

Revised 05/08/2009

**PROPOSAL SUMMARY AND ROUTING FORM**

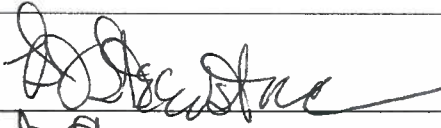
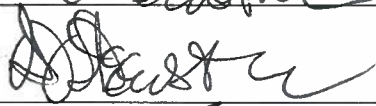



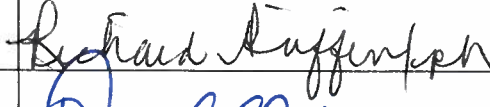

**Proposal Title: HR Program New Course, Course Name changes plus Minor Curriculum Clean Up**

**Initiating Unit or Individual: Shirish Grover**

**Contact Person's Name: Shirish Grover e-mail: Shirish Grover@ferris.edu phone: 2467**

**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			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Faculty		2-12-10	<input checked="" type="checkbox"/> 16 Support <input type="checkbox"/> 0 Support with Concerns <input type="checkbox"/> 0 Not Support
Department Head		2-12-10	<input checked="" type="checkbox"/> 16 Support <input type="checkbox"/> 0 Support with Concerns <input type="checkbox"/> 0 Not Support
College Curriculum Committee			<input checked="" type="checkbox"/> 7 Support <input type="checkbox"/> 0 Support with Concerns <input type="checkbox"/> 0 Not Support
Dean		2/15/10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee		3/22/10	<input checked="" type="checkbox"/> Support 7-0 <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Senate		3/22/10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Academic Affairs		3/23/10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> 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)

VPAA  
MAR 23 2010  
PROVOST

## HR Program Proposal: Responding to the UCC

UCC Concern	Action
<p>Raised the question as to whether the decision to use separate checksheets for majors and non-majors will eliminate or possibly add to confusion among students.</p>	<p>Two versions of the 'minor' check sheet are being submitted for UCC review.</p> <p>It is the view of one of the program faculty that that the check sheet originally proposed (with different visual tracks for electives) makes it easier for students to determine course requirements.</p> <p><b><i>We are comfortable deferring to the UCC recommendation on which check sheet is easier to work with.</i></b></p>
<p>On page 12 of the proposal, remove "COMM 200 or 201" as these courses are no longer offered.</p>	<p><b>Identified courses have been removed.</b></p>
<p>All courses required in the program should be listed as such (not 'buried' as a "required" general education elective). (seek guidance from Don Flickinger).</p>	<p><b>This issue has been addressed, and given that all COB current sheets reflect what is on the proposed check sheet for the HR Program, it is hoped that the consistency and continuity are maintained.</b></p>
<p>Term by term check sheet.</p>	<p><b>This document is attached for UCC review.</b></p>
<p>Given the nature of the modifications proposed, MGMT 377 (p. 22) and MGMT 474 (p. 24) now appear to be "new courses." Also, note that the course description included for each is currently the same.</p>	<p>With minor modifications to the course description for MGMT474, this issue has been addressed.</p> <p>As the instructor for these courses, I also offer a fuller explanation of what the modifications are, and it is my hope that the UCC agrees these are modifications:</p> <p><b>MGMT377:</b> This is a course on International HRM. As the analysis of my research suggests, the terminology in this field has changed. We now look on this as GLOBAL HRM. The recommended name change merely updates the title to make it more representative. <b>There have been changes to assignments and projects, but the textbook and core focus of the course has not changed.</b></p> <p><b>MGMT474:</b> This course has focused on discussions on case analysis and a simulation exercise historically. The textbook and simulation used in the past are now both OUT OF PUBLICATION. <b>As the instructor, I have developed a new package of cases, an online simulation, and other assignments and projects that meet the core course requirements.</b> <b>The title is again being changed to represent current terminology in the field. The core focus of the course has not changed.</b></p>

**1. Proposal Summary**

The B.S. Program in Human Resource Management has as part of its mission a primary purpose of providing students with marketable skills, a sound conceptual background for career advancement and growth, and the skills to remain competitive in a fast changing , complex and global business environment.

The Program faculty undertook a review of course offerings to fulfill this mission. The faculty selected a number of similar programs taught at universities in the State of Michigan and neighboring states for this purpose (Appendix A). The benchmarking research focused on course offerings and content, and the objective was to establish a baseline to assess our current HR offerings.

Some key conclusions of this exercise were as follows:

- i. More than 50% of programs offer a course in **Recruitment & Selection or Staffing**
- ii. Only 10% offer a course in **HR Strategy**
- iii. Programs that offer International HRM name it **Global HRM** in some form

It is therefore proposed to add a new course on **Recruitment & Selection**, and modify learning outcomes and course titles of two existing courses to meet the goals of making our students more competitive and better prepared for the current and future job market, as stated in the mission of the program.

Care has been taken to make the major, minor and certificate offerings representative and flexible to align with the stated mission of the program in addition to reflecting the changes proposed with new courses and titles. Two checklists have been developed to facilitate better advising recommendations and direction from faculty members to both business and non business majors pursuing a minor in HRM.

**2. Summary of All Course Action Required\***

**a. Newly Created Courses to FSU:**

Prefix	Number	Title
MGMT	385	Recruitment & Selection

**c. Existing Course(s) to be Modified:**

Prefix	Number	Title
MGMT	377	International Human Resource Management
MGMT	474	Cases and Topics in Human Resource Management

Note: COMM 301 was removed from the bachelors and one minor, but not the everything.

**3. Summary of All Consultations**

Form Sent (B or C)	Date Sent	Responding Dept.	Date Received & by Whom
Form B	1/20/10	Health Care Systems Adm.	
Form B	1/20/10	Communications	
Form C	1/21/10	Flite	1/25/10 kmo

**4. Will External Accreditation be Sought? (For new programs or certificates only)**

\_\_\_\_\_ Yes                      \_\_\_\_\_X\_\_\_\_\_ No

## **5. Program Check sheets affected by this proposal.**

**Human Resource Management Bachelors  
Human Resource Minor  
Human Resource Certificate**

### **Appendix A**

**List of Institutions and Programs evaluated for Program Distinctiveness exercise.**

**Here is the list of such institutions in alphabetical order:**

- 1. Baker College of Auburn Hills, Michigan**
- 2. Bowling Green State University, Ohio**
- 3. Central Michigan University, Michigan**
- 4. Cleary University, Michigan**
- 5. Eastern Michigan University, Michigan**
- 6. Grand Valley State University, Michigan**
- 7. Governors State University, Illinois**
- 8. Illinois State University, Illinois**
- 9. Oakland University, Michigan**
- 10. Southern Illinois State University, Illinois**
- 11. University of Akron, Ohio**

## **Learning Outcomes/Competencies for the Bachelors Degree**

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.
7. Identify and analyze key elements of staffing systems, and discuss the laws and regulations and their respective impact in staffing and staffing system management.
8. Describe and explain how to use employee selection tools and be able to justify decisions using content, construct, and criteria-related tools.
9. Develop an understanding of basic business and workforce management practices (e.g. recruiting, selecting and developing talented people; leading people; motivating people; working on teams; managing conflict; leading change in the organization) across regions, cultures and organizations globally.
10. Evaluate the impact of the external and internal business environment on HR functions
11. Demonstrate the use of quantitative HR metrics used in effective decision making
12. Formulate specific HR activities linked to relevant economic and organizational trends

## **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, analyzing recruitment strategies) and individual (e.g. negotiation portfolios, case analysis, Global reflections assignment) 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.

## 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 HR Program New Course, Course Name changes plus Minor Curriculum Clean Up**

Initiator(s): Shirish Grover

Proposal Contact: Shirish Grover Date Sent: 1/20/10

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

Responding Department: Health Care Systems Administration

Chair/Head/Coordinator: Gregory Zimmerman 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 HR Program New Course, Course Name changes plus Minor Curriculum Clean Up**

**Initiator(s):** Shirish Grover

**Proposal Contact:** Shirish Grover **Date Sent:** 1/21/10

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

**Responding Department:** Communications

**Chair/Head/Coordinator:** Sandy Alspach **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.

## FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. All returned forms should be included in the proposal. **FLITE must respond within 20 calendar days of receipt of this form to insure that the form is included in the final proposal.**

**FAILURE TO RESPOND IS CONSIDERED AS SUPPORT OF THE CHANGE.**

**RE: Proposal Title: HR Program New Course, Course Name changes plus Minor Curriculum Clean Up**

**Projected number of students per year affected by proposed change: 35**

Initiator(s): Shirish Grover

Proposal Contact: Shirish Grover Date Sent: 1/21/10

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

Liaison Librarian Signature: 

Date: 1-22-10

Dean of FLITE Signature: 

Date Returned: 1-25-10

Based upon our review on 1-22-10 (date), FLITE concludes that:

- Library resources to support the proposed curriculum change are currently available.
- Additional Library resources are needed but can be obtained from current funds.
- Support, but significant additional Library funds/resources are required in the amount of \$ \_\_\_\_\_.
- Does not support the proposal for reasons listed below.

**Comment regarding the impact this proposal will have on library resources, collection development, programs, etc. Use additional pages if necessary.**

**Ferris State University - College of Business**  
**BACHELOR OF SCIENCE DEGREE IN BUSINESS – HUMAN RESOURCES - 121/122 credits**

NAME: \_\_\_\_\_

ID#: \_\_\_\_\_

Required	Course Title - Prerequisites Shown in Brackets ( )	Crs	Gr	Gr Pt
<b>COMMUNICATION COMPETENCE - 15 Credits Required</b> Communication Competence Category Satisfied with Related* Course Requirements				
COMM 121	Fundamentals of Public Speaking (None)	3		
ENGL 150	English 1 (ENGL 074 w/ a C- or better or a minimum score of 14 on ACT)	3		
ENGL 250	English 2 (ENGL 150 w/a grade of C- or better)	3		
ENGL 325	Advanced Business Writing – (ENGL 250 or 211 both w/ C or better)	3		
<b>SCIENTIFIC UNDERSTANDING – 7-8 Credits Required</b> Consult the Ferris website: <a href="http://www.ferris.edu/hmis/academics/gened/scicourses.html">www.ferris.edu/hmis/academics/gened/scicourses.html</a> for approved courses.				
	Scientific Understanding with Lab	4		
	Scientific Understanding	3-4		
<b>QUANTITATIVE SKILLS – 3 Credits Required</b>				
MATH 115	Intermediate Algebra (MATH 110 w/C- or better, or 19 on ACT or 460 on SAT) if MATH ACT score is 24+, substitute a general education elective.	3		
<b>CULTURAL ENRICHMENT – 9 Credits Required*</b> Consult the Ferris website: <a href="http://www.ferris.edu/hmis/academics/gened/cultcourses.html">www.ferris.edu/hmis/academics/gened/cultcourses.html</a> for approved courses.				
	Cultural Enrichment Elective	3		
	Cultural Enrichment Elective	3		
Choose One:	LITR 203 or LITR 204 or RELG 325 (All require ENGL 150)	3		
<b>SOCIAL AWARENESS – 9 Credits Required*</b> Consult the FSU Website: <a href="http://www.ferris.edu/hmis/academics/gened/soccourses.html">www.ferris.edu/hmis/academics/gened/soccourses.html</a> for approved course.				
ECON 221	Principles of Macroeconomics (MATH 110 w/a 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 w/ C or better)	3		
<b>COLLEGE OF BUSINESS ADDITIONAL</b>				
<b>GENERAL EDUCATION ELECTIVES – 9 Credits Required</b>				
ECON 331	Labor Economics (ECON 222)	3		
SOCY 121	Introductory Sociology (None)	3		
SOCY 340	Minority Groups in America (SOCYP 121 or 122 or ANTH 122)	3		

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 ( )	Crs	Gr	Gr Pt
<b>BUSINESS CORE – 30 Credits Required</b>				
ACCT 201	Principles of Accounting 1 (MATH 110 w/ C- or better, or 19 on ACT of 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		
BUSN 499	Integrating Experience (FINC 322, MGMT 370, MKTG 321, Sr status)	3		
FINC 322	Financial Mgmt 1 (ACCT 202, Math 115, 116 or 117 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 status)	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 or ACT or 560 on SAT)	3		

Required	Course Title - Prerequisites Shown in Brackets ( )	Crs	Gr	Gr Pt
<b>HUMAN RESOURCE MAJOR COURSES – 33 Credits Required</b>				
BLAW 421	Employment Law (Junior Standing)	3		
ISYS 200	Database Design & Implementation (ISYS 105 or course competency)	3		
MGMT 373	Human Resource Management (Sophomore status)	3		
MGMT 375	Negotiation (Junior status)	3		
MGMT 377	Managing a Global Workforce (MGMT 373 or permission of instructor)	3		
MGMT 385	Recruitment & Selection (MGMT 373 or permission of instructor)	3		
MGMT 472	Compensation (MGMT 373 or permission of instructor)	3		
MGMT 474	Cases on Strategy & Workforce Trends (MGMT 373)	3		
	Directed Elective - Internship Strongly Suggested, Prior approval of advisor required for directed elective.	3		
	Directed Elective – Prior approval of advisor required	3		
	Directed Elective – Prior approval of advisor required	3		
<b>ADDITIONAL – 9 Credits Required</b>				
ISYS 105	Introduction to Micro systems & Software (None)	3		
	Free Elective – If needed MATH 110 can be taken as a free elective	3		
	Free Elective – See advisor for assistance	3		

# HUMAN RESOURCE - SUGGESTED SEMESTER COURSE COMPLETION

## FIRST YEAR

Fall Semester		CrHrs	Grade
COMM 121	Fundamentals of Public Speaking	3	
	Cultural Enrichment Elective	3	
ENGL 150	English I	3	
ISYS 105	Introduction Microcomputer Systems & Software	3	
MATH 115	Intermediate Algebra	3	
	<b>TOTAL</b>	<b>15</b>	

## SECOND YEAR

Fall Semester		CrHrs	Grade
ACCT 201	Principles of Accounting I	3	
ECON 221	Principles of Macroeconomics	3	
	Free Elective	3	
PSYC 150	Introduction to Psychology	3	
	Scientific Elective	3/4	
	<b>TOTAL</b>	<b>15/16</b>	

## THIRD YEAR

Fall Semester		CrHrs	Grade
BLAW 421	Employment Law	3	
	Directed Elective	3	
FINC 322	Financial Management I	3	
ISYS 200	Database Design & Implementation	3	
MGMT 373	Human Resource Management	3	
	<b>TOTAL</b>	<b>15</b>	

## FOURTH YEAR

Fall Semester		CrHrs	Grade
	Directed Elective	3	
MGMT 472	Compensation	3	
MGMT 474	Cases on Strategy & Workforce Trends	3	
MKTG 321	Principles of Marketing	3	
SOCY 340	Minority Groups in America	3	
	<b>TOTAL</b>	<b>15</b>	

**ADDITIONAL INFORMATION:** See front of sheet for notations regarding - prerequisites and specific course requirements.

**Note:** A 2.00 cumulative GPA is required in the major, concentration, business core and overall for completion of the Business Administration degree.

\* Global consciousness requirement must be met either through Cultural Enrichment, Social Awareness, General Education or major courses.

## FIRST YEAR

Spring Semester		CrHrs	Grade
	Cultural Enrichment Elective	3	
ENGL 250	English 2	3	
	Lab Science Elective	4	
SOCY 121	Introductory to Sociology	3	
STQM 260	Introduction to Statistics	3	
	<b>TOTAL</b>	<b>16</b>	

## SECOND YEAR

Spring Semester		CrHrs	Grade
ACCT 202	Principles of Accounting 2	3	
BLAW 301	Legal Environment of Business	3	
ECON 222	Principles of Microeconomics	3	
	Choose one: LITR 204, LITR 205 or RELG 325	3	
MGMT 301	Applied Management	3	
	<b>TOTAL</b>	<b>15</b>	

## THIRD YEAR

Spring Semester		CrHrs	Grade
ECON 331	Labor Economics or Directed Elective	3	
ENGL 325	Advanced Writing for Business	3	
ISYS 321	Business Information Systems	3	
MGMT 370	Quality/Operations Management	3	
MGMT 385	Recruitment & Selection	3	
	<b>TOTAL</b>	<b>15</b>	

## FOURTH YEAR

Spring Semester		CrHrs	Grade
BUSN 499	Integrating Experience	3	
ECON 331	Labor Economics or Directed Elective	3	
	Free Elective	3	
MGMT 375	Negotiations	3	
MGMT 377	Managing a Global Workforce	3	
	<b>TOTAL</b>	<b>15</b>	

### **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.

**HUMAN RESOURCE MANAGEMENT – 121-122 Credits**

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

REQUIRED		COURSE TITLE-PREREQUISITES SHOWN IN BRACKETS ( )	S.H.	GRADE	GR PTS
<b>COMMUNICATION COMPETENCE – 12 Credits Required</b>					
COMM	121	Fundamentals of Public Speaking (None)	3		
ENGL	150	English I (ENGL 074 w/ C- or better 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 w/ C- or better)	3		
<b>SCIENTIFIC UNDERSTANDING – 7/8 Credits</b>					
Consult the Ferris website: <a href="http://www.ferris.edu/htmls/academics/gened/scicourses.html">www.ferris.edu/htmls/academics/gened/scicourses.html</a> Select two courses from the scientific understanding subject area (one must be a lab course).					
		Scientific Understanding with Lab	4		
		Scientific Understanding	3/4		
<b>QUANTITATIVE SKILLS – 3 Credits Required</b>					
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		
<b>CULTURAL ENRICHMENT - 9 Credits Required *</b>					
Cultural Enrichment electives, consult the General Education category of the Ferris website: <a href="http://www.ferris.edu/htmls/academics/gened/cultcourses.html">www.ferris.edu/htmls/academics/gened/cultcourses.html</a>					
		Cultural Enrichment Elective	3		
		Cultural Enrichment Elective	3		
Choose one:		Choose one: RELG 325, LITR 203 or LITR 204 (All require ENGL 150)	3		
<b>SOCIAL AWARENESS – 18 Credits Required *</b>					
<a href="http://www.ferris.edu/htmls/academics/gened/soccourses.html">www.ferris.edu/htmls/academics/gened/soccourses.html</a>					
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 or better)	3		
<b>NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES</b>					
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.PT S.
<b>HUMAN RESOURCE MANAGEMENT MAJOR – 33 Credits Required</b>					
BLAW	421	Employment Law (Junior standing)	3		
ISYS	200	Database Design & Implementation (ISYS 105 or course competency)	3		
COMM	301	Interviewing (COMM 105 or COMM 121 or COMH 121 or COMM 200 or COMM 201)	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		
<b>BUSINESS CORE – 30 Credits Required</b>					
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		
<b>COLLEGE OF BUSINESS ADDITIONAL GENERAL EDUCATION – 9 Credits Required</b>					
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		
<b>ADDITIONAL – 9 Credits Required</b>					
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
<b>REQUIRED COURSES – 12 Credits Required</b>				
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	
<b>SELECT TWO FROM THE FOLLOWING (with advisor approval) – 6 Credits</b>				
COMM	301	Interviewing (COMM 105 or COMM 121 or COHM 121) <b>FOR NON COB STUDENTS</b>		
ECON	331	Labor Economics (ECON 222)	3	
EDUC	405	Training in Organizations	3	
HCSA	220	Health Care Administration (CCHS 101) <b>FOR NON COB STUDENTS</b>		
MGMT	301	Applied Management (None) <b>FOR NON COB STUDENTS</b>		
MGMT	338	Employee Benefits (Junior Standing)	3	
MGMT	377	Managing a Global Workforce (MGMT 373 or Instructor permit)	3	
MGMT	385	Recruitment & Selection (MGMT 373 or instructor permit)	3	
MGMT	474	Cases on Strategy & Workforce Trends (MGMT 373 or Instructor permit)	3	
PSYC	326	Indust-Organizational Psych (PSYC 150)	3	
SOCY	340	Minority Groups in America (SOCY 121 or, 122, or ANTH 122)	3	
<b>PROCEDURES</b>				

- 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.
- 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.
- Grades of the completed courses for the Human Resource minor will be posted on the student's checksheet.
- A term prior to 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 minor credits are specifically required in the students' major.

**To declare this minor contact Dr. DeMarr, Bus 360, 231-591-3756 or Dr. Grover, Bus 345, 231-591-2467**

**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:** \_\_\_\_\_

**Or the following:**

**HUMAN RESOURCE MANAGEMENT MINOR – 18 Credits**

NAME: \_\_\_\_\_ ID#: \_\_\_\_\_ MAJOR: \_\_\_\_\_

REQUIRED	COURSE TITLE – PREREQUISITES SHOWN IN BRACKETS ( )		S.H.	GRADE
<b>REQUIRED COURSES – 12 Credits Required</b>				
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	
<b>BUSINESS STUDENTS ELECT TWO FROM THE FOLLOWING – 6 Credits</b>				
ECON	331	Labor Economics (ECON 222)	3	
EDUC	405	Training in Organizations	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	
PSYC	326	Indust-Organizational Psych (PSYC 150)	3	
SOCY	340	Minority Groups in America (SOCY 121 or, 122, or ANTH 122)	3	
<b>NON-BUSINESS STUDENTS CAN ALSO ELECT FROM THE FOLLOWING</b>				
COMM	301	Interviewing ( <b>COMM 105 or COMM 121 or COMH 121</b> )	3	
HCSA	120	Health Care Administration (PSYC 150)		
MGMT	301	Applied Management (None)		

**PROCEDURES**

- 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.
- 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.
- Grades of the completed courses for the Human Resource minor will be posted on the student's checksheet.
- A term prior to 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.

**To declare this minor contact Dr. DeMarr, Bus 360, 231-591-3756 or Dr. Grover, Bus 345, 231-591-2467**

**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: \_\_\_\_\_



**Proposed**

Ferris State University  
College of Business  
Management Department

**FORM D**

**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		
<b>Select two courses from the following with advisor approval:</b>					
ECON	331	Labor Economics (ECON 222)	3		
MGMT	375	Negotiations (Junior status)	3		
MGMT	377	Managing a Global Workforce (MGMT 373 or permission of instructor)	3		
MGMT	385	Recruitment & Selection (MGMT 373 or instructor permit)	3		
MGMT	472	Compensation (MGMT 373 or permission of instructor)	3		
MGMT	474	Cases on Strategy & Workforce Trends (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.

**To declare this certificate contact Dr. DeMarr, Bus 360, 231-591-3756 or Dr. Grover, Bus 345, 231-591-2467**

**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)*

**Current**

Ferris State University  
College of Business  
Management Department

**Form D**

**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 standing)	3		
<b>Select two courses from the following with advisor approval:</b>					
MGMT	375	Negotiations (Junior standing)	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)

Effective: Fall 2001/Updated 200805

## Modified FORM E

### Course Identification:

<b>Prefix:</b>	<b>Number</b>	<b>Title</b>
MGMT	377	Managing a Global Workforce

### Course Description:

The management of people may be the most critical component of a firm's ability to implement its strategy effectively and compete in an increasingly complex and dynamic global economy. Beginning with understanding the dimensions and consequences of globalization, this course will offer students the opportunity to enhance their understanding of global organizations, and through project and assignment based assessment, allow them to develop critical skills in applying concepts from HRM in a global business context.

### Course Outcomes and Assessment Plan:

Course Outcome	Assessment Plan			
	Individual Assignment	Group Assignment/ Presentation	Case Analysis	Class Participation
1. Define globalization and analyze its impact and consequences on the workforce in a business context	X			X
2. Develop an understanding of basic business and workforce management practices (e.g. recruiting, selecting and developing talented people; leading people; motivating people; working on teams; managing conflict; leading change in the organization) across regions, cultures and organizations globally.	X	X	X	X
3. Analyze how global firms balance the integration and localization of their business and workforce management systems.	X	X	X	X
4. Demonstrate an understanding of the major approaches global firms take to the staffing and management of international operations and how this is interdependent with the management of domestic operations.	X	X	X	X

### Course Outline including Time Allocation:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>I. <b>Defining Globalization</b></li> <li style="padding-left: 20px;">a. Understanding the historical trends</li> <li style="padding-left: 20px;">b. Debating the impact and consequences on firms and employees</li> <li>II. <b>Analyzing Global Firms</b></li> <li style="padding-left: 20px;">a. Strategy Fundamentals</li> <li style="padding-left: 20px;">b. Political, Economic, Social, Technology in a global context</li> <li style="padding-left: 20px;">c. Global Market Entry Decisions</li> <li>III. <b>Understanding of Global Workforce Trends</b></li> <li style="padding-left: 20px;">a. Culture</li> <li style="padding-left: 20px;">b. Demographics</li> </ul> | <p><b>(4 hours)</b></p> <p><b>(8 hours)</b></p> <p><b>(12 hours)</b></p> |
|--|--|

c. Management and HR Systems

d. Legal Systems

**IV. Demonstrating application of key HR concepts in the context of a global integrated HR system**

a. HR Planning

b. Recruitment & Selection

c. Training

d. Compensation & Benefits

e. Industrial Relations

**(21 hours)**

**Total Hours: 45**

**NEW COURSE INFORMATION FORM**

**Course Identification:**

**Prefix:** MGMT      **Number:** 385      **Title:** Recruitment & Selection

**Course Description:**

This course focuses on the *effective management of the flow of the workforce and talent into and through organizations, with particular attention to the impact of business strategy on recruiting, selection and organizational staffing practices.* Another key issue is the *efficacy of recruitment and selection practices in the context of internal and external labor markets, recruiting, selection, and person-job and person-organization match on staffing practices.*

**Course Outcomes and Assessment Plan:**

At the end of this course the students should be able to:

1. Identify key elements of staffing systems, and discuss the laws and regulations and their respective impact in staffing and staffing system management.
2. Analyze how to develop an effective recruiting program for an organization, and describe and explain the recruiting process, and the strategies that organizations might use to recruit different applicants.
3. Define and explain the employee selection process, describe what selection criteria are available and how they can be used to make selection more effective.
4. Describe and explain how to use employee selection tools and be able to justify decisions using content, construct, and criteria-related tools.
5. Comprehend the role of measurement in effective staffing systems.

Course Outcome	Individual Assignment	Group Assignment/ Presentation	Exams	Class Participation
1. Identify key elements of staffing systems, and discuss the laws and regulations	X	X	X	X
2. Analyze how to develop an effective recruiting program for an organization	X	X		X
3. Define and explain the employee selection process		X	X	X
4. Describe and explain how to use employee selection tools		X	X	X
5. Comprehend the role of measurement in effective staffing systems	X	X	X	

**Course Outline including Time Allocation:**

**1. Does the organization need to hire?**

- ⇒ Identifying the need based on organizational strategy, and when additional staffing is the best way to fill that need
- ⇒ Elements of effective job descriptions and job postings

- ⇨ Internal and external sources for recruiting new employees

**12 hours**

## **2. Whom is the organization going to hire?**

- ⇨ Developing effective selection criteria
- ⇨ Evaluating resumes
- ⇨ Structuring interviews, and developing effective, non-discriminatory interview questions
- ⇨ Evaluating candidates with respect to the selection criteria you have established
- ⇨ Best practices related to giving and checking references
- ⇨ Laws and legal issues surrounding the selection process
- ⇨ The use of testing as a predictor of performance

**27 hours**

## **3. Reporting and Effectiveness of recruitment and selection tools**

- ⇨ Reports, tools, and measurements the HR department can use to demonstrate its value to the organization
- ⇨ Effectiveness versus efficiency
- ⇨ Aligning HR effectiveness measurements with the organization's strategic business priorities

**6 hours**

**Total: 45 hours**

**Modified FORM E**

**Course Identification:**

<b>Prefix:</b>	<b>Number</b>	<b>Title</b>
MGMT	474	Cases on Strategy & Workforce Trends

**Course Description:**

This course provides an opportunity to apply knowledge of Human Resource Management concepts in a variety of contexts to solve organizational challenges. The focus is on discussing solutions of core HRM concepts including strategy, and current trends in the workplace such as changing workforce demographics, talent management and succession planning.

**Course Outcomes and Assessment Plan:**

Course Outcome	Assessment Plan			
	Case Analysis	HR Simulation	HR Blog Project	Class Participation
Identify and describe the critical components of aligning HR Strategy and Business Goals	X	X	X	X
Evaluate the impact of the external and internal business environment on HR functions	X	X	X	X
Demonstrate the use of quantitative HR metrics used in effective decision making	X	X		
Design HR systems that achieve organizational and HR strategic goals	X	X	X	
Formulate specific HR activities linked to relevant economic and organizational trends	X	X	X	X
Demonstrate knowledge of technology and trends in HR		X	X	X

**Course Outline including Time Allocation:**

- I. **The strategic importance of HRM in organizations** **(9 hours)**
  - a. Investment perspective
  - b. Strategic management
  - c. Evolution of HR Role in Organizations
  
- II. **Application of Key concepts of core HRM subject areas** **(15 hours)**
  - a. HR Planning
  - b. Recruitment & Selection
  - c. Training & Development
  - d. Compensation
  - e. Performance Appraisal
  - f. Labor Relations

**III. Current and Emerging issues and Trends in HR and Organizations (21 hours)**

Examples of themes include but are not restricted to:

- a. Organization Culture
- b. Workforce Demographics
- c. Diversity and Inclusion in the Workplace
- d. Impact of Technology on the HR Function

**Total Hours: 45**

**MODIFY COURSE**  
**Course Data Entry Form**

FORM F

**Modify Course**  
Rev. 07/23/07

**I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE**

Notes:

1. Complete all parts of Sections I and II; complete only those items in Section III that represent changes.
2. If either prefix or number is being changed, use 'Delete Course' and 'Create New Course' forms rather than this form.

a. List the changes to be made (See Proposed Changes a through p below): Title of course, course description and content.

b. Term Effective (6 digit code only): 201008 Examples: 200801(Spring), 200805(Summer), 200808(Fall)  
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

**II. CURRENT:** Include information that is in the current course database.

a. Course Prefix MGMT      b. Number 377      c. Enter Contact Hours per week in boxes.  
LECTure 3.0      LAB       INDEpendent Study – Check (x)   
Practicum:       Seminar:

d. Course Title: International Human Resource Management

**III. PROPOSED CHANGES:** Complete only those boxes that represent proposed changes identified in Section I. Leave all other spaces blank.

a. Course Prefix       b. Number       c. Enter Contact Hours per week in boxes.  
LECTure       LAB       INDEpendent Study – Check (x)   
Practicum:       Seminar:

d. Course Title: Managing a Global Workforce (Limit to 30 characters/spaces.)

e. College Code:       f. Department Code:

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type:  Variable     Fixed    h. Maximum Credit Hours     i. Minimum Credit Hours

j. May Be Repeated for Added Credit: Check (x)  Yes     No

k. Levels: Check (x)  Undergraduate     Graduate     Professional

l. Grade Method: Check (x)  Normal Grading     Credit/No Credit only (Pass/Fail)

**m. CATALOG DESCRIPTION** – Limit to 75 words – PLEASE BE CONCISE.

The management of people may be the most critical component of a firm's ability to implement its strategy effectively and compete in an increasingly complex and dynamic global economy. Beginning with understanding the dimensions and consequences of globalization, this course will offer students the opportunity to enhance their understanding of global organizations, and through project and assignment based assessment, allow them to develop critical skills in applying concepts from HRM in a global business context.

n. Term(s) Offered: Spring (See instructions for listing.)    o. Max. Section Enrollment: 40

p. Prerequisites/Co-requisites/Restrictions: Limited to 100 spaces.

UCC Chair Signature/Date: [Signature] 3/22/10

Academic Affairs Approval Signature/Date: [Signature] 3/23/10

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS)     General Education (GE)     Occupational Education (OC)     G.E. Codes

**Office of the Registrar use ONLY**

Date Rec'd: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Entered: SCACRSE \_\_ SCADETL \_\_ SCARRES \_\_ SCAPREQ \_\_

**CREATE NEW COURSE**  
Course Data Entry Form

**FORM F**

**Create New Course**  
Rev. 07/23/07

**I. ACTION TO BE TAKEN: CREATE A NEW COURSE**

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201008 Examples: 200801(Spring), 200805(Summer), 200808(Fall)

Note: The first four digits indicate year, the next two digits indicate month in which term begins.

**II. PROPOSED FOR NEW COURSE: Complete all sections a through r.** See manual for clarification.

a. Course Prefix

MGMT

b. Number

385

c. Enter Contact Hours per week in boxes.

LECTure 3.0 LAB  INDEPENDent Study – Check (x)

Practicum:  Seminar:

d. Course Title: Recruitment & Selection (Limit to 30 characters/spaces.)

e. College Code: BU f. Department Code: MGMT

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type:  Variable  Fixed h. Minimum Credit Hours  i. Maximum Credit Hours

j. May Be Repeated for Added Credit: Check (x)  Yes  No

k. Levels: Check (x)  Undergraduate  Graduate  Professional

l. Grade Method: Check (x)  Normal Grading  Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x)  Yes  No

n. Equivalent course: Prefix  Number  See instructions on Replacement courses.

**o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.**

This course introduces students to the Human Resource functions of Recruitment and Selection in organizations. This course focuses on the effective management of the flow of talent into and through organizations. I give particular attention to the impact of business strategy on recruiting, selection and organizational staffing practices. Another key issue is the efficacy of recruitment and selection practices. We will discuss internal and external labor markets, recruiting, selection, and person-job and person-organization match on staffing practices in this context. Staffing is now being integrated across global units in firms, and we will focus on international staffing when we discuss trends in staffing.

p. Term(s) Offered: Spring (See instructions for listing.) q. Max. Section Enrollment: 40

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. MGMT 373 or Instruction permit.

UCC Chair Signature/Date:

 3/27/10

Academic Affairs Approval Signature/Date:

 3/27/10

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS)  General Education (GE)  Occupational Education (OC)  G.E. Codes

**Office of the Registrar use ONLY**

Date Rec'd: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Entered: SCACRSE \_\_ SCADETL \_\_ SCARRES \_\_ SCAPREQ \_\_

**MODIFY COURSE**  
**Course Data Entry Form**

**FORM F**

**Modify Course**  
Rev. 07/23/07

**I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE**

Notes:

- 3. Complete all parts of Sections I and II; complete only those items in Section III that represent changes.
- 4. If either prefix or number is being changed, use 'Delete Course' and 'Create New Course' forms rather than this form.

a. List the changes to be made (See Proposed Changes a through p below): Title, course description, course content,

b. Term Effective (6 digit code only): 201008 Examples: 200801(Spring), 200805(Summer), 200808(Fall)  
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

**II. CURRENT:** Include information that is in the current course database.

a. Course Prefix MGMT      b. Number 474      c. Enter Contact Hours per week in boxes.  
LECTure 3.0    LAB     INDEpendent Study – Check (x)   
Practicum:       Seminar:

d. Course Title: Cases, Issues in Human Resource Mgmt

**III. PROPOSED CHANGES:** Complete only those boxes that represent proposed changes identified in Section I. Leave all other spaces blank.

a. Course Prefix       b. Number       c. Enter Contact Hours per week in boxes.  
LECTure     LAB     INDEpendent Study – Check (x)   
Practicum:       Seminar:

d. Course Title: Cases on Strategy & Workforce Trends (Limit to 30 characters/spaces.)

e. College Code:     f. Department Code:

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type:  Variable     Fixed    h. Maximum Credit Hours     i. Minimum Credit Hours

j. May Be Repeated for Added Credit: Check (x)  Yes     No

k. Levels: Check (x)  Undergraduate     Graduate     Professional

l. Grade Method: Check (x)  Normal Grading     Credit/No Credit only (Pass/Fail)

**m. CATALOG DESCRIPTION** – Limit to 75 words – PLEASE BE CONCISE.

This course provides an opportunity to apply knowledge of Human Resource Management concepts in a variety of contexts to solve organizational challenges. The focus is on discussing solutions of core HRM concepts including strategy, and current trends in the workplace such as changing workforce demographics, talent management and succession planning.

n. Term(s) Offered: Fall (See instructions for listing.)    o. Max. Section Enrollment:

p. Prerequisites/Co-requisites/Restrictions: Limited to 100 spaces.

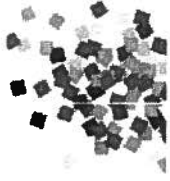
UCC Chair Signature/Date: [Signature] 3/22/10

Academic Affairs Approval Signature/Date: [Signature] 3/23/10

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code  
 Basic Skill (BS)     General Education (GE)     Occupational Education (OC)     G.E. Codes

**Office of the Registrar use ONLY**

Date Rec'd: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Entered: SCACRSE \_\_\_ SCADETL \_\_\_ SCARRES \_\_\_ SCAPREQ \_\_\_



Re: HR Program revised and reposted 

Joanne Gerst o Paula L Hadley-Kennedy

03/09/2010 03:17 PM

Cc: Leonard Johnson

I'm good with these changes now.

Joanne Gerst  
Associate Registrar  
Ferris State University  
Big Rapids, MI 49307  
231.591.2794 office  
231.591.2242 fax

This message may contain confidential and/or proprietary information and is intended for the person/entity to which it was originally addressed. Any use by others is strictly prohibited.

Paula L Hadley-Kennedy <http://www.ferris.edu/htmls/administration/...> 03/09/2010 02:27:25 PM

From: Paula L Hadley-Kennedy/FSU  
To: Barbara A Ross/FSU@Ferris, Sandra L Alspach/FSU@FERRIS, Leonard Johnson/FSU@Ferris, Andrew L Purvis/FSU@FERRIS, Maureen Milzarski/FSU@Ferris, Joanne Gerst/FSU@FERRIS, Donald Flickinger/FSU@FERRIS, Harold G Palmer/FSU@Ferris, Terrence J Doyle/FSU@FERRIS, Ronald A Mehringer/FSU@FERRIS, Kristen L Motz/FSU@FERRIS, Tracey Boncher/FSU@FERRIS, Mitzi A Day/FSU@Ferris, Steve Karnes/FSU@FERRIS  
Date: 03/09/2010 02:27 PM  
Subject: HR Program revised and reposted

<http://www.ferris.edu/htmls/administration/academicaffairs/vpoffice/senate/univcurrcomm/2009-2010/mcc/hrprogram.pdf>

The HR Program curriculum proposal has been revised and is reposted at the link above.

Thanks!

Paula