

Revised 7/23/07

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Curriculum Cleanup for Human Resource BS, Minor and Cert.

Initiating Unit or Individual: Bev DeMarr
Contact Person's Name: Karen Ottobre e-mail: ottobrek@ferris.edu phone: 2427
Date or Term of Proposal Implementation: 2010 FALL

- Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor
- Group I - B – New minors or concentrations
- Group II - A – Minor curriculum clean-up and course changes
- Group II - B – New Course
- Group III - Certificates
- Group IV – Off-Campus Programs

Group/Individual	Signature	Date	Vote/Action *
Program Faculty	Beverly DeMarr	4/14/09	___ Support ___ Support with Concerns ___ Not Support
Department Faculty	Beverly DeMarr	4/14/09	19 Support 1 Support with Concerns 1 Not Support
Department Head	D. Scustone	4-14-09	___ Support ___ Support with Concerns ___ Not Support
College Curriculum Committee	Anita Fagerman		8 Support 0 Support with Concerns 0 Not Support
Dean	Shirley	4/14/09	✓ Support ___ Support with Concerns ___ Not Support
University Curriculum Committee	[Signature]	4/21/09	✓ Support 8-0. ___ Support with Concerns ___ Not Support
Senate	Richard Tupper	4/21/09	✓ Support ___ Support with Concerns ___ Not Support
Academic Affairs	Daniel Fluh	4/23/09	✓ Support ___ Support with Concerns ___ Not Support

* Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

To be completed by Academic Affairs		
President (Date Approved)	Board of Trustees (Date Approved)	President's Council (Date Approved)

REC'D APR 22 2009

1. Proposal Summary

Rationale for proposed changes to the Human Resource major, minor, and certificate

Major:

The proposed changes to the major are intended to: 1) reduce the need for course substitutions and 2) implement suggestion from the HR advisory committee, and 3) provide encouragement for students to complete internships and foreign language courses.

- 1) Eliminate one choice under related courses for students to choose between - RELG 325 because it isn't offered regularly and add LITR 202, LITR 371 and LITR 380 as other options besides LITR 203 or LITR 204, giving the students more of a choice.
- 2) Replace MGMT 302 as a required course with COMM 301 Interviewing. Our advisory board recommended the addition of COMM 301 and students in the major are already required to take MGMT 301 which covers general management topics as a COB core class such as those covered in MGMT 302. Thus, COMM 301 provides added value for the students.
- 3) Formally encourage students to complete an internship and/or learn a foreign language. Graduates today face an increasingly competitive job market. Internships provide students with actual work experience, which employers seek. Similarly given today's increasingly diverse workplace employers place a premium on the ability to speak a foreign language. This is especially true for Human Resource Professionals in the health care and hospitality industries where a large proportion of the workforce is Spanish speaking.

Minor:

The proposed changes to the Minor will: 1) strengthen the focus in the required courses and 2) make the minor more attractive to students in other majors.

- 1) The field of Human Resources continues to become more technical and legalistic. People working in HR or any supervisory position need to be aware of the laws governing the employment relationship to avoid violations that can become very costly for employers. Thus, replacing MGMT 302 Organizational Behavior with BLAW 421 Employment Law strengthens the minor.
- 2) The addition of related courses from other disciplines (e.g. Health Care Administration, Psychology, Communication) provides students with additional course choices. This increases flexibility and makes the minor more attractive to students from other majors.

Certificate:

Replace MGMT 302 Organizational Behavior with BLAW 421 Employment Law to strengthen the certificate as noted above.

2. Summary of All Course Action Required*

d. Addition of existing FSU courses to program

Prefix	Number	Title
COMM	301	Interviewing
LITR	202	Black Literature
LITR	371	Topics in Women's Literature
LITR	380	World Folk Literature

e. Removal of existing FSU courses from program

Prefix	Number	Title
MGMT	302	Organizational Behavior
RELG	325	Eastern Religions

*Contact Senate Secretary or UCC Chair if spaces for additional courses are needed.

Learning Outcomes/Competencies

Upon completion students should be able to:

1. Create policies and procedures that abide by all federal laws for selecting an employee including: creating a job posting, creating legal interview questions, and identifying selection criteria and a procedure used for evaluating applicants.
2. Develop policies and procedures for evaluating the performance and determining merit pay increases for employees that abide by all federal laws.
3. Develop a complete compensation system applying the concepts of internal equity, external equity, and individual equity.
4. Apply the laws affecting compensation and benefits.
5. Effectively research a variety of topics of negotiation.
6. Utilize distributive and integrative bargaining techniques in a range of situations.

Assessment Plan

1. Evaluate general program/student performance by the ETS exam.
2. Evaluate curriculum through the advisory board process and contacts with other industry/academic leaders.
3. Evaluate student work at both the team (e.g. comprehensive compensation project) and individual (e.g. negotiation portfolios) levels.
4. Evaluate student satisfaction through the EBI exit survey.
5. Re-shape and enhance the program using feedback from advisory board, employer, alumni, and student feedback.
6. Track transfer to the program, retention, and graduation rate (major, minor, & certificate) as an indicator of program success.

Douglas G Heeter/FSU

ToKaren M Ottobre/FSU@FERRIS

*03/17/2009 11:55
AM*

cc

SubjectVOTE

I VOTE NO ON BOTH OF THE FOLLOWING:

H-R MAJOR CHANGES

H-R MINOR CHANGES

BECAUSE- THEY BOTH REQUIRE AN ECON CLASS [331] THAT WILL BE TAUGHT BUT ONCE EVERY OTHER WINTER SEMESTER. THIS WILL CREATES A HARDSHIP FOR STUDENTS TO WORK IT IN.

Beverly DeMarr's response to Doug Heeter's concerns:

- 1) The requirement for ECON 331 has always been in the HR major. The proposed changes have nothing to do with ECON 331. When the advisor for the HR program meets with a student entering the program to obtain a major, minor, or certificate, the advisor notes on the student's checksheet the rotation of courses that are not offered every semester. This approach has worked well for a number of years.
- 2) Requiring a course that is only offered once every other year is not unique to the HR program. There are many other programs in the university that require a course that is only offered once every other year.
- 3) The HR minor doesn't "require" ECON 331, it is simply one of several courses a student may choose to take as a part of the minor. If it isn't offered in a particular semester the student can simply choose one of the other classes.

**Maureen S
Heaphy/FSU**

ToKaren M Ottobre/FSU@FERRIS

*03/17/2009 01:06
PM*

cc

SubjectRe: Help Please

I abstained from voting on the HR major and minor in the Management Department meeting today. The reason is that the discussion of BLAW and its role was not resolved, in my mind.

Maureen S. Heaphy, Ph.D.
231.591.3156
Ferris State University
College of Business Graduate Program (CBGP)
IRC 212D (Interdisciplinary Resource Center Room 212D)
Big Rapids, MI 49307-2284

Beverly DeMarr's response to Maureen Heaphy's concerns:

- 1) Requiring BLAW 301 instead of BLAW 321 in the Business Core for the HR major has been in place for years. The proposed changes have nothing to do with BLAW 301. There are several programs in the COB that require BLAW 301 instead of BLAW 321.
- 2) Professor Karen Nash is the only faculty member to teach the required course in Employment Law (BLAW 421). She indicated in our department meeting that BLAW 301 provided a better foundation for students than BLAW 321. Professor Heaphy later indicated to Karen Ottobre that she didn't hear Professor Nash's explanation because other faculty were talking over her.

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title Minor Curriculum Changes to Human Resource B.S., Minor and Certificate

Initiator(s): Beverly DeMarr

Proposal Contact: Karen Ottobre **Date Sent:** 3/19/09

Department: Management **Campus Address:** Bus 212
(Please print)

Responding Department: Communications – Humanities Department

Chair/Head/Coordinator: Liz Wilson **Date Returned:** _____

Based upon department faculty review on _____ (date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

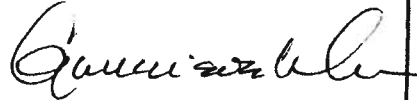
1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title Minor curriculum changes to Human Resource BS, Minor and Certificate

Initiator(s): <u>Beverly DeMarr</u>
Proposal Contact: <u>Karen Ottobre</u> Date Sent: <u>3/20/09</u>
Department: <u>Management</u> Campus Address: <u>Bus 212</u> (Please print)

Responding Department: <u>Language and Literature</u>
Chair/Head/Coordinator: <u>Genevieve West</u> Date Returned: <u>3/24/09</u> 

Based upon department faculty review on _____ (date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

Replacing LITR 204 (Native American Literature) or 203 (African Literature) with any CE course fails to give students a similar exposure to artistic explorations of diversity, as both of these courses earn REG *and* CE credit. And, while 204 is not offered regularly, LITR 203 is. A more logical solution would be to expand the number of course options for students to include LITR 202 (Black [African American] Literature), LITR 380 (World Folk Literature), and LITR 371 (Topics in Women's Literature). This option would provide students additional exposure to issues of diversity and provide more ways for students to meet the requirement, thus eliminating the need for course substitutions.

**Ferris State University-College of Business
Bachelor of Science Degree in Business**

HUMAN RESOURCE MANAGEMENT – 121-122 Credits

Name: _____ ID #: _____

REQUIRED		COURSE TITLE-PREREQUISITES SHOWN IN BRACKETS ()	S.H.	GRADE	GR PTS
COMMUNICATION COMPETENCE – 12 Credits Required					
COMM	121	Fundamentals of Public Speaking (None)	3		
ENGL	150	English I (ENGL 074 or a minimum score of 14 on ACT or a minimum score of 370 on SAT)	3		
ENGL	250	English II (ENGL 150 with a grade of C- or better)	3		
ENGL	325	Advanced Business Writing (ENGL 250 or 211)	3		
SCIENTIFIC UNDERSTANDING – 7/8 Credits					
Consult the Ferris website: www.ferris.edu/htmls/academics/gened/scicourses.html					
Select two courses from the scientific understanding subject area (one must be a lab course).					
			4		
			3/4		
QUANTITATIVE SKILLS – 3 Credits Required					
MATH	115	Intermediate Algebra (MATH 110 with a grade of C- or better, or 19 on ACT or 460 on SAT) If MATH ACT is 24 or higher, substitute a general education elective.	3		
CULTURAL ENRICHMENT - 9 Credits Required *					
Cultural Enrichment electives, consult the General Education category of the Ferris website:					
www.ferris.edu/htmls/academics/gened/cultcourses.html					
		Cultural Enrichment Elective	3		
		Cultural Enrichment Elective	3		
Choose one:		LITR 202 or 203 or 204(All have ENGL 150) OR, 371 (ENGL 250) OR 380 (ENGL 250 w/ C or better)	3		
SOCIAL AWARENESS – 9 Credits Required *					
www.ferris.edu/htmls/academics/gened/soccourses.html					
SOCIAL AWARENESS CATEGORY SATISFIED WITH RELATED COURSE REQUIREMENTS.					
ECON	221	Principles of Macroeconomics (MATH 110 w/ a grade of C- or better or ACT of 19 or SAT of 460)	3		
ECON	222	Principles of Microeconomics (ECON 221)	3		
PSYC	150	Introduction to Psychology (Reading score of 17 ACT or Verbal 430 SAT or READ 106 with grade of C/better)	3		
NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES					
Students who return to the university after interrupted enrollment (not including Summer Semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.					

*Global Consciousness and Race/Ethnicity or Gender requirements must be met either through Cultural Enrichment, Social Awareness or General Education courses.

Advising Notes:

FSUS 100 requirement satisfied by _____
 Global Consciousness requirement satisfied by _____
 Race, Ethnicity, Gender requirement satisfied by _____

**Ferris State University
Human Resource Management Major**

REQUIRED		COURSE TITLE-PREREQUISITES SHOWN IN BRACKETS ()	S.H.	GRADE	GR.PTS.
HUMAN RESOURCE MANAGEMENT MAJOR – 33 Credits Required					
BLAW	421	Employment Law (Junior standing)	3		
COMM	301	Interviewing (COMM 105 or COMM 121 or COMH 121 or COMM 200 or COMM 201)	3		
ISYS	200	Database Design & Implementation (ISYS 105 or course competency)	3		
MGMT	373	Human Resource Management (Sophomore standing)	3		
MGMT	375	Negotiation (Junior standing)	3		
MGMT	377	International Human Resource Mgmt (MGMT 373 or permission of instructor)	3		
MGMT	472	Compensation (MGMT 373 or permission of instructor)	3		
MGMT	474	Cases & Issues in HRM (MGMT 373)	3		
		Directed Elective (*) – Prior approval of advisor required	3		
		Directed Elective (*) – Prior approval of advisor required	3		
		Directed Elective (*) – Prior approval of advisor required	3		
* Internship and/or Foreign Language is strongly encouraged					
BUSINESS CORE – 30 Credits Required					
ACCT	201	Principles of Accounting 1 (MATH 110 with a grade of C- or better, or 19 on ACT or 460 on SAT)	3		
ACCT	202	Principles of Accounting 2 (ACCT 201 with a grade of C- or better)	3		
BLAW	301	Legal Environment of Business (None)	3		
FINC	322	Financial Management 1 (ACCT 202, Math 115 or MATH 116 or MATH117 or MATH ACT 24)	3		
ISYS	321	Business Information Systems (ACCT 202 & MKTG 321 & MGMT 301)	3		
MGMT	301	Applied Management (None)	3		
MGMT	370	Quality/Operations Management (Sophomore Standing)	3		
BUSN	499	Interdisciplinary Integrating Experience (FINC 322, MGMT370, MKTG 321 & Senior standing)	3		
MKTG	321	Principles of Marketing (Sophomore status or higher)	3		
STQM	260	Introduction to Statistics (MATH 115 or MATH 116 or MATH 117 or 24 on ACT or 560 on SAT)	3		
COLLEGE OF BUSINESS ADDITIONAL GENERAL EDUCATION – 9 Credits Required					
ECON	331	Labor Economics (ECON 222)	3		
SOCY	121	Introductory Sociology (None)	3		
SOCY	340	Minority Groups in America (SOCY 121 or 122 or ANTH 122)	3		
ADDITIONAL – 9 Credits Required					
		Free Elective – If needed ISYS 105 can be taken as a free elective	3		
		Free Elective – If needed MATH 110 can be taken as a free elective	3/4		
		Elective – See advisor for assistance.	3		

NOTE: A 2.00 cumulative GPA is required for the major, business core and a 2.00 cumulative GPA is required for completion of the Human Resource Management degree.

HUMAN RESOURCE MANAGEMENT – 121-122 Credits

Name: _____ ID #: _____

REQUIRED		COURSE TITLE-PREREQUISITES SHOWN IN BRACKETS ()	S.H.	GRADE	GR PTS
COMMUNICATION COMPETENCE – 12 Credits Required					
COMM	121	Fundamentals of Public Speaking (None)	3		
ENGL	150	English I (ENGL 074 or a minimum score of 14 on ACT or a minimum score of 370 on SAT)	3		
ENGL	250	English II (ENGL 150 with a grade of C- or better)	3		
ENGL	325	Advanced Business Writing (ENGL 250 or 211)	3		
SCIENTIFIC UNDERSTANDING – 7/8 Credits					
Consult the Ferris website: www.ferris.edu/htmls/academics/gened/scicourses.html Select two courses from the scientific understanding subject area (one must be a lab course).					
			4		
			3/4		
QUANTITATIVE SKILLS – 3 Credits Required					
MATH	115	Intermediate Algebra (MATH 110 with a grade of C- or better, or 19 on ACT or 460 on SAT) If MATH ACT is 24 or higher, substitute a general education elective.	3		
CULTURAL ENRICHMENT - 9 Credits Required *					
Cultural Enrichment electives, consult the General Education category of the Ferris website: www.ferris.edu/htmls/academics/gened/cultcourses.html					
PART OF CULTURAL ENRICHMENT CATEGORY SATISFIED WITH RELATED COURSE REQUIREMENTS.					
		Cultural Enrichment Elective	3		
		Cultural Enrichment Elective	3		
SOCIAL AWARENESS – 18 Credits Required *					
www.ferris.edu/htmls/academics/gened/soccourses.html SOCIAL AWARENESS CATEGORY SATISFIED WITH RELATED COURSE REQUIREMENTS.					
NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES					
Students who return to the university after interrupted enrollment (not including Summer Semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.					

*Global Consciousness and Race/Ethnicity or Gender requirements must be met either through Cultural Enrichment, Social Awareness or General Education courses.

Advising Notes:

FSUS 100 requirement satisfied by _____
 Global Consciousness requirement satisfied by _____
 Race, Ethnicity, Gender requirement satisfied by _____

REQUIRED		COURSE TITLE-PREREQUISITES SHOWN IN BRACKETS ()	S.H.	GRADE	GR.PTS.
HUMAN RESOURCE MANAGEMENT MAJOR – 33 Credits Required					
BLAW	421	Employment Law (Junior standing)	3		
ISYS	200	Database Design & Implementation (ISYS 105 or course competency)	3		
MGMT	302	Organizational Behavior (Sophomore standing)	3		
MGMT	373	Human Resource Management (Sophomore standing)	3		
MGMT	375	Negotiation (Junior standing)	3		
MGMT	377	International Human Resource Mgmt (MGMT 373 or permission of instructor)	3		
MGMT	472	Compensation (MGMT 373 or permission of instructor)	3		
MGMT	474	Cases & Issues in HRM (MGMT 373)	3		
		Directed Elective – Prior approval of advisor required	3		
		Directed Elective – Prior approval of advisor required	3		
		Directed Elective – Prior approval of advisor required	3		
BUSINESS CORE – 30 Credits Required					
ACCT	201	Principles of Accounting 1 (MATH 110 with a grade of C- or better, or 19 on ACT or 460 on SAT)	3		
ACCT	202	Principles of Accounting 2 (ACCT 201 with a grade of C- or better)	3		
BLAW	301	Legal Environment of Business (None)	3		
FINC	322	Financial Management 1 (ACCT 202, Math 115 or MATH 116 or MATH117 or MATH ACT 24)	3		
ISYS	321	Business Information Systems (ACCT 202 & MKTG 321 & MGMT 301)	3		
MGMT	301	Applied Management (None)	3		
MGMT	370	Quality/Operations Management (Sophomore Standing)	3		
BUSN	499	Interdisciplinary Integrating Experience (FINC 322, MGMT370, MKTG 321 & Senior standing)	3		
MKTG	321	Principles of Marketing (Sophomore status or higher)	3		
STQM	260	Introduction to Statistics (MATH 115 or MATH 116 or MATH 117 or 24 on ACT or 560 on SAT)	3		
*RELATED COURSES					
ECON	221	Principles of Macroeconomics (MATH 110 with a grade of C- or better or ACT of 19 or SAT of 460)	3		
ECON	222	Principles of Microeconomics (ECON 221)	3		
ECON	331	Labor Economics (ECON 222)	3		
		Choose one: RELG 325, LITR 203 or LITR 204 (All require ENGL 150)	3		
PSYC	150	Introduction to Psychology (Reading score of 17 ACT or Verbal 430 SAT or READ 106 with grade of C/better)	3		
SOCY	121	Introductory Sociology (None)	3		
SOCY	340	Minority Groups in America (SOCY 121 or 122 or ANTH 122)	3		
ADDITIONAL – 9 Credits Required					
ISYS	105	Introduction to Micro Systems & Software (None)	3		
		Free Elective – If needed MATH 110 can be taken as a free elective	3/4		
		Elective – See advisor for assistance.	3		

NOTE: A 2.00 cumulative GPA is required for the major, business core and a 2.00 cumulative GPA is required for completion of the Human Resource Management degree.

Ferris State University
 Management Department
HUMAN RESOURCE MANAGEMENT MINOR – 18 Credits

NAME: _____ ID#: _____ MAJOR: _____

REQUIRED	COURSE TITLE – PREREQUISITES SHOWN IN BRACKETS ()	S.H.	GRADE
REQUIRED COURSES – 12 Credits Required			
BLAW	421 Employment Law (Junior level or instructor permit)	3	
MGMT	373 MGMT 373 Human Resource Management (Sophomore status) Note: HCSA majors may substitute HCSA 335 Supervisory Practices	3	
MGMT	375 Negotiations (Junior status)	3	
MGMT	472 Compensation (MGMT 373 or instructor permit)	3	
SELECT TWO FROM THE FOLLOWING – 6 Credits			
COMM	301 Interviewing (COMM 105 or Instructor permit)	3	
ECON	331 Labor Economics (ECON 222)	3	
EDUC	405 Training in Organizations	3	
HCSA	220 Health Services Administration (PSYC 150)	3	
INSR	375 Employee Benefits (INSR 284 or Instructor Permit)	3	
MGMT	301 Applied Management (None) [Non-Business majors only]	3	
MGMT	377 International Human Resource Management (MGMT 373 or instructor permit)	3	
MGMT	474 Cases, Issues in Human Resource Management (MGMT 373)	3	
PSYC	326 Indust-Organizational Psych (PSYC 150)	3	
SOCY	340 Minority Groups in America (SOCY 121 or, 122, or ANTH 122)	3	
PROCEDURES			

1. In consultation with a member of the Human Resource faculty, the student will complete a Human Resource minor checksheet, indicating the courses he/she plans to complete. Signatures of the student and Human Resource advisor are required.
2. The completed Human Resource minor checksheet will be forwarded to the Management Department Head for approval. The approved checksheet will then be forwarded to Student Records in the College of Business.
3. Grades of the completed courses for the Human Resource minor will be posted on the student's checksheet.
4. Upon completion of the Human Resource minor program, the student will notify the Graduation Secretary in the College of Business, BUS 200. Upon verification that the student has completed the bachelor's degree requirements, the Dean's Office will then notify the Registrar who will note the completion of the Human Resource minor on the student's official transcript.

NOTE: No more than 50% of the credits in this minor may be transferred from another institution, nor, will this minor be granted if more than 6 of the certificate credits are specifically required in the students' major.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES
 Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of the Human Resource Minor.

Student: _____ Date: _____

Human Resource Advisor: _____ Date: _____

Management Dept. Chair: _____ Date: _____

HUMAN RESOURCE MANAGEMENT MINOR – 18 Credits

NAME: _____ ID#: _____ MAJOR: _____

REQUIRED		COURSE TITLE – PREREQUISITES SHOWN IN BRACKETS ()	S.H.	GRADE
REQUIRED COURSES – 12 Credits Required				
MGMT	302	Organizational Behavior (Sophomore status)	3	
MGMT	373	Human Resource Management (Sophomore status)	3	
MGMT	375	Negotiations (Junior status)	3	
MGMT	472	Compensation (MGMT 373 or instructor permit)	3	
SELECT ONE FROM THE FOLLOWING – 3 Credits				
COMM	301	Interviewing (COMM 105 or Instructor permit)	3	
ECON	331	Labor Economics (ECON 222)	3	
PSYC	310	Psychology of Teaching (PSYC 150)	3	
SOCY	340	Minority Groups in America (SOCY 121 or, 122, or ANTH 122)	3	
SELECT ONE FROM THE FOLLOWING – 3 Credits				
BLAW	421	Employment Law (Junior level or instructor permit)	3	
INSR	375	Employee Benefits (INSR 284 or Instructor Permit)	3	
MGMT	377	International Human Resource Management (MGMT 373 or Instructor permit)	3	
MGMT	474	Cases, Issues in Human Resource Management (MGMT 373)	3	
PROCEDURES				

1. In consultation with a member of the human resource faculty, the student will complete a human resource minor checksheet, indicating the courses he/she plans to complete. Signatures of the student and human resource advisor are required.
2. The completed human resource minor checksheet will be forwarded to the Management Department Head for approval. The approved checksheet will then be forwarded to Student Records in the College of Business.
3. Grades of the completed courses for the human resource minor will be posted on the student's checksheet.
4. Upon completion of the human resource minor program, the student will notify the Graduation Secretary in the College of Business, BUS 200. Upon verification that the student has completed the bachelor's degree requirements, the Dean's Office will then notify the Registrar who will note the completion of the human resource minor on the student's official transcript.

NOTE: No more than 50% of the credits in this minor may be transferred from another institution, nor, will this minor be granted if more than 6 of the certificate credits are specifically required in the students major.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of the Human Resource Minor.

Student: _____ Date: _____

Human Resource Advisor: _____ Date: _____

Management Dept. Chair: _____ Date: _____

HUMAN RESOURCE CERTIFICATE - 12 Credits

Name: _____ ID#: _____

Required		Course Title Prerequisites Shown in Brackets ()	S.H.	Grade	Gr. Pts.
BLAW	421	Employment Law (Junior Standing)	3		
MGMT	373	Human Resource Management (Sophomore status)	3		
Select two courses from the following with advisor approval:					
MGMT	375	Negotiations (Junior status)	3		
MGMT	377	International Human Resource Management (MGMT 373 or permission of instructor)	3		
MGMT	472	Compensation (MGMT 373 or permission of instructor)	3		
MGMT	474	Cases, Issues in Human Resource Mgmt (MGMT 373)	3		

- Note: 1. This Certificate may be completed at the main campus or at our off-campus sites.
 2. No more than 50% of the credits in this certificate may be transferred from another Institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the program.

For more information, please contact the Management Department (231) 591-2427.

Notice Regarding Withdrawal, Re-admission and Interruption of Studies
 Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the certificate which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: a 2.00 cumulative GPA is required for completion of the Human Resource Management Certificate.

Student: _____ **Date:** _____

Human Resource Advisor: _____ **Date:** _____

Management Dept.
Chair: _____ **Date:** _____

(To receive this certificate, you must complete a certificate clearance in the College of Business-Room 200)

HUMAN RESOURCE CERTIFICATE - 12 Credits

NAME: _____

ID#: _____

MAJOR: _____

REQUIRED	COURSE TITLE - PREREQUISITES SHOWN IN BRACKETS ()		S.H.	GRADE	GR. PTS.
12 Credits Required					
MGMT	302	Organizational Behavior (Sophomore status)	3		
MGMT	373	Human Resource Management (Sophomore status)	3		
With advisor approval select two from the following:					
MGMT	375	Negotiations (Junior status)	3		
MGMT	377	International Human Resource Mgmt (MGMT 373 or permission of instructor)	3		
MGMT	472	Compensation (MGMT 373 or permission of instructor)	3		
MGMT	474	Cases, Issues in Human Resource Mgmt (MGMT 373)	3		
BLAW	421	Employment Law (Junior Standing)	3		

NOTE: No more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 6 of the certificate credits are specifically required in the students major.

For more information, please contact the Management Department at (231) 591-2427.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the certificate which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 cumulative GPA is required for completion of the Advanced Studies in Human Resource Management Certificate.

Student: _____ Date: _____

Advisor: _____ Date: _____

Mgmt Dept. Chair: _____ Date: _____

(To receive this certificate, you must complete a certificate clearance in the College of Business - Room 200)

EFFECTIVE: Fall 2001/Update Summer 2008