



BACHELOR OF SCIENCE IN HUMAN RESOURCE DEVELOPMENT

A Guide to Understanding the Requirements for Your Degree

ACADEMIC ADVISING OFFICE

Location 363 Pawley Hall

Phone (248) 370-4182 (to schedule an advising appointment)

Fax (248) 370-4245

Melanie Chamberlain

Academic Adviser

mbchamberlain2@oakland.edu

Laurie Shano

Academic Adviser | SEHS OU Macomb

ltshano@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)

HR Association of Detroit (HRA)

Society of HRM (SHRM)

American Society of T & D (ASTD)

HR World

ahrd.org

hragd.org

shrm.org

astd.org

hrworld.com

PROGRAM INFORMATION

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)

HRD PROGRAM INFORMATION

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 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.

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 ltshano@oakland.edu

HRD MINORS

2.8 grade in each course

TRAINING AND DEVELOPMENT

HRD 3100 (306)	Introduction to HRD
HRD 3330 (307)	Presentation and Facilitation
HRD 3300 (310)	Instructional Design
HRD 4320 (402)	Program Planning and Evaluation
HRD 4300 (423)	Instructional Methods
HRD 4700 (472)	Technology-based Instruction

LEAN LEADERSHIP

HRD 3600 (304)	Lean Principles and Practices in Organizations
HRD 3510 (308)	Principles of Leadership
HRD 3210 (363)	Group and Team Development and Leadership
HRD 4610 (395)	Lean Green Belt (2 Credits)
HRD 4200 (401)	Change Process
HRD 4600 (404/344)	Lean Kaizen in Organizations (or POM 4900 (480))

EMPLOYMENT SYSTEMS AND STANDARDS

COMPLETE ONE OF THE FOLLOWING

HRD 3440 (320)	Introduction to Labor and Employment Relations
HRD 3445 (321)	Introduction to Public Sector Labor and Employment Relations

COMPLETE THE FOLLOWING TWO COURSES

HRD 3420 (324)	Work and the Law
HRD 4440 (328)	Civil Rights and Regulations

COMPLETE THREE OF THE FOLLOWING

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

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

COM 3402 (302)	Communication in Leadership
HRD 3510 (308)	Principles of Leadership (Course satisfies career/leadership development focus area)

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

COM 2403 (202)	Group Dynamics and Communication
COM 3000 (303)	Communication Theory
COM 3400 (305)	Interpersonal Communication
HRD 3230 (351)	Fundamentals of Human interaction (Course satisfies organization development focus area)
HRD 3210 (363)	Group/Team Development and Leadership
ORG 4310 (431)	Leadership and Group Performance

ETHICS IN LEADERSHIP (COMPLETE ONE OF THE FOLLOWING):

PHL 3510 (316)	Ethics in Business
PS 3710 (317)	International Politics of Human Rights
HRD 3410 (303)	Ethics in Human Resource Development

MULTICULTURAL LEADERSHIP (COMPLETE ONE OF THE FOLLOWING):

PS 3550 (330)	Politics of Development
HRD 3530 (367)	Cultural Diversity in the Workplace
COM 3300 (385)	Multicultural Communication

LEADERSHIP IN ORGANIZATIONS (COMPLETE ONE OF THE FOLLOWING):

HRD 3440 (320)	Introduction to Labor and Employment Relations
HRD 4200 (401)	Change Process in Organizations
MGT 3000 (300)	Survey of Management
ORG 3300 (330)	Introduction to Organizational Behavior
PS 3205 (300)	American Political Culture

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			Course	Credits	Course	Credits
Arts (ART)					Writing Foundations (2.0 minimum)	
Foreign Language and Culture (FL)					Writing Intensive General Education	
Global Perspective (GP)					Writing Intensive Major	HRD 4950 (499)
Literature (LT)					Formal Reasoning (FR)	
Natural Science and Technology (NS)					Knowledge Applications (KA)	
Social Science (SS)					Capstone	HRD 4950 (499)
Western Civilization (WC)					MACRAO Agreement (if applicable)	
Diversity	HRD367				MTA Agreement (if applicable)	

HRD CORE

(32 credits, 2.8 min GPA)

	Semester	Grade		Semester	Grade
HRD 3100 (306): Introduction to HRD			HRD 3420 (324): Work and Law		
HRD 3410 (303): Ethics in HRD <i>Prereq: WRT 1060 (160) or equiv. & HRD 3100</i>			HRD 3210 (363): Group/Team Dev. & Leadership <i>Prereq: WRT1060 (160) or equiv.</i>		
HRD 3700 (309): Technology App. In HRD <i>Prereq: HRD 3100 (306)</i>			HRD 3530 (367): Cultural Diversity in Workplace <i>Prereq: WRT1060 (160) or equiv.</i>		
HRD 3300 (310): Instructional Design <i>Prereq: WRT 1060 (160) or equiv.</i>			HRD 3430 (372): HRD Staffing, Performance Eval, and Interaction		

HRD FOCUS AREA

(32 credits, 2.8 min GPA)

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

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

Check here if complete: <input type="checkbox"/>	

INTERNSHIP (8 credits, 2.8 min GPA)

	Semester	Grade
HRD 4950 (499) (Internship in HRD) *MUST APPLY BY DEADLINE* FALL JUNE 15, WINTER OCT 15, SUMMER FEB 15 Prereq: 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 _____