

HRM - Human Resource Management

Department of Management

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

HRM 390. Special Group Studies in Business (1-3).

Repeatable for credit with departmental consent. Prerequisites: junior standing, advanced standing.

HRM 460BA. Human Resource Management Badge: 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. *Course includes diversity content.* Graded Bg/NBg.

HRM 460BB. Human Resource Management Badge: 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. *Course includes diversity content.* Graded Bg/NBg.

HRM 460BC. Human Resource Management Badge: 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. *Course includes diversity content.* Graded Bg/NBg.

HRM 460BD. Human Resource Management Badge: 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. *Course includes diversity content.* Graded Bg/NBg.

HRM 460BE. Human Resource Management Badge: 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. *Course includes diversity content.* Graded Bg/NBg.

HRM 462BA. Human Resource Management Badge: 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. Human Resource Management Badge: 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. Human Resource Management Badge: 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. Human Resource Management Badge: 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. Human Resource Management Badge: 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. Human Resource Management Badge: 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. Prerequisite: junior standing. Business students should have advanced standing.

HRM 481. Cooperative Education (1-3).

An 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. Prerequisites: 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: 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. Prerequisites: 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: junior standing.

HRM 666. Human Resource Staffing (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. Prerequisites: HRM 466, junior standing. Business students should have advanced standing.

HRM 668. Compensation (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. Prerequisites: HRM 466, junior standing. Business students should have advanced standing.

HRM 669. Training and Development (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. Prerequisites: HRM 466, junior standing. Business students should have advanced standing.

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

Repeatable for credit with departmental consent. Prerequisites: HRM 466 or instructor's consent, junior standing, advanced standing.

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

Prerequisite: junior standing.