the core requirements.

**HRD INTERNSHIP**
Application available at [oakland.edu/sehs-advising](oakland.edu/sehs-advising) or one may be picked up at 470H Pawley Hall.

Apply by deadline date:  
June 15th for Fall semester  
October 15th for Winter semester  
February 15th for Summer semester

Internship Coordinator: Mike Maslyn  
Phone: (248) 370-3063  
E-mail: maslyn@oakland.edu

**APPLY TO GRADUATE**
Students can find the Undergraduate Application for Degree at [oakland.edu/graduate](oakland.edu/graduate).

**ADVISING AT MACOMB**
HRD students have the option of taking their classes at the Macomb University Center (MUC) in Clinton Township. All HRD classes as well as a full-time HRD adviser are available at the MUC. Classes are scheduled in the evening (6:30-9:50 p.m.) and all students have access to the MUC-OU office computer kiosks and printer located in UC2 Suite 103.

For an advising appointment contact Laurie Shano at ltshanooakland.edu
### HRD MINORS

2.8 grade in each course

#### TRAINING AND DEVELOPMENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRD 3100 (306)</td>
<td>Introduction to HRD</td>
</tr>
<tr>
<td>HRD 3330 (307)</td>
<td>Presentation and Facilitation</td>
</tr>
<tr>
<td>HRD 3300 (310)</td>
<td>Instructional Design</td>
</tr>
<tr>
<td>HRD 4320 (402)</td>
<td>Program Planning and Evaluation</td>
</tr>
<tr>
<td>HRD 4300 (423)</td>
<td>Instructional Methods</td>
</tr>
<tr>
<td>HRD 4700 (472)</td>
<td>Technology-based Instruction</td>
</tr>
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</table>

#### LEAN LEADERSHIP

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>HRD 3600 (304)</td>
<td>Lean Principles and Practices in Organizations</td>
</tr>
<tr>
<td>HRD 3510 (308)</td>
<td>Principles of Leadership</td>
</tr>
<tr>
<td>HRD 3210 (363)</td>
<td>Group and Team Development and Leadership</td>
</tr>
<tr>
<td>HRD 4610 (395)</td>
<td>Lean Green Belt (2 Credits)</td>
</tr>
<tr>
<td>HRD 4200 (401)</td>
<td>Change Process</td>
</tr>
<tr>
<td>HRD 4600 (404/344)</td>
<td>Lean Kaizen in Organizations (or POM 4900 (480))</td>
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</table>

#### EMPLOYMENT SYSTEMS AND STANDARDS

**COMPLETE ONE OF THE FOLLOWING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRD 3440 (320)</td>
<td>Introduction to Labor and Employment Relations</td>
</tr>
<tr>
<td>HRD 3445 (321)</td>
<td>Introduction to Public Sector Labor and Employment Relations</td>
</tr>
</tbody>
</table>

**COMPLETE THE FOLLOWING TWO COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>HRD 3420 (324)</td>
<td>Work and the Law</td>
</tr>
<tr>
<td>HRD 4440 (328)</td>
<td>Civil Rights and Regulations</td>
</tr>
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</table>

**COMPLETE THREE OF THE FOLLOWING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>HRD 3330 (307)</td>
<td>Presentation and Facilitation (Course satisfies training and development focus area)</td>
</tr>
<tr>
<td>HRD 4410 (322)</td>
<td>The Study of Labor and Work Organizations</td>
</tr>
<tr>
<td>HRD 4510 (323)</td>
<td>Negotiation (Course satisfies career/leadership development focus area)</td>
</tr>
<tr>
<td>HRD 4430 (326)</td>
<td>Collective Bargaining and Dispute Resolution</td>
</tr>
<tr>
<td>HRD 4420 (327)</td>
<td>Employee Benefits</td>
</tr>
<tr>
<td>HRD 3530 (367)</td>
<td>Cultural Diversity in the Workplace</td>
</tr>
<tr>
<td>WGS 3880 (322)</td>
<td>Women in Modern America</td>
</tr>
<tr>
<td>HRD 4100 (440)</td>
<td>Strategic Planning (Course satisfies organization development focus area)</td>
</tr>
<tr>
<td>EHS 2350 (235)</td>
<td>Occupational Safety and Health Standards</td>
</tr>
</tbody>
</table>

*To discuss requirements and/or declare a minor, see an academic adviser.*
HRD MINORS

2.8 grade in each course

APPLIED LEADERSHIP SKILLS

LEADERSHIP PRINCIPLES: COMPLETE ONE OF THE FOLLOWING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>COM 3402</td>
<td>Communication in Leadership</td>
</tr>
<tr>
<td>HRD 3510</td>
<td>Principles of Leadership (Course satisfies career/leadership development focus area)</td>
</tr>
</tbody>
</table>

GROUP DYNAMICS/INTERPERSONAL PROCESSES IN LEADERSHIP (COMPLETE TWO OF THE FOLLOWING):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 2403</td>
<td>Group Dynamics and Communication</td>
</tr>
<tr>
<td>COM 3000</td>
<td>Communication Theory</td>
</tr>
<tr>
<td>COM 3400</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>HRD 3230</td>
<td>Fundamentals of Human interaction (Course satisfies organization development focus area)</td>
</tr>
<tr>
<td>HRD 3210</td>
<td>Group/Team Development and Leadership</td>
</tr>
<tr>
<td>ORG 4310</td>
<td>Leadership and Group Performance</td>
</tr>
</tbody>
</table>

ETHICS IN LEADERSHIP (COMPLETE ONE OF THE FOLLOWING):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL 3510</td>
<td>Ethics in Business</td>
</tr>
<tr>
<td>PS 3710</td>
<td>International Politics of Human Rights</td>
</tr>
<tr>
<td>HRD 3410</td>
<td>Ethics in Human Resource Development</td>
</tr>
</tbody>
</table>

MULTICULTURAL LEADERSHIP (COMPLETE ONE OF THE FOLLOWING):

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PS 3550</td>
<td>Politics of Development</td>
</tr>
<tr>
<td>HRD 3530</td>
<td>Cultural Diversity in the Workplace</td>
</tr>
<tr>
<td>COM 3300</td>
<td>Multicultural Communication</td>
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</table>

LEADERSHIP IN ORGANIZATIONS (COMPLETE ONE OF THE FOLLOWING):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>HRD 3440</td>
<td>Introduction to Labor and Employment Relations</td>
</tr>
<tr>
<td>HRD 4200</td>
<td>Change Process in Organizations</td>
</tr>
<tr>
<td>MGT 3000</td>
<td>Survey of Management</td>
</tr>
<tr>
<td>ORG 3300</td>
<td>Introduction to Organizational Behavior</td>
</tr>
<tr>
<td>PS 3205</td>
<td>American Political Culture</td>
</tr>
</tbody>
</table>

To discuss requirements and/or declare a minor, see an academic adviser.
HRD CAREER OPTIONS

Affirmative Action Administrator
Assistant Vice President for Human Resources
Vice President for Human Resources
Career Development Counselor
Classification Analyst
Compensation and Benefits Analyst
Consultant
Corporate Recruiter
Director of Staff Training and Development
Diversity Manager
Diversity Director
Diversity Specialist
Vice President of Diversity
Educational Resource Coordinator
EAP Coordinator
EEO Representative
Employee Benefits Supervisor
Employee Training Instructor
Employee Relations Administrator
Employment Coordinator
Employment Interviewer
Employment Specialist
HR Information System Manager
HR Technology Manager
Human Resource Administrator
Human Resource Manager
Human Resource Director
Human Resource Advisor
Human Resource Specialist
Human Resource Developer
Interviewer
Job Analyst
Job Evaluation Specialist
Labor Relations Director
Labor Relations Specialist
Labor/Employment Relations Liaison
Lead Performance Specialist
Learning and Development Manager
Payroll Assistant
Personnel Administrator
Personnel Director
Personnel Generalist
Personnel Manager
Personnel Recruiter
Personal Specialist
Professional Recruitment Coordinator
Professor
Program Advisor
Project Manager
Recruiter (many fields)
Recruiting Specialist
Salary Administrator
Staffing and Recruitment Consultant
Talent Acquisition Manager
Talent Management Specialist
Technical Trainer
Technical Recruiter
Test Analyst
Trainer
Training and Development Manager
Training Director
Training Liaison
Training Specialist

Some of the listed career options may require additional education/training beyond the bachelor's degree
# Human Resource Development

## Undergraduate Program Plan (124 Credits)

**Name:** __________________________ **Student Number:** __________________________

### General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Arts (ART)</td>
<td></td>
</tr>
<tr>
<td>Foreign Language and Culture (FL)</td>
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</tr>
<tr>
<td>Global Perspective (GP)</td>
<td></td>
</tr>
<tr>
<td>Literature (LT)</td>
<td></td>
</tr>
<tr>
<td>Natural Science and Technology (NS)</td>
<td></td>
</tr>
<tr>
<td>Social Science (SS)</td>
<td></td>
</tr>
<tr>
<td>Western Civilization (WC)</td>
<td></td>
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<tr>
<td>Diversity</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Writing Foundations (2.0 minimum)</td>
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<tr>
<td>Writing Intensive General Education</td>
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<tr>
<td>Writing Intensive Major</td>
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<tr>
<td>Formal Reasoning (FR)</td>
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<tr>
<td>Knowledge Applications (KA)</td>
<td></td>
</tr>
<tr>
<td>Capstone</td>
<td></td>
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<tr>
<td>MACRAO Agreement (if applicable)</td>
<td></td>
</tr>
<tr>
<td>HRD 4950 (499)</td>
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<tr>
<td>HRD 4950 (499)</td>
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</table>

### HRD Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HRD 3100 (306): Introduction to HRD</td>
<td></td>
</tr>
<tr>
<td>HRD 3410 (303): Ethics in HRD (Preq: WRT 1060 (160) or equiv. &amp; HRD 3100)</td>
<td></td>
</tr>
<tr>
<td>HRD 3700 (309): Technology App. In HRD (Preq: HRD 3100 (306))</td>
<td></td>
</tr>
<tr>
<td>HRD 3300 (310): Instructional Design (Preq: WRT 1060 (160) or equiv.)</td>
<td></td>
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</table>

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<tbody>
<tr>
<td>HRD 3420 (324): Work and Law</td>
<td></td>
</tr>
<tr>
<td>HRD 3210 (363): Group/Team Dev. &amp; Leadership (Preq: WRT 1060 (160) or equiv.)</td>
<td></td>
</tr>
<tr>
<td>HRD 3530 (367): Cultural Diversity in Workplace (Preq: WRT 1060 (160) or equiv.)</td>
<td></td>
</tr>
<tr>
<td>HRD 3430 (372): HRD Staffing, Performance Eval, and Interaction</td>
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### HRD Focus Area

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Training and Development (8 credits):</td>
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<tr>
<td>HRD 4300 (423): Instructional Methods (Preq: HRD 3300 (310))</td>
<td></td>
</tr>
<tr>
<td>Complete 1: HRD 3330 (307); HRD 4320 (402); or HRD 4700 (472)</td>
<td></td>
</tr>
<tr>
<td>Organization Development (8 credits):</td>
<td></td>
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<tr>
<td>HRD 4200 (401): Change Process and Org. Analysis (Preq: HRD 3100 (306))</td>
<td></td>
</tr>
<tr>
<td>Complete 1: HRD 3600 (304); HRD 3230 (351); HRD 4600 (404); or HRD 4100 (440)</td>
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<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Career/Leadership Development (8 credits):</td>
<td></td>
</tr>
<tr>
<td>HRD 3520 (364): Career Development (Preq: WRT 1060 (160) or equiv.)</td>
<td></td>
</tr>
<tr>
<td>Complete 1: HRD 3510 (308) or HRD 4510 (323)</td>
<td></td>
</tr>
<tr>
<td>Employment Systems and Standards (8 credits):</td>
<td></td>
</tr>
<tr>
<td>HRD 3440 (320): Intro to Labor and Employment Relations</td>
<td></td>
</tr>
<tr>
<td>Complete 1: HRD 3445 (321); HRD 4410 (322); HRD 4430 (326); HRD 4420 (327); HRD 4440 (328)</td>
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### General Electives

*Courses must be 050-level or higher (at least 12 credits)*

### Internship

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRD 4950 (499) (Internship in HRD)</td>
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</tbody>
</table>

*MUST APPLY BY DEADLINE* FALL JUNE 15, WINTER OCT 15, SUMMER FEB 15
Preq: Major Standing, 100 credits completed, including HRD 3440, HRD 3520, HRD 4200, and HRD 4300

**Completion of the program and all requirements for graduation are the student’s responsibility.

---

Adviser Signature: __________________________ Date: ______________
Student Signature: __________________________ Date: ______________