

# HRM - Human Resource Management

Courses numbered 100 to 299 = *lower-division*; 300 to 499 = *upper-division*; 500 to 799 = *undergraduate/graduate*.

## **HRM 460. Badge: HRM Topics (0.5).**

An umbrella course created to explore a variety of subtopics differentiated by letter (e.g., 460A, 460B). Not all subtopics are offered each semester – see the course schedule for availability. Students enroll in the lettered courses with specific topics in the titles rather than in this root course. *Course includes diversity content.*

## **HRM 460BA. Badge: Human Resource Management - Designing Jobs (0.5).**

Students learn about job design, common approaches to job design, and job analysis. Course materials provide new approaches to designing job characteristics that support organizations' strategic objectives and employees' work-life balance. Activities engage students in creating job descriptions as an effective way to communicate employees' roles. Graded Bg/NBg. *Course includes diversity content.*

## **HRM 460BB. Badge: Human Resource Management - Effective Employee Recruitment (0.5).**

Students learn about effective approaches to attracting potential employees and generating a large pool of applicants. Includes core concepts of employee recruitment, internal and external sources of recruitment, and various methods to reach potential employees. Emphasizes online recruitment and effective use of social media. Activities engage students in designing recruitment strategies. Graded Bg/NBg. *Course includes diversity content.*

## **HRM 460BC. Badge: Human Resource Management - Selecting the Right Employee (0.5).**

Covers key decision-making concepts in hiring employees and team members. Exposes students to core legal requirements in hiring employees. Students also learn about selection tests and practices. Activities allow students to explore decision-making techniques and potential biases in identifying the right employees for a job. Graded Bg/NBg. *Course includes diversity content.*

## **HRM 460BD. Badge: Human Resource Management - Managing Employee Performance (0.5).**

Provides students with essential information about employee performance management. Exposes students to ways to appraise performance. Students also learn about performance appraisal, 360-appraisal, appraisers, evaluation biases, ways to evaluate employee behaviors, competencies, and contributions on the job. Activities allow students to practice performance feedback and learn ways to improve its effectiveness. Graded Bg/NBg. *Course includes diversity content.*

## **HRM 460BE. Badge: Human Resource Management - Mentoring Employees (0.5).**

Provides students with core knowledge about mentoring and its importance for both employees and the employing organization. Students learn about designing successful mentoring programs, contrasting formal and informal mentoring, and differentiating coaching from mentoring. Special attention given to mentor-protégé relationships, the use of technology in mentoring, and mentoring at different career stages. Graded Bg/NBg. *Course includes diversity content.*

## **HRM 462BA. Badge: Human Resource Management - Ability at Work (0.5).**

Provides students with essential information about disability discrimination, workplace design to allow any ability employees to succeed in their jobs, biases and misconceptions associated with

disabilities, workplace adjustments for employees on the high and low spectrum of abilities, and emerging challenges associated with mental disabilities and disorders. Course activities allow students to experience the challenges for employees with various abilities. In addition, students become aware of best practices in providing opportunities for all employees. Graded Bg/NBg.

## **HRM 462BB. Badge: Human Resource Management - Age at Work (0.5).**

Provides students with essential information about ageism, age perceptions, differences across generations, challenges for organizations to attract and retain the new generations talent, and systematic adjustment needed for the aging workforce. Course activities allow students to experience the challenges for employees with different generations. In addition, students become aware of best practices in providing opportunities for all employees. Graded Bg/NBg.

## **HRM 462BC. Badge: Human Resource Management - Gender at Work (0.5).**

Provides students with essential information about gender issues in the workplace. Students will also learn differences between men and women, issues of masculinity and femininity, challenges for women in the workplace, legal and ethical issues related to gender identity, and organizational responses to gender issues. Course activities allow students to experience the cultural differences stemming from gender and gender identity. Graded Bg/NBg.

## **HRM 462BD. Badge: Human Resource Management - Origin at Work (0.5).**

Provides students with essential information focused on race, ethnic origin, and socio-economic status of employees and potential employees; biases and prejudice associated with race, ethnicity, national origin and socio-economic status, and the impact of origin on career advances. In addition, students become aware of best practices in improving opportunities for all employees. Graded Bg/NBg.

## **HRM 462BE. Badge: Human Resource Management - Religion at Work (0.5).**

Provides students with essential information about core beliefs and traditions of various religions, biases associated with religion, legal and ethical issues, and ways religious values and practices can influence functioning in the workplace. Course activities allow students to experience best practices and cultures across religions. Graded Bg/NBg.

## **HRM 462BF. Badge: Human Resource Management - Shape at Work (0.5).**

Provides students with essential information about biases and misconceptions associated with the size and shape of employees, legal and ethical issues, and experiences of employees. Course activities allow students to experience the challenges for employees with different sizes, shapes, looks and expressions. In addition, students become aware of best practices in improving opportunities for all employees. Graded Bg/NBg.

## **HRM 466. Fundamentals of Human Resource Management (3).**

An analysis of the functions of human resource management, including human resource planning, recruiting, selection, appraisal of performance, training, compensation systems, employee/labor relations, and workplace health, safety and security. Ethical issues in these functions are included. Covers relevant economic, regulatory and global influences on human resource management. Students cannot receive credit for both HRM 466 and HSP 414. *Course includes diversity content.* Prerequisite(s): sophomore standing.

## **HRM 481. Cooperative Education (1-3).**

Academic program that expands a student's learning experiences through paid employment in a supervised educational work setting related to the student's major field of study or career focus. Repeatable

for credit. Prerequisite(s): junior standing, advanced standing, 2.250 GPA.

**HRM 481N. Internship (1-3).**

Complements and enhances the student's academic program by providing an opportunity to apply and acquire knowledge in a workplace environment as an intern. Prerequisite(s): departmental consent.

**HRM 491. Independent Study/Project (1-3).**

Courses may be of two general types. The first consists of doing research, readings or other scholarly investigation in a subject area that is coordinated by a faculty member. The topic and scope would be mutually agreeable to the student and the faculty member. The second consists of doing a specific project for an organization, which might require the student to do research. The student may be embedded in an organization (either with or without pay) and under the direction of an organizational representative and a faculty member in order to accomplish a specific project. In either case, the course cannot be used to substitute for a regular departmental course. Repeatable for credit. Prerequisite(s): 2.750 GPA in the academic area, junior standing, advanced standing, departmental consent.

**HRM 665. Employment Law (3).**

Legal issues involved in hiring and employment, including lawful hiring practices, discrimination and harassment law, performance reviews, termination, labor laws, labor relations and other legal issues. Prerequisite(s): junior standing.

**HRM 666. Talent Acquisition (3).**

Analysis of all phases of the selection process as implemented in private and public sector organizations. Includes an analysis of the impact of federal and state anti-discrimination legislation on selection practices as well as human resource planning, recruiting, job analysis, and selection techniques including testing and interviewing. Validation of selection techniques is covered. *Course includes diversity content.* Prerequisite(s): HRM 466, sophomore standing.

**HRM 668. Performance Management and Incentives (3).**

Approaches to compensation processes in organizations. Discusses job evaluation techniques, wage level and wage structure determination, individual performance analysis, individual wage rate decisions, incentive plans and benefits. Considers the legal constraints on compensation practices. Prerequisite(s): HRM 466, sophomore standing.

**HRM 669. Learning in Organizations (3).**

Analyzes the training and development function as applied in private and public sector organizations. Considers the role of training and development in today's business environment, needs assessment, learning objectives, learning theory, instructional methods and techniques, and evaluation of training effectiveness. *Course includes diversity content.* Prerequisite(s): HRM 466, sophomore standing.

**HRM 690. Seminar in Selected Topics (1-5).**

An umbrella course created to explore a variety of subtopics differentiated by letter (e.g., 690A, 690B). Not all subtopics are offered each semester – see the course schedule for availability. Students enroll in the lettered courses with specific topics in the titles rather than in this root course. Prerequisite(s): HRM 466 or instructor's consent, junior standing, advanced standing.

**HRM 690L. Current Topics in Human Resource Management (3).**

This class is devoted to current topics in managing people and contemporary challenges for human resource professionals. Some of the topics covered in the class include: recruitment and onboarding, HR information systems and automation of HR tasks, creating policies and procedures, creating better workplace experience, artificial intelligence

in HRM, using big data in making HRM decisions, creating inclusive workplace, and international HRM. *Course includes diversity content.* Prerequisite(s): junior standing.

**HRM 750. Workshop in Human Resources (1-4).**

An umbrella course created to explore a variety of subtopics differentiated by letter (e.g., 750A, 750B). Not all subtopics are offered each semester – see the course schedule for availability. Students enroll in the lettered courses with specific topics in the titles rather than in this root course. Prerequisite(s): junior standing.

**HRM 750C. Advanced Diversity Topics in HRM (3).**

Organizations face the challenge of managing employees with diverse backgrounds and talents to provide products and services to diverse customers. Students learn how to effectively build diverse and inclusive companies, how to manage in multicultural work environments, and how to overcome barriers and biases that affect the productivity and well-being of people in organizations. *Course includes diversity content.* Prerequisite(s): junior standing.