

UNDERGRADUATE PROGRAM

Human Resource Management Option

ADDING/CHANGING OPTIONS

Business majors interested in pursuing an option may select one option at the time of application to the Foster School of Business.

Business majors who have earned less than 135 credits may switch from one option to another by meeting with an adviser.

Business majors who have earned more than 135 credits and who wish to switch options or add a second option must meet with an adviser by appointment to create a graduation plan. Approval will be based on a variety of factors, including the total number of credits at graduation and the impact on the graduation date.

An option must be formally declared for it to be noted on the transcript at the time of completion of the Business Administration degree.

Business majors may declare an option as soon as the lower division core are completed (ACCTG 215 and 225, MGMT 200 and QMETH 201).

Business majors may not change options during the first two weeks of Registration Period I.

COURSE REGISTRATION

During registration period I, students who have been admitted to the Human Resources Management Option will have priority when registering for MGMT 311, 411 and 412.

During registration period II, students in the Human Resources Management Option will have the same priority as all other business students.

Managing human resources in today's complex legal and economic environments requires professionals with special skills and knowledge in the management of human assets. Students completing the Human Resources Management Option have the essential knowledge for a variety of positions such as:

- staffing and recruiting specialist
- training coordinator
- compensation analyst
- benefits coordinator

Students who complete the Human Resources Management Option also will be eligible to take the Society of Human Resources Management's Professional in Human Resources (PHR) certification examination. The Human Resources Management Option is not intended to prepare students directly for passage of the PHR examination; however, with a modest amount of additional study and practice in examination taking, a graduate should be able to pass the examination. Given two additional years of relevant work experience, they can become a certified PHR.

BUSINESS CORE COURSE

All Foster School students must complete the course noted below. It lays the groundwork for the Human Resources Management Option.

MGMT 300 Managing for Organizational Effectiveness (4)

Organizational behavior and organization theory concepts show how managers can improve organizational effectiveness by attending to the human side of the enterprise. Topics such as leadership, motivation, power and politics, and organization design are examined for their effects on performance.

REQUIRED HUMAN RESOURCES MANAGEMENT COURSES

A Human Resources Management Option student must take the following three courses: MGMT 311, MGMT 411 and MGMT 412.

MGMT 311 Managing Human Resources (4) The personnel/industrial relations function from a managerial perspective. Selection, compensation, performance appraisal, and training and development. Special emphasis on union-management relations and relevant behavior science research.

MGMT 411 Recruiting and Hiring Talent (4) Affirmative action, recruitment, testing, interviewing, placement, promotion, and overall human resource planning. Prerequisite: MGMT 311.

MGMT 412 Performance Appraisal and Compensation (4) The various kinds of systems used by organizations to evaluate and reward employee performance. Job analysis, job evaluation, setting performance standards, giving appraisal feedback, designing incentive systems, administering a salary plan. Prerequisite: MGMT 311.

Students must also complete two approved electives for the Human Resources Management Option. Elective choices are listed on the following page.

The Human Resource Management Option

STUDENT ORGANIZATION

Society for Human Resource Management @ UW

shrm@u.washington.edu
<http://students.washington.edu/shrm/>

TRANSCRIPT NOTATION

The notation "(Human Resources Management)" is put on the academic record (transcript) when the student has earned the Bachelor of Arts in Business Administration degree and has completed the required upper division Management courses with a minimum cumulative GPA of 2.5.

ACADEMIC STANDING

Students in the Human Resources Management Option will be placed on academic probation at the end of any quarter in which the cumulative GPA in required upper-division Management courses falls below the 2.5 minimum.

CAREERS

UW Career Center
134 Mary Gates Hall
206.543.0535
<http://careers.washington.edu>

Also, the Occupational Outlook Handbook offers recent information for students interested in researching careers. www.bls.gov/oco

CONTACT INFORMATION

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REQUIRED HUMAN RESOURCES MANAGEMENT ELECTIVES

In addition to the three required courses, Human Resources Management students must take at least two electives, three is strongly encouraged, from the following list of courses.

MGMT 323 Business Ethics and Corporate Social Responsibility (4)

Philosophical and pragmatic perspectives, including values and social/ethical premises in organizational decision making. Several issues covered in depth; investments abroad, hazardous products, bribery, industry practices, and others.

MGMT 401 Leadership, Critical Thinking, and Decision Making (4) The manager as leader and decision maker. Various leadership theories, styles, and behaviors. Decisionmaking models and techniques.

MGMT 402 Deal-Making and Negotiations (4) The art and science of negotiations with the goal of making students more effective negotiators in a variety of business situations, such as budget negotiations, buying and selling, contracts, and merger negotiations. Concept and skill development.

MGMT 403 Motivating High Performance (4) Various strategies for influencing employee motivation and performance. Reward systems, goal-setting procedures, and various techniques to enlarge and enrich one's job. Effects of these formal and informal strategies on job attitudes.

MGMT 404 Organization Development and Change (4) Provides a conceptual understanding of organization development theory, practice, and research. Organization development is an umbrella term for a collection of behavioral science techniques for increasing individual, group, and organizational effectiveness.

MGMT 413 Labor Law and Collective Bargaining (4) Labor-management relations. The legal context, union organizing, grievance administration, collective bargaining. Individual and group simulations used.

THE FOLLOWING COURSES MAY NOT BE USED TO COMPLETE THE OPTION

MGMT 495 Management Internship (1-4, max 8) (Strongly recommended) Prerequisite: MGMT 300. See website for more information: bschool.washington.edu/internships

MGMT 499 Undergraduate Research (1-6, max 9) Independent research in selected areas of human resource management, organizational behavior, and business strategy under faculty supervision. Prerequisite: MGMT 300; MGMT 320.

HRMOB 499 Undergraduate Research (1-6, max 9) (Optional) Internship with a private firm, nonprofit organization or government agency, where work experience involves substantial application of management concepts learned in classroom. Credit/no credit only.

COMPLEMENTARY ELECTIVES

These classes do not count towards the HRM electives required for the option. However, they may be of value to students and help to expand their knowledge base or preparation for HRM careers.

- MGMT 312 Career Development Workshop (2)
- MGMT 490 Special Topics in Management (1-6, max. 6)
- COM 351 Interviewing Principles and Practices (5)
- PSYCH 466 Psychology of Judgment and Decision Making (5)
- SOC 266 Introduction to Labor Studies (5)
- SOC 346 Group Processes (5)