

DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT

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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 supports the use of human development, organization development, training and development, ethics, employment systems, employment law, and career development principles and practices to enhance the quality, performance and satisfaction of individuals, groups and organizations. The degree program covers topics in areas related to instructional design and delivery, program evaluation, performance appraisal, personnel selection, recruiting, organization development, 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.

Advising

Students should meet with the professional academic adviser for assistance with schedule planning, completing the program plan, interpreting degree requirements, admission to major standing, transfer credits, petitions of exception and graduation audits. The advising office is located in 430A-C Pawley Hall, (248) 370-3066. To avoid delays, students are encouraged to seek advising prior to early registration periods. A graduation audit should be obtained from the academic adviser at the beginning of the student's senior year (one year before planned graduation). The responsibility for meeting graduation requirements rests with the student.

Degree requirements - major in human resource development

The curriculum described shall be followed by students admitted to pre-HRD status. Admission to pre-HRD status requires a cumulative grade point average of 2.50 or better. Students admitted to Oakland University pre-HRD status prior to fall 2005 may choose to satisfy either the degree requirements listed in this catalog or those in the catalog of the academic year in which they were initially admitted to Oakland University pre-HRD status (or any catalog during the interim), provided that catalog is not more than six years old at the time of graduation. Students who transfer to the School of Education and Human Services after admission to the university or who are readmitted to the university are required to follow the requirements of the catalog in effect at the time they transfer or are readmitted.

To earn a Bachelor of Science degree with a major in human resource development, students must:

1. Complete a minimum total of 124 credits.
2. Complete at least 32 credits in courses at the 300 level or above at Oakland University.

3. Take the last 8 credits needed to complete the baccalaureate degree requirements at Oakland University.
4. Have a cumulative grade point average of at least 2.50.
5. Satisfy the writing requirement (see *Undergraduate degree requirements*).
6. Complete the university general education requirement with a minimum total of 40 credits (see *Undergraduate degree requirements*).
7. Satisfy the university U.S. diversity requirement (HRD 367 in the HRD major satisfies this requirement).
8. Complete the human resource development core and major courses (60 credits), human resource development internship or alternative (8 credits), human resource development electives (8 credits) and general electives (8 credits) with a minimum grade of 2.8 in each HRD required course.

Admission to major standing in human resource development

To be admitted to major standing a student must satisfy the following requirements:

1. 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.
2. Complete the HRD core courses with a minimum grade of 2.8 in each course.
3. Submit an "Application for Major Standing" during the semester in which the student expects to complete the core requirements.
4. Meet with the HRD Academic Advisor and complete an approved HRD program plan.

Required courses for the Bachelor of Science degree in human resource development

The program leading to the Bachelor of Science degree in human resource development includes the following HRD courses, electives and internship.

A. HRD Core Courses (16 credits)

Core courses introduce important theoretical constructs and tool skills for pursuing a major in human resource development. Students must earn a minimum grade of 2.8 in each of the following core courses:

HRD 306 Introduction to Human Resource Development	4
HRD 351 Fundamentals of Human Interaction	4
HRD 367 Cultural Diversity in the Workplace	4
WRT 335 Writing for Human Resource Development Professionals	<u>4</u>
	16

B. Major Courses (44 credits)

The student may take up to eight credits of major courses before completion of the core courses and admission to major standing. Additional major courses may not be taken without admission to major standing. Major courses must be completed with a minimum grade of 2.8.

HRD 303 Ethics in Human Resource Development	4
HRD 307 Presentation and Facilitation	4
HRD 309 Technology Applications in HRD	4
HRD 310 Instructional Design	4
HRD 320 Introduction to Labor and Employment Relations	4
HRD 328 Employment Regulations and Benefits	4
HRD 363 Group/Team Development and Leadership	4
HRD 364 Career Development	4
HRD 372 Staffing, Performance Evaluation and	4

	Interaction within Organizations	4
HRD 401	Change Process and Organizational Analysis	4
HRD 423	Instructional Methods	<u>4</u>
		44

C. HRD Department Elective Courses (8 credits minimum)

The HRD electives allow students to take courses offered by the HRD Department that support their individual interest and career aspirations within the field of human resource development.

D. General Elective Courses (8 credits)

The general electives allow students to take courses that support their individual interests and career aspirations. General elective courses must be at the 200 level or higher, and may be from HRD or any other field of interest.

E. Human Resource Development Internship (8 credits)

Eight internship credits must be completed at an approved placement site for a total of 320 hours. Applications for internship must be submitted by the designated deadlines (fall semester, June 15; winter semester, October 15; and summer semester-February 15). Applications will not be accepted after the deadline. Internship must be completed with a minimum grade of 2.8.

Alternative to internship

An alternative to the HRD internship requirement may be requested by individuals who have completed a minimum of two (2) years of work in the field of Human Resources. Applications must be obtained from the HRD Internship Coordinator. Completed applications must be submitted no later than the dates designated above for internship approval. Applications will be reviewed for approval or disapproval by a committee of the HRD department, and will require:

1. Submission of at least three (3) projects that were completed by the applicant on the job that demonstrate proficiency in HRD, along with an analysis of these projects and description of how they satisfy the skill and knowledge requirements of the HRD-499 internship course.
2. Submission of a signed letter from a supervisor to verify the applicant had significant input into the completion of the projects.
3. Completion of two (2) additional HRD courses at the 300 level or above (8 credits total) with a minimum grade of 2.8 in each.

Requirements - Minor in human resource development

The School of Education and Human Services offers a minor in human resource development for students who wish to strengthen their academic majors with course work in human resource development.

To obtain a minor in HRD a student must:

1. Complete the minor authorization form with the approval of the HRD minor coordinator.
2. Complete the minor core courses (16 credit hours) with a minimum grade of 2.8 in each course.
3. Complete an additional minimum of 8 credit hours of HRD courses with a cumulative grade point average of 2.80 or higher in each course.

Note: HRD 390 Independent Study in HRD, and HRD 499 Internship in HRD cannot be used to satisfy minor course requirements.

Minor core (16 credits)

HRD 306	Introduction to Human Resource Development	4
HRD 307	Presentation and Facilitation	4
HRD 351	Fundamentals of Human Interaction	4
HRD 363	Group/Team Development and Leadership	<u>4</u>
		16

Selected HRD courses		<u>8</u>
		24

Requirements - Minor in labor and employment studies

Labor and employment studies is an interdisciplinary minor that provides an academic background for understanding the practical and theoretical bases of the employee/employer relationship, both where a collective bargaining relationship exists and where it does not. This program may be particularly useful to individuals interested in the operational aspects of employment including the law, collective bargaining, employment regulations, personnel practices, philosophy of employment, and the dynamics of employment related leadership and participative roles.

This minor is open to any student who has been admitted to the university. Course work is scheduled to maximize accessibility to both full-time undergraduates and part-time working students. Students who seek to apply credits toward a degree must contact an adviser to design a degree plan and to select appropriate courses.

This minor requires 23 or 24 credits distributed among the areas of preparation listed below. The plan of study is subject to the approval of the coordinator for the minor. The student must earn a final course grade of 2.8 or higher in each of the required courses in order for the class to be counted for the minor.

1. Course Requirements (23 or 24 credits)
 - a. Must complete one of the following:
 - HRD 320 Introduction to Labor and Employment Relations (4)
 - HRD 321 Introduction to Public Sector Labor and Employment Relations (4)
 - b. Must complete the following two courses:
 - HRD 324 Work and the Law (4)
 - HRD 328 Employment Regulations and Benefits (4)
 - c. Must complete three of the following courses:
 - HRD 307 Presentation and Facilitation (4)
 - HRD 322 The Study of Labor and Work Organizations (4)
 - HRD 323 Negotiation for Personal Success (4)
 - HRD 326 Collective Bargaining and Dispute Resolution (4)
 - HRD 367 or Cultural Diversity in the Workplace (4)
 - WGS 322 Women in Modern America (4)
 - HRD 440 Strategic Planning (4)
 - OSH 235 Occupational Safety and Health Standards (3)

Requirements - Minor in training and development

The minor in Training & Development is a specialized minor that is intended for students who are interested in training and development functions in the workforce. Students are provided with academic and practical knowledge, skills and classroom experience specifically in the areas of training and development, adult education and instructional design. This program may be particularly useful to individuals majoring in human resources, management, nursing, wellness and health promotion and education, as well as those with a general interest in designing, developing and delivering training and other presentations in their respective fields.

The minor is open to any student who has been admitted to the university. Courses are scheduled to maximize accessibility to both full-time undergraduates and working adult students. Students who seek

to apply credits toward a degree must contact an adviser to design a degree plan and to select appropriate courses.

The minor requires 24 credits. The student must earn a final course grade of 2.8 or higher in each of the required courses in order for the class to be counted for the minor. The courses for the Minor in Training and Development are as follows:

HRD 306	Introduction to Human Resource Development (4)
HRD 307	Presentation and Facilitation (4)
HRD 310	Instructional Design (4)
HRD 402	Program Evaluation (4)
HRD 423	Instructional Methods (4)
HRD 472	Technology-based Instruction (4)

Requirements – Minor in Applied Leadership Skills

The School of Education and Human Services (Department of Human Resource Development) offers the following interdisciplinary minor, which is available to all students at the university. The minor in Applied Leadership Skills is a program of study that provides an academic background emphasizing education in leadership, group dynamics and interpersonal processes, ethics, multicultural leadership, and leadership in organizations from a cross disciplinary approach. The aim of this program of study is twofold. First allow students to develop an academic understanding of leadership. Then, secondly, assist students in developing leadership capabilities. This program of study may be useful to any student interested in developing skills that will expand the student's leadership capabilities for application within their communities, businesses or other organizations.

No more than 8 credits of course work used to satisfy another major, minor or concentration may be applied toward this minor. Students must meet with the coordinator of the minor to design a plan and complete a minor form identifying appropriately selected courses. The minor requires a minimum of 23 credits distributed among the areas described below. The student must earn a final course grade of 2.8 or higher in a course in order for the class to be counted for the minor.

- a. Core course in Leadership principles

COM 302	Communication in Leadership (4)
HRD 308	Principles of Leadership (4)

- b. Group Dynamics/Interpersonal Processes in Leadership

Must complete two of the following courses

COM 202	Group Dynamics and Communication (4)
COM 303	Communication Theory (4)
COM 305	Interpersonal Communication (4)
HRD 363	Group /Team Development and Leadership (4)
HRD 351	Fundamentals of Human Interaction (4)
ORG 431	Leadership and Group Performance (4)

- c. Ethics in Leadership

Must complete one of the following courses

PHL 316	Ethics in Business (4)
PS 317	International Politics of Human Rights (4)
HRD 303	Ethics in Human Resource Development (4)

- d. Multicultural Leadership

Must complete one of the following courses

COM 220	Public Speaking on Public issues (4)
WGS 300	Women in Transition (4)

PS 330	Politics of Development (4)
HRD 367	Cultural Diversity in the Workplace (4)
COM 385	Multicultural Communication (4)

- e. Leadership in Organizations
Must complete one of the following courses
- | | |
|---------|---|
| ENT 310 | Structure and Management Behavior in the Entrepreneurial Organization (3) |
| HRD 320 | Introduction to Labor & Employment Relations (4) |
| HRD 401 | Change Process in Organizations (4) |
| MGT 300 | Survey of Management (3) |
| ORG 330 | Introduction to Organizational Behavior (3) |
| PS 300 | American Political Culture (4) |

Students may want to consider planning their course-work in a means that allows them to meet any of the prerequisites for the above courses. In particular, students are urged to take the following General Education courses: PHL 103, PS 114 or PS 100, and any foreign language. Study abroad opportunity through International Education may serve as a substitution for one or more of the course requirements, as determined by the coordinator of the minor. (See Dr. Margaret Pigott, Director of International Education, for opportunities.)

Related minors and concentrations

Students who wish to obtain more than one minor must obtain the approval of the human resource development program adviser. If the minor or concentration is within a school other than SEHS, students must obtain approval from the adviser of the selected minor. Please note that one course cannot be used to satisfy the requirements of three categories under the department of Human Resource Development. This means that one course cannot be used to meet the requirements of an HRD major and two HRD department minors or to meet the requirements of all three HRD department minors.

Departmental honors

HRD departmental honors are available to students who meet the following standards: a 3.50 or better cumulative average for all courses taken at Oakland University; a 3.70 or better cumulative average in HRD Department courses (excluding HRD 499).

Course Offerings

The department offers selected courses from this catalog as warranted by student needs and availability of faculty. Specific offerings for each term may be found in the *Schedule of Classes*.

HRD 303 Ethics in Human Resource Development (4)

Introduces the forces that shape ethical behavior in the workplace; ethical considerations in transactions with employees, supervisors and peers; ethical responsibility in the marketplace and society; and how to solve ethical problems.

Prerequisite: WRT 160 or equivalent.

HRD 304 Lean Principles and Practices in Organizations (4)

This course focuses on the application of systems theory as it relates to lean implementation on the human component in an organization. *Satisfies the university general education requirement in the knowledge applications integration area. Prerequisite for knowledge applications: Completion of the general education requirement for a writing intensive course in general education or the social science knowledge exploration area.*

HRD 306 Introduction to Human Resource Development (4)

Introduces strategic assumptions affecting individual and organizational development priorities. Investigates roles and competencies for HRD practitioners in a variety of workplace settings. Develops an understanding of HRD principles and practices and how they benefit the individual and organization.

HRD 307 Presentation and Facilitation (4)

Provides the knowledge and skills to facilitate and deliver professional presentations in various HRD and training settings. Focuses on the communications process, the analysis of the audience, the research and preparation of content, the selection of appropriate support materials, and the delivery or facilitation of professional presentations and meetings. *Satisfies the university general education requirement in the knowledge application integration area.*

Prerequisite: Completion of the general education requirement for a writing intensive course in general education or the social science knowledge exploration area.

HRD 308 Principles of Leadership (4)

This course focuses on the major leadership theories and their application in a wide variety of settings. Includes opportunities for students to evaluate and enhance their own leadership potential.

HRD 309 Technology Applications in HRD (4)

Examines trends in technology that are transforming HRD practices, including HRIS, portals, knowledge management, service centers, and distance learning. Explores building a technology plan and using technology strategically within the organization.

Prerequisite: HRD 306.

HRD 310 Instructional Design (4)

Introduces the application of systematic instructional design principles to the design of instruction. Critically examines the components of an instructional design model and applies its principles to the design of instruction.

Prerequisite: WRT 160 or equivalent.

HRD 320 Introduction to Labor and Employment Relations (4)

Studies principles of both private and public sector labor relations. Includes discussions of the rights and responsibilities of all parties and traces labor relations through its origins and basic principles to current volatile issues and developing trends.

HRD 321 Introduction to Public Sector Labor and Employment Relations (4)

Studies principles of public sector labor relations. Concentrates on public employment relations in Michigan, and includes discussions of the rights and responsibilities of all parties and traces labor relations through its origins and basic principles to current volatile issues and developing trends.

HRD 322 The Study of Labor and Work Organizations (4)

An in-depth study of employment systems and relationships, and employee organizations.

HRD 323 Negotiation for Personal Success (4)

This course integrates the intellectual analysis of negotiation theory with the development of negotiation skills. The course focuses on two core approaches to negotiation, the psychological sub processes of negotiation and the strategies that can be used by the parties to resolve breakdowns in the negotiation process. *Satisfies the university general education requirement in the knowledge application integration area.*

Prerequisite for knowledge application: Completion of the general education requirement in the social science knowledge exploration area.

HRD 324 Work and the Law (4)

A guide to the basic common law rights and responsibilities directly related to employment, as well as policies and procedures under the National Labor Relations Act. Includes a study of the principles used in employment related alternative dispute systems. Identical with SOC 324.

HRD 326 Collective Bargaining and Dispute Resolution (4)

In-depth study of the principles and practices of private and public sectors collective bargaining and dispute resolution including strategic planning and preparation, position formulation, negotiation techniques, and agreement/ratification processes. Exploration of employment dispute resolution through observation of formal arbitration presentations, decision-making exercises, and active participation in formal arbitration presentations.

HRD 327 Employee Benefits (4)

Introduction to employee benefits includes planning and administration of programs in changing employment and social contexts. Includes legally required and discretionary offerings such as Social Security, Workers' and Unemployment Compensation, health, disability and life insurance, retirement, pay for time not worked, leaves flextime, and others as well as benefit costing.

HRD 328 Civil Rights and Regulations in Employment (4)

Study of the principles, regulations, policies and procedures of federal and state Civil Rights laws. Additional study includes Age Discrimination in Employment Act, Americans with Disabilities Act, Family Medical Leave Act, Pregnancy Discrimination Act, and related principles of civil rights and employment regulations.

HRD 336 Behavioral Problems in Employment (4)

Examination of a variety of problem behaviors in the workplace, including substance abuse, violence and stress, and their causes. Focuses on identifying problem behaviors, developing individual and organizational-level interventions and how to evaluate the success of such programs.

HRD 351 Fundamentals of Human Interaction (4)

Introduces key aspects of interpersonal relationships, such as self disclosure, feedback, conflict, trust and nonverbal communication. Examines various theories of healthy relationships and personal maturity. Self-appraisal, role plays, simulations and group interaction are used. *Satisfies the university general education requirement in the knowledge application integration area. Prerequisite for knowledge application integration: completion of the general education requirement for a writing intensive course in general education or in the social science knowledge exploration area.*

HRD 363 Group/Team Development and Leadership (4)

Studies the use of small group and team-based structures to enhance quality and performance in the workplace. Topics include team development, leadership, group norms and goals, resolving group conflicts, group problem solving and decision making models, and group assessments. Prerequisite: WRT 160 or equivalent and HRD 351.

HRD 364 Career Development (4)

Studies of career development theory, practices and resources in the workplace. Topics include development and implementation of career development programs, career materials and resources, trends and placement activities in working with individuals and organizations. Prerequisite: WRT 160 or equivalent.

HRD 365 Interviewing in the Workplace (4)

Examines fundamental principles and behaviors influencing workplace interviewing. Featured topics include active listening, questioning techniques, and structuring interviews. Skill practice opportunities

are provided for needs assessment, behavioral, counseling, performance, conflict mediation and recruitment/selection interviews.

Prerequisite: HRD 306 and HRD 351.

HRD 367 Cultural Diversity in the Workplace (4)

Identifies relevant culture-specific issues related to race, gender, ethnicity, socioeconomic status, sexual orientation, disabilities and religion. Examines historical context of culture-specific issues (knowledge). Facilitates awareness of values and their significance in helping relationships (self awareness). Presents an ecological framework for developing effective practices (skills). *Satisfies the university general education requirement in U.S. diversity.*

Prerequisite: WRT 160.

HRD 372 Staffing, Performance Evaluation and Interaction within Organizations (4)

Examines the strategic placement of HRD within an organization as well as the theories and practices of professional human resource development in the areas of staffing, setting performance standards and evaluating performance.

Replaces HRD 362.

HRD 390 Independent Study in HRD (2 or 4)

Directed reading or research in an HRD topic. May be elected for independent study. Student selects topic, obtains faculty sponsor's permission before registration and writes report. May be taken, with special permission, more than once for 8 credits total.

Prerequisite: permission of a faculty sponsor by application to department.

HRD 401 Change Process and Organizational Analysis (4)

Study of structure of HRD services in organizations and the processes of effecting individual and group change. Influence of assigned roles of administrators and workers on attitude and behavior. Theory and research of institutional growth and change.

Prerequisite: HRD 306.

HRD 402 Program Evaluation (4)

Provides knowledge and skills to design and conduct program evaluations. Develops skills in basic data collection, data analysis and reporting of results.

HRD 423 Instructional Methods (4)

Provides knowledge and skills in the development of instructional materials for adults. Explores the application of theories of message design, communication and learning to the development of instruction.

Prerequisite: HRD 310.

HRD 440 Strategic Planning (4)

Development of long-range plans to accomplish the training and development mission. Simulation, group problem solving and preferred future planning used to acquire strategic planning skills.

Prerequisite: senior standing.

HRD 467 Workshop (2 or 4)

Opportunity for industry/agency personnel and students to focus on various programs and practices. Offered as needed to meet needs of agency or industry employers and training directors. May be taken more than once for 8 credits total.

Prerequisite: course work or experience in the workshop topic.

HRD 469 Seminar in HRD (4)

Scope is predefined and based on a broad topic in the HRD field. Students select research areas and contribute their findings to the class. Visiting consultants and the instructor provide direction and content. May be taken more than once for a total of eight credits.

Prerequisite: course work or experience in the seminar topic.

HRD 472 Technology-Based Instruction (4)

Examines concepts, strategies and applications of multimedia and web-based instruction. Explores the design and development of computer-based instruction, popular authoring tools, roles of instructors and learners, and characteristics of effective instructional materials.

Prerequisite: HRD 310, 423.

HRD 499 Internship in HRD (8)

A culminating experience where students apply learning in a supervised HRD setting. Students must submit applications to the internship coordinator by designated dates on the internship application approximately three months prior to the semester in which the internship will be served. May be repeated only with department permission. Replaces HRD 490. *Satisfies the university general education requirement for the capstone experience. Satisfies the university general education requirement for a writing intensive course in the major. Prerequisite for writing intensive: completion of the university writing foundation requirement.*

Prerequisite: Full admission to major standing; completion of 100 credits (minimum); an overall GPA of 2.50 or better; completion of the following courses with a minimum grade of 2.8 in each (core) WRT 335, HRD 306, HRD 351 and HRD 367; (major) HRD 303, 307, 309, 310, 363, 364, 372, 401 and 423; permission of internship coordinator by application to department.