



Human Capital & Society Undergraduate Handbook

**Michigan State University
School of Human Resources & Labor Relations**

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Introduction

Welcome to the School of Human Resources & Labor Relations (SHRLR). This handbook outlines the degree requirements for students who have declared their major in Human Capital & Society. It summarizes and explains departmental requirements, policies, and resources.

The human capital & society major in the School of Human Resource and Labor Relations prepares students for a wide range of professional careers focusing on employment and workplace strategies that shape the future of work in business, government, healthcare, education, labor organizations and other not-for-profit organizations. This major also prepares students for a variety of graduate programs, especially our top-ranked *Master of Human Resources & Labor Relations* degree at MSU.

We are confident that you will find the human capital & society major interesting, challenging, and very beneficial to you in your career. Offering a comprehensive understanding of human capital in a global society, students develop critical thinking skills and learn essential problem-solving, social, emotional and entrepreneurial skills for advancing the well-being and success of working people, organizations and communities worldwide.

Background: School of Human Resources & Labor Relations

In 1956, Michigan State University established the Labor Relations Center with the twin aims of conducting research in labor and industrial relations and of providing non-credit, non-degree continuing education for trade union leaders and members and for management practitioners in labor relations and human resources. In 1962, the Center became the School of Labor and Industrial Relations (SLIR), a unit located in the newly formed College of Social Science, and was given responsibility for developing an academic degree program. The resulting Master of Labor and Industrial Relations (MLIR) program began its operations in the fall of 1965.

In 1968, the School began to offer the Interdisciplinary Ph.D. in Social Science program with a Concentration in Industrial Relations and Human Resources. Beginning in 2004, this degree program became a PhD in Human Resources and Labor Relations. Also, in 2011, the school changed its name to the School of Human Resources and Labor Relations. The school launched the human capital & society undergraduate major in Fall 2017 and celebrated our first graduates in May 2018.

Over 2,000 men and women have graduated from the MHRLR program, with the great majority finding professional employment in the human resources and labor relations fields. Over 40 individuals have graduated from the Ph.D. program, and almost all have found employment as faculty members in colleges and universities in the United States or abroad. Contact information for current faculty can be found in the Appendix of this manual, and a faculty directory is available at <http://hrlr.msu.edu/faculty/faculty.php>.

A Diverse Community in SHRLR

We are a diverse community. Among the faculty, we have academic faculty who teach in the HCS, MHRLR and Ph.D. degree programs who hold PhD's in business, human resource management, industrial relations, economics, and related fields, as well as outreach professors who provide professional and technical training to management and labor leaders. Among the students, we have people interested in building positive workplace environment, fostering diversity and inclusion, collaborating and resolving problems, negotiating agreement and planning and managing projects. We come from a wide variety of backgrounds. The diversity of the SHRLR community provides great opportunities for us to learn from one another. It also brings the responsibility for all of us to become and remain more sensitive and tolerant of others.

The Educational Process

You will encounter many avenues for learning while in the School of Human Resources & Labor Relations, including formal course work and informal interactions with faculty and students. In your classes, you will encounter a mixture of lectures, reading assignments, discussions, role-play exercises, field investigations, guest speakers, short papers, term papers, exams, computer exercises, group projects, and other activities that have been selected to prepare you to be a highly competent professional in the field.

The quality of your educational experience in the HCS program will be determined primarily by your own effort and commitment to learning. The educational process will bring many opportunities for personal and professional development. In addition, the many educational approaches should assure variety as you go through the program. There are, however, several responsibilities associated with this varied educational process. The first is that you take it seriously, for your own sake and for the sake of others in the major. Second, you will have a great deal of autonomy in choosing courses and in determining the amount of effort you will devote to readings, assignments, class discussion, and other activities. Make wise choices to gain the most from your education.

Student Advising

Advising within the School of HRLR is done by appointment only. The appointments are scheduled on-line using the Dashboard Scheduling System at <https://msu.campus.eab.com/>. Walk-ins are only scheduled during busy enrollment times, for example, at the start of fall/spring semesters. Walk-in hours will be posted on the Dashboard Scheduling system. Advising takes place on the 4th floor of South Kedzie Hall. It is encouraged that you view your current degree progress by accessing MSU's online degree tracking tool prior to your advising appointment: Degree Navigator - <https://degnav.msu.edu/index.Asp>. Degree Navigator is a flexible, undergraduate advising and degree-audit tool. It helps you and your advisor work together to manage your degree progress.

Advising of undergraduate students is provided by the SHRLR Undergraduate Advisor Matt Hahnenberg, hahnenb2@msu.edu.

Please see the Human Capital & Society advisor to discuss or review the following:

- BA Human Capital/Society Major, additional major, second degrees, Leadership of Organizations Minor
- Planning course schedules
- Adding, dropping, or changing a major or degree
- Undergraduate opportunities
- Progress in meeting requirements and potential graduation dates

The department recommends you take advantage of all the services the university and college provide you to keep track of your degree requirements and to monitor your academic progress.

Department Website <https://hrlr.msu.edu/academics/undergraduate/index.php>

We highly recommend that you bookmark this page and visit often. Hopefully, answers to many of your questions can be found here.

When to See an Advisor

Your advisor is here to help answer questions – although the primary focus is on departmental academics, your advisor can field many questions you have about MSU.

Expectations

It is your responsibility to become familiar with your graduation requirements. Your advisor is here to provide information and insight, to answer questions and give guidance, but your degree is ultimately your responsibility. Please make use of the many resources available to you to ensure that you get the most out of your time at MSU.

You should meet with an advisor at least twice a year to plan your schedule for the following academic year. Enrollment usually begins in early April, so it is recommended that you schedule an appointment early in the Spring semester (February). It is often a good idea to meet with an advisor to discuss dropping or adding classes, study abroad programs, graduate school, internships and career options. You are required to meet with your advisor in the semester prior to graduation to ensure that you have met all the necessary requirements.

Here are some responses to commonly asked questions:

What are the prerequisites for a class?

Check out the Schedule of Courses (www.schedule.msu.edu) or the Description of Courses (<http://www.reg.msu.edu/Courses/Search.asp>) for information on classes, including prerequisites, restrictions, descriptions, and semester offerings.

Can I get a minor?

If your primary major is within the Social Science College, you are required to complete a pre-approved college minor to help satisfy college requirements. To see more information about minors, please refer to page 10 of this handbook. If you would like to complete an additional minor, you will have to ask your advisor or call the department in which you are interested. You can also complete an additional major (in most cases, you will still only need 120/123 credits to graduate) or a second degree (150/153 credits to graduate in most cases). It is a good idea to visit an academic advisor in the major you are considering to determine what courses you would need to complete a minor, additional major, or second degree.

How do I change my major?

A major change into the College of Social Science can be made at any point by meeting with your social science academic advisor. To contact an advisor from the social science college, please visit <https://socialscience.msu.edu/undergraduate/current-students/advising-affairs.html> or schedule an appointment <https://msu.campus.eab.com/>.

If you want to change to Exploratory preference, Prenursing, or Prevet and have 55 or fewer credits, you can use the following link to request a major change: <http://nssc.msu.edu/advising.php>, or you can meet with a Neighborhood advisor. (Students with a major in James Madison, Lyman Briggs or the Residential College in the Arts and Humanities must complete an exit interview/survey with their college prior to submitting a major change request.)

How and when do I apply for graduation?

There is an online graduation application on the Registrar's website (<https://reg.msu.edu/StuForms/GradApp/gradapp.aspx>). Fall Semester graduates need to apply to graduate by the end of the first week of Fall Semester, and Spring and Summer graduates need to apply to graduate by the end of the first week of Spring Semester.

Can I take classes at another school to meet my MSU requirements?

Yes. Check out the Transfer Credit Equivalency System (www.transfer.msu.edu) to see how courses from different schools transfer back to Michigan State. Once you have earned 56 credits (at MSU or anywhere else) you can no longer transfer credit from a community college - it must come from an accredited, 4-year institution. However, if you need to complete a certain requirement (for example, statistics) you can complete it at a community college and waive the statistics requirement at MSU. That is, you will waive the stats requirement at MSU, but you will not receive the credits from that statistics course to count towards graduation requirements.

Graduation Requirements

For most current University Requirements:

<https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=282>

For most current College of Social Science Requirements (Human Capital & Society only has a BA option): <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=129#s2534>
<http://socialscience.msu.edu/students/overview/curriculum/>

Human Capital & Society Major Requirements:

<https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=7764>

Leadership of Organizations Minor

The School of HRLR also offers a minor titled “Leadership of Organizations.” This minor also serves as an approved college minor to satisfy the College of Social Science Minor requirement:

<https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=7755>

To view any and all undergraduate education policies, please refer to:

<https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=110>

You can view a sample four year academic progress plan for the HCS major at

<https://hrlr.msu.edu/academics/undergraduate/docs/HCS%20Major%20Four%20Year%20APP%20with%20College%20Minor.pdf>

University Requirements

Writing Requirement

The Tier I writing requirement is fulfilled by successful completion of WRA 101 or 195H. The Tier II portion of your writing requirement is fulfilled by the completion of a designated 300-400 level course in your major. These course titles are followed by a “W”.

Mathematics Requirement

The highest math that the Human Capital & Society Major requires is STT 200/201. The most common courses students will complete to satisfy the university math requirement for the HCS Major is MTH 101 OR MTH 102 AND STT 200/201. As stated in Academic Programs, the completion of STT 200/201 may also satisfy the University mathematics requirement or the science, technology, engineering, and mathematics (stem) requirement in the College, but not both. Please consult your academic advisor if you have questions about alternative options to satisfy university math and the STEM college requirement.

Integrative Studies Requirement

The Integrative Studies requirement includes the completion of coursework in the Arts & Humanities, the Social Sciences, and the Biological and Physical Sciences.

Integrated Studies in Arts and Humanities: 8 credits

IAH 201-210 (4 credits)

IAH 211+ (4 credits)

Integrated Studies in Social Science: 8 credits

ISS 2XX (4 credits)

ISS 3XX (4 credits)

Integrated Studies in Biological and Physical Sciences: 8 credits

ISB 2XX (3 credits)

ISP 2XX (3 credits)

2 Credits of ISB/ISP Lab

Integrative Studies courses must include at least two courses in National, International, and Diversity from the following combinations: N&I; N&D; or I&D. The letter will be found after the IAH/ISS course title.

HUMAN CAPITAL AND SOCIETY MAJOR REQUIREMENTS

Degree Requirements

I. **Required Courses:** (18 credits):

HRLR 201	Human Capital and Society (fall/spring)	3 credits
HRLR 313	Employment Relations (<i>201 or concurrently</i> , spring only)	3 credits
HRLR 314	Legal Environment of Work (<i>201 or concurrently</i> , fall only)	3 credits
HRLR 315	Research Methods & Analysis (<i>STT</i> , fall/spring)	3 credits
HRLR 410	Voice & Democracy at Work (<i>201, 313 or 314</i> , fall/spring)	3 credits
HRLR 465	Capstone in HCS (<i>all above/410 or concurrently</i> , fall/spring)	3 credits

Other Required Courses:

One of the following courses (3 or 4 credits): STT 200/201, PSY 295, STT 315, STT 421, GEO 363

One of the following courses (3 credits): EC 201 or EC202

II. **HRLR Electives:** total of 12 credits (4 courses) required, including at least one from each category (General, Human Capital Systems, International)

General:

CEP 460	Communication Skill Training Helping Professional (<i>junior/senior</i>)	3 credits
HRLR 211	Introduction to Organizational Leadership (every semester)	3 credits
HRLR 212	Career Management (summer only)	3 credits
HRLR 311	Applied Organizational Leadership (<i>211</i> , every semester)	3 credits

*SSC 493/494/496/490 – Internship/Research/Field Study Abroad/Special Topics 3 credits

Human Capital Systems:

CEP 470	Disability in a Diverse Society (<i>junior/senior standing</i>)	3 credits
HRLR 316	Economics of Human Capital (<i>EC 201 or 202</i> , fall only)	3 credits
HRLR 401	Income Inequality (<i>201</i> , spring only)	3 credits
MGT 411	Organizational Staffing (<i>201, junior/senior standing</i>)	3 credits

International:

HRLR 414	Legal Standards in a Global Workplace (<i>314</i> spring only)	3 credits
HRLR 420	Comparative Human Capital Systems (<i>313</i> , fall only)	3 credits

*SSC 49x courses *require approval of Academic Advisor*

III. **Cognate Electives:** total of 6 credits (2 courses) from the following list:

Anthropology

ANP 201	Introduction to Cultural Anthropology	3 credits
ANP 220	Gender Relations in Comparative Perspective	3 credits

ANP 330	Race, Ethnicity, and Nation	3 credits
<i>Economics</i>		
EC 301	Intermediate Microeconomics (EC 201 & math)	3 credits
EC 310	Economics of Developing Countries (EC 201)	3 credits
EC 340	Survey of International Economics (EC 201 & 202)	3 credits
EC 380	Labor Relations and Labor Market Policy (EC 201)	3 credits
EC 480	Analysis of Labor Markets (EC 301)	3 credits
<i>Geography</i>		
GEO 113	Introduction to Economic Geography	3 credits
GEO 151	Introduction to Human Geography	3 credits
GEO 204	World Regional Geography	3 credits
<i>History</i>		
HST 213	U.S. Business and Economic History	3 credits
HST 225	Law, History and Society in the United States	3 credits
HST 305	The Making of the Modern United States	3 credits
HST 306	Modern U.S. History	3 credits
HST 313	Women in the United States to 1869	3 credits
HST 314	Women in the United States since 1869	3 credits
<i>Human Development and Family Studies</i>		
HDFS 442	Ethnic Families in America (<i>juniors/seniors</i>)	3 credits
<i>Psychology</i>		
PSY 235	Social Psychology (PSY 101)	3 credits
PSY 236	Personality (PSY 101)	3 credits
PSY 255	Industrial and Organizational Psychology (PSY 101)	3 credits
<i>Sociology</i>		
SOC 161	International Development and Change	3 credits
SOC 214	Social Inequality	3 credits
SOC 215	Race and Ethnicity	3 credits
SOC 216	Sex and Gender	3 credits
SOC 241	Social Psychology	3 credits
SOC 424	Organizations and Society	3 credits
SOC 481	Social Movements and Collective Identities (no freshmen)	3 credits

IV. College Requirements: Complete a minimum of 15 credits in one Interdisciplinary Minor from the following list: <https://socialscience.msu.edu/undergraduate/minors.html>

**If selecting The Leadership of Organizations Minor, ONLY 1 major course (HRLR 211) will be allowed to double count between The Human Capital & Society Major & The Leadership of Organizations Minor.*

Additionally, student must complete an experiential learning requirement and a minimum of 6 credits in Science, Technology, Engineering, and Mathematics courses. To see all approved STEM courses, refer to this website:

<https://socialscience.msu.edu/assets/pdfs/STEM%202019.pdf>

Experiential Learning for Credit

Resource: Center for Service-Learning and Civic Engagement

(353-4400) in 207 Student Services Building coordinates the matching of the needs of the community and the volunteer services of MSU students. A wide range of possible placements allows the student to use his/her skills in a productive "real world" experience. www.servicelearning.msu.edu

College of Social Science Internship, SSC 493 (3-12 cr.)

Internships are offered through the College of Social Science in various areas of interest, depending on your career goals. Call 517-432-4541, located in 221 Berkey Hall,

<https://socialscience.msu.edu/undergraduate/experiential-learning/index.html>

Internships: <https://socialscience.msu.edu/undergraduate/experiential-learning/internships.html>

Study Away: <https://socialscience.msu.edu/undergraduate/experiential-learning/study-away.html>

Study Abroad: <https://socialscience.msu.edu/undergraduate/experiential-learning/study-abroad.html>

Study Abroad

Study abroad is another way to look at the world differently. This can benefit your career, your degree, and in many cases, you personally. When students study abroad they choose to step outside of what they "know" and expose themselves to new thoughts, ideas and cultures. For more information on programs, please visit the following site: <http://educationabroad.isp.msu.edu/>.

You may also find this resource helpful if you are looking for courses that will count in your social science college degree: <http://www.socialscience.msu.edu/students/experiential-learning/study-abroad/>

SSC 494: Undergraduate Research Social Science

Earn 1-6 credits through research with a professor. To explore this option for experiential learning, speak with your academic advisor for faculty interested in supervising undergraduate research after reviewing HRLR faculty profiles at <https://hrlr.msu.edu/faculty/profiles.php#.WywAd4onbAU>.

College Restrictions on Experiential Learning

The total of independent study, practicum, internship, and field experience credits may not exceed 20 credits combined. If you have questions, contact the HCS Major Advisor.

-A maximum of 12 credits of independent study may be applied toward the degree.

-A maximum of 12 credits in internship, field experience, and practicum courses combined may be applied toward the degree.

In most cases, experiential learning can count towards degree requirements. Please consult the HCS Academic Advisor to create an academic plan.

Degree Enhancements

MSU offers a number of degree enhancements that may be used to complement or extend academic interest. Students should contact the department or office that sponsors the degree enhancement to inquire about specific requirements or formally add it to their primary degree.

Primary Major

The Human Capital & Society primary majors require a minimum of 36 credits. Student must graduate with ~120 total credits.

Second Degree

Second degrees require ~150 total credits. With this option, students earn a second diploma.

Additional Major

Generally, additional majors require 30-45 additional credits. Students must complete a minimum of ~120 total credits. This major is transcriptable and does not result in a second diploma.

Minor

The College of Social Science requires completion of a minor for graduation. Currently, the School of Human Resources & Labor Relations offers a Minor titled "Leadership of Organizations". Most minors require a minimum of 15 credits. For a list of approved minors to count towards the social science college requirements, please see <https://socialscience.msu.edu/undergraduate/minors.html>

For the official listing of all available minors at the University, please see <https://reg.msu.edu/academicprograms/Programs.asp?PType=MNUN>

Scholarships

College of Social Science Scholarships: <http://socialscience.msu.edu/students/social-science-undergraduates/scholarships-awards-and-funded-research-opportunities/>

SHRLR Undergraduate Scholars Program

The SHRLR Scholars program provides exceptional students in the human capital & society major with opportunities for educational and professional development. This select group of students chosen in the spring semester of each year will have enhanced access to internships, research and service learning opportunities, as well as professional development activities throughout the academic year. These opportunities will supplement the research opportunities and career-preparation workshops which will be available to all undergraduate students. For more information, see <https://hrlr.msu.edu/academics/undergraduate/scholars.php>

Criteria

Students who have declared their major as human capital and society (HCS) in the School of Human Resources and Labor Relations with at least a sophomore status can apply for the SHRLR Undergraduate Scholars program. In selecting among eligible students, consideration will be given to overall academic performance as evidenced by:

Any student with a minimum overall GPA of 3.0 or higher may apply. Consideration of additional factors will influence selection, including GPA in the HCS major, academic research experience, work experience (particularly while enrolled at MSU and in related fields such as human resources, administrative positions in a business-related or non-profit organization), leadership in student and community organizations, contributions to a diverse educational community, first generation college students, and record of overcoming obstacles.

Students who fail to remain in good academic standing will be subject to removal from the program. Selection will be conducted by a subcommittee of the SHRLR Faculty undergraduate committee.

Benefits of Participation in Scholars Program

- **Dennis Liberson and Tracey Neumann Liberson Study Abroad Scholarship:** awarded annually to current HCS Scholars who participate in a study abroad experience.

- **Access to Internships:** Internship (summer and semester) and full time work opportunities will be presented to scholars, including opportunities made available by SHRLR alumni and advisory board members.
- **Mentors:** Scholars will have access to volunteer mentors from the SHRLR master's program, for the spring semester of each year, based on availability.
- **Research Opportunities:** Scholars will have priority in consideration for any available research positions (paid or for credit) with SHRLR's faculty in areas such as strategic human resource management, organizational behavior, employment relations, leadership, and employment law. Faculty can identify potential research assistants through their designation as a scholar, but can still utilize other undergraduate students of their choosing for appropriate research opportunities.
- **Undergrad Learning Assistantships:** Scholars will have priority consideration for any available undergraduate learning assistant and tutor positions for undergraduate classes taught by SHRLR faculty.
- **Professional Activities:** Scholars will be invited to participate in career development activities including speakers from various professions related to the major, resume and interview preparation, career exploration, and contact with SHRLR alumni.
- **Service Learning:** Scholars will be provided with access to various community organizations with which the scholar can volunteer in various areas of interest to them while providing a significant service to our community.
- **As Alumni:** Scholars will be expected to act as mentors and seek to provide other opportunities (internships, etc.) to future scholars.

SHRLR accepts applications for each new year of Scholars in December.

Internship and Job Search Activities

Employers seeking to hire HCS graduates consider employment in the field highly desirable for several reasons. First, it helps students determine more clearly their special areas of interest and skill. This provides insights useful in the selection of elective courses in their degree programs, as well as an improved focus on their career goals, which assists the search for a full-time job. Second, learning about the practical realities of the work site enables students to better identify the type of work environment and company culture that best fits them. Third, employment provides an opportunity to see the actual applications of their course work. Finally, students develop greater self-confidence in their ability to do the work required in their chosen profession.

Employment experience in the field may be acquired in a variety of ways ranging from full-time, formal internships typically available in the summer, to part-time positions working ten or more hours a week for one semester while taking classes during the academic year. Students should keep in mind that the primary purpose of the internship is to gain valuable experience.

Information about private and public sector internships and part-time employment opportunities are available from a variety of sources. These sources include the MSU Career Services Network, selected faculty members in the academic program, the Labor Education Program, the Human Resources Executive Education, and the SHRLR Alumni Association. Notices of internship and job opportunities are emailed regularly to SHRLR students, on Handshake and some full-time positions are posted on our alumni network on LinkedIn. <https://careernetwork.msu.edu/>

Career Services Resources

MSU Career Services Network provides a number of resources – make sure to utilize them!

MSU Career Services Network is an interconnected system of career services units comprised of college-based offices and all-campus centers. The Career Network helps students to identify career options,

design their personal career plan, develop job/internship search strategies, and plan for graduate school.
<https://careernetwork.msu.edu/>

MSU Handshake (jobs + internships): <http://careernetwork.msu.edu/services-locations/handshake/handshake-student-info.html>

Career Advising:
<http://careernetwork.msu.edu/services-locations/career-advising.html>

Career Advising Drop in Hours: <http://careernetwork.msu.edu/services-locations/career-advising-drop-in-hours.html>

Career Fairs:
<http://careernetwork.msu.edu/jobs-internships/Career-Fairs/>

Career Workshops
<http://careernetwork.msu.edu/resources-tools/workshops.html>

Overall, formal responsibility for assisting in the placement of University graduates rests with the all-University Career Services Network and the School of Human Resources & Labor Relations' Career Development and Placement Office. Many employers come to the Career Services Network and the Career Development and Placement Office each semester during the academic year to recruit students for work in human resource management and labor and industrial relations. Career Services Network schedules student interviews with recruiters and Career Development and Placement Office provides a variety of services such as workshops on resume writing and interviewing. Interviewing schedules are available through the online Handshake system. It is important that you register on Handshake as soon as possible to ensure your ability to interview for internships and full-time job opportunities. You will also need to keep your Handshake profile updated, as your profile will determine which job postings you are eligible to interview for. The link is as follows:
<https://careernetwork.msu.edu/services-locations/handshake/handshake-student-info.html>

Because information is posted on Handshake on a regular basis, students are strongly encouraged to check the Handshake interview and information schedule regularly. Career Development and Placement Office is available to advise students on interview skills, designs of personal resumes, and other aspects of the job search. In addition, the School runs occasional job hunting seminars and facilitates informal student-SHRLR alumni workshops.

Career Development Center (355-9510) located in 113 Student Services Building provides services for all majors, specializing in self-assessment tools and the early stages of career exploration.

Field Career Consultant for the College Of Social Science - Amy Deitrickson (deitric4@msu.edu) and Samantha Jackson (sljack@msu.edu) are located in Berkey Hall to provide advanced job search planning assistance, customized programming, and industry/profession specific resources for social science majors. For more information about the Career Network's general services, upcoming workshops and events, or to schedule a career advising appointment visit the web at www.careernetwork.msu.edu

Academic Honesty and Integrity

Academic honesty and integrity are essential to the success of any graduate program. All students and faculty within the School are required to exhibit the principles of academic honesty and integrity as set forth by University policy. Academic dishonesty on written work will not be tolerated. Academic dishonesty takes multiple forms including plagiarism, cheating, affiliation of dishonesty in other students (e.g., allowing another student to copy your work), and academic sabotage. These types of academic dishonesty are completely contrary to all of the values reflected in the field of human resource management and industrial relations. SHRM has a zero tolerance for academic dishonesty in any form.

Students may review the complete MSU integrity policy, MSU Policies, Regulations and Ordinances Regarding Academic Honesty and Integrity at <https://www.msu.edu/unit/ombud/academic-integrity/>

Key Principles MSU's Integrity Policy:

1. All academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged. For additional information refer to: <https://ombud.msu.edu/academic-integrity/Academic%20Integrity%20at%20MSU.pdf>
2. If any instance of academic dishonesty is discovered by an instructor, it is his or her responsibility to take appropriate action. Depending on his or her judgment of the particular case, he or she may give a failing grade to the student on the assignment or for the course.
3. In instances where a failing grade in a course is given only for academic dishonesty, the instructor will notify the student and SHRLR's Associate Director for Undergraduate Programs in writing of the circumstances.
4. The student who receives a failing grade on an assignment or course based on a charge of academic dishonesty may appeal that decision by an instructor by contacting the Associate Director for Undergraduate Programs.
5. When in the judgment of the instructor and the Associate Director for Undergraduate Programs a failing grade is warranted, the student may contact the Director for reconsideration of that decision.
6. To appeal any decision regarding a grade reduction due to academic dishonesty, a student can file a grievance under the procedures found here: <http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university/article-7-adjudication-of-academic-cases>.
7. A student may always contact the University Ombudsperson regarding their rights as a student in issues of academic dishonesty.

Students and faculty are also required to exhibit integrity in research and creative activities. Integrity in research and creative activities embodies a range of practices that include:

- Honesty in proposing, performing, and reporting research;
- Recognition of prior work;
- Confidentiality in peer review;
- Disclosure of potential conflicts of interest;
- Compliance with institutional and sponsor requirements;
- Protection of human subjects in the conduct of research;

- Collegiality in scholarly interactions and sharing of resources

Students who violate any practices of professional integrity will be evaluated on a case-by-case basis and may be removed from the MHRLR program. If you are not certain what academic honesty and integrity entails, contact the appropriate faculty member or the Associate Director to discuss your concerns.

Sanctions

Sanctions for academic dishonesty include, but are not limited to, one or more of the following, and may, but need not, involve suspension or expulsion:

- A grade of F for the assignment.
- A grade of F for the course; recording in student file.
- Disciplinary probation.
- Permanent expulsion from the University with a permanent notation of disciplinary expulsion on the student's transcript.

Faculty are required to report academic dishonesty to the School's Academic director and typically involves the School's Director as well in determining the sanctions. If a penalty grade is given, the instructor must complete and submit an Academic Dishonesty Report. The report will be sent to the student, the student's dean, the Dean of Undergraduate Studies and will be added to the student's academic record provisionally.

Consequences of Academic Dishonesty

- Not learning material which will adversely affect your ability to fulfill professional roles and advance in your career because of not learning;
- A continued negative impact on the student's reputation and view among faculty and students;
- Undermines the reason you are here to prepare professionally;
- Results in a "vicious cycle." An act of academic dishonesty, makes it easier to make wrong choices in future and leads to higher probability of this behavior the future.

End result is that you don't learn what you need to learn.

Disability Accommodations

Under the Americans with Disabilities Act (ADA) of 1992, a student with a disability as defined under the Act has the right to request accommodation if needed to successfully complete required course work. The Associate Director should be informed of your situation so they can assist you as needed. However, it is your responsibility to inform each faculty member teaching your classes of any special needs. The faculty member should be notified of your needs during the first week of classes so appropriate arrangements can be made for the entire semester. For additional information, contact the MSU Resource Center for Persons with Disabilities (RCPD) at (517) 884-7273: website: <https://www.rcpd.msu.edu/>

MSU Policy on Sexual Harassment

Sexual harassment is reprehensible and will not be tolerated at Michigan State University. Such behavior subverts the mission of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff.

The University prohibits sexually harassing behavior, including that made unlawful by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Elliott-Larsen Civil Rights act. University policy and the law also prohibit retaliation against persons who report sexual harassment.

A. Confidentiality

Confidentiality means that information shared by an individual with designated campus or community professionals which cannot be revealed to any other person without express permission of the individual, or as otherwise permitted or required by law. Those campus and community professionals who have the ability to maintain confidential relationships include health care providers and mental health professionals in the capacity of their professional relationships with their patients or clients, sexual assault victim advocates, relationship violence victim advocates, and ordained clergy, all of whom normally have privileged confidentiality that is recognized by Michigan state law. These individuals are prohibited from breaking confidentiality unless (i) given permission to do so by the person who disclosed the information; (ii) there is an imminent threat of harm to self or others; (iii) the conduct involves suspected abuse of a minor under the age of 18; or (iv) as otherwise required or permitted by law or court order.

B. Prohibited Acts

No member of the University community shall engage in sexual harassment. Persons who engage in sexual harassment are subject to disciplinary action, including dismissal for employees and/or suspension for students.

Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other behavior of a sexual nature. Sexual harassment violates University policy when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity.
2. Submission to or rejection of such conduct is used as a basis for a decision affecting an individual's employment or participation in a course, program, or activity, or
3. Such behavior is so severe, persistent, or pervasive that a reasonable person would find that it:
 - a. Alters the terms or conditions of a person's employment or educational experience, or
 - b. Unreasonably interferes with an individual's work or performance in a course, program, or activity, thus creating a hostile or abusive working or educational environment.

C. Examples of Sexual Harassment

Many kinds of behavior may fit within the preceding definition of sexual harassment. Speech and expressive conduct can also be sexual harassment. The following is a non-exhaustive list of examples of behavior that might fall within the preceding definition of sexual harassment:

- Sexual violence, including sexual assault, rape, and sexual exploitation;
- Threats or insinuations that lead the recipient reasonably to believe that granting or denying sexual favors will affect her or his reputation, education, employment, advancement, or standing within the University;
- Sexual advances, sexual propositions, or sexual demands that are not welcome to the recipient
- Persistent romantic pursuit such as repeated requests for dates or romantic encounters that are not welcome to the recipient
- Unwelcome sexually explicit material sent to a recipient in any manner, including but not limited to electronic communication methods
- Stalking, cyberstalking, recording or transmitting sexual or nude images and/or audio without an individual's permission, and voyeurism
- Unwelcome and persistent sexually explicit statements or stories that are not legitimately related to employment duties, course content, research, or other University programs or activities

- Repeatedly using unwelcome sexually degrading words or sounds to a person or to describe a person
- Unwanted and unnecessary touching, patting, hugging, or other physical contact
- Recurring unwelcome comments or questions about an individual's sexual prowess, sexual deficiencies, sexual behavior or genitalia

Depending upon the circumstances, any of the above types of conduct may be sexual harassment and subject to disciplinary action, even if that conduct only occurs once.

D. Seeking Assistance in Filing a Complaint

The University has an obligation to promptly take steps to investigate or otherwise determine what occurred and then to address instances of relationship violence, stalking, and sexual misconduct when it knows or should have known about such instances, regardless of claimant cooperation and involvement. Therefore, the University encourages persons who believe that they have experienced relationship violence, stalking, or sexual misconduct to contact the University. Individuals are also encouraged to contact the MSU Sexual Assault Program, MSU Safe Place, or MSU Employee Assistance Program for confidential support.

Students who believe they are the victims of sexual harassment may seek information and assistance from:

- the chairperson, director, or dean of the relevant unit
- supervisory support personnel
- Women's Resource Center
- Ombudsman
- Student Life or Residence Hall staff
- MSU Counseling Center
- Sexual Assault Crisis and Safety Education Program at the MSU Counseling Center
- Faculty or Staff Academic Advisors
- Faculty Grievance Official
- Anti-discrimination Judicial Board Coordinator
- Office of Student Employment

Any University student, employee, or third party who seeks to make a complaint or report may:

- Make a report to the Office of Institutional Equity (OIE):

408 W. Circle Dr, Suite 4, Olds Hall
 East Lansing, MI 48824
 (517) 353-3922

- Contact the MSU Police for assistance in filing a criminal complaint and preserving physical evidence; and/or

- Contact local law enforcement to file a criminal complaint.

Learn more about efforts to prevent and address sexual assault and relationship violence at the website for Prevention, Outreach and Education Department, <https://poe.msu.edu/>

Individuals who do not wish to pursue a University or law enforcement investigation may contact confidential campus resources, including MSU Sexual Assault Program, MSU Safe Place, MSU Employee Assistance Program, or the University Ombudsperson.

Claimants may pursue some or all of these steps at the same time (e.g., one may simultaneously pursue an internal complaint and a criminal complaint). When talking to one of these offices, claimants do not need to know whether they wish to request any particular course of action. Claimants do not need to know how to label what happened. Choosing to make a complaint, and deciding how to proceed after making the complaint, can be a process that unfolds over time. Before or during this decision-making process, claimants are encouraged to seek support and information from a confidential resource. The University can most effectively investigate and respond to alleged relationship violence, stalking, or sexual misconduct if the complaint is made as promptly as possible after the alleged violence, stalking, or misconduct occurs. However, the University does not limit the time frame for reporting. If the respondent is not a member of the MSU community at the time of the report, the University will still seek to meet its legal obligations by providing reasonably available support for a claimant, but its ability to investigate and/or take action may be limited. However, the University will assist a claimant in identifying external resources upon request.

E. Awareness

Members of the University community are responsible for knowing and understanding the university's policy prohibiting sexual harassment. Students who do not understand the policy should contact the Office of the Vice President for Student Affairs.

MSU Anti-Discriminatory Policy

The following policy was approved by the Board of Trustees on April 9, 1993 and revised on December 5, 2003, April 13, 2007, and October 30, 2015.

Article I. Purpose

Michigan State University's scholarly community-building efforts occur within the context of general societal expectations, as embodied in the law. The University, consistent with its policies and governing law, promotes institutional diversity and pluralism through mechanisms such as affirmative action, within an over-arching strategy promoting equitable access to opportunity. The University's commitment to non-discrimination is the foundation for such efforts.

Article II. Applicability

This policy states expectations for institutional and individual conduct. It applies to all University community members, including faculty, staff, students, registered student organizations, student governing bodies, and the University's administrative units, and to the University's contractors in the execution of their University contracts or engagements¹, with respect to the following:

1. All educational, employment, cultural, and social activities occurring on the University campus;
2. University-sponsored programs and activities occurring off-campus, including but not limited to cooperative extension, intercollegiate athletics, lifelong education, and any regularly scheduled classes;
3. University housing; and
4. Programs and activities sponsored by student governing bodies, including their constituent groups, and by registered student organizations.

Article III. Prohibited Discrimination

Unlawful acts of discrimination or harassment are prohibited.

In addition, the University community holds itself to certain standards of conduct more stringent than those mandated by law. Thus, even if not illegal, acts are prohibited under this policy if they² :

1. Discriminate against any University community member(s) through inappropriate limitation³ of employment opportunity⁴ , access to University residential facilities, or participation in education, athletic, social, cultural, or other University activities on the basis of age, color, gender, gender identity⁵ , disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight; or
2. Harass any University community member(s) on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

These prohibitions shall not be construed in a manner that abridges University community members' right of free expression or other civil rights.

Article IV. Informal Resolution

Informal resolution of disputes, through consultation provided by offices serving the University, is encouraged⁶. Informal resolution is typically used when a claimant asks to participate in an informal resolution, requests anonymity, does not consent to participation in an investigation, or the alleged conduct, even if it does not rise to the level of a policy violation, suggests the need for remedial, educational, or preventive action. Participation in informal resolution is voluntary, and either party may terminate the informal resolution process at any time. If a party terminates attempts at informal resolution, or the parties are unable to resolve the matter informally, a formal review of the complaint will begin⁷.

Article V. Complaints and Investigations

Complaints under this Policy are processed and investigated by the Office of Institutional Equity (OIE) pursuant to the OIE Complaint Procedures. Allegations involving gender discrimination, including sexual and gender-based harassment, assault, and violence, are processed and investigated pursuant to the Relationship Violence & Sexual Misconduct (RVSM) Policy.

CONTACT INFORMATION:

Office of Institutional Equity

Olds Hall

408 W. Circle, Room 4

Michigan State University

East Lansing, MI 48824

(517) 353-3922

ois@msu.edu

www.oie.msu.edu

The University investigates complaints involving conduct occurring at the locations, programs, and activities listed in Article II above. The University also investigates complaints of conduct occurring off-campus, even if not occurring in the context of a University program or activity, if the alleged conduct creates or contributes to a hostile environment on campus.

Article VI. Violations of the Policy

Violations of the policy may result in disciplinary action pursuant to the applicable student conduct or employee disciplinary process. Discipline may include, but is not limited to, suspension or dismissal for students or employees.

Article VII. History

This Policy was approved by the Board of Trustee on April 9, 1993 and revised on December 5, 2003, April 13, 2007, and October 30, 2015.

Resolution of Conflicts

Conflicts, disagreements, and issues sometimes arise during the course of an academic program. If you find yourself in this situation, SHRLR encourages you to first discuss the issue with the faculty or staff member involved. If that discussion does not resolve the issues, students are encouraged to contact the Associate Director for Undergraduate Programs. If you have exhausted these internal resources for resolving the issue, you may contact the Office of the University Ombudsperson.

The Office of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns include: student-faculty conflicts; communication problems; concerns about the university climate; and questions about what options are available for handling a problem according to Michigan State University policy. The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the University; that is, it does not speak or hear for the University.

Contact the Ombudsperson at any point during an issue when a confidential conversation or source of information may be needed. The Ombudsperson will listen to your concerns, give you information about university policies, help you evaluate the situation, and assist you in making plans to resolve the conflict.

Contact information:

Office of the University Ombudsperson, <https://www.msu.edu/unit/ombud/>
129 N. Kedzie Hall
(517) 353-8830
ombud@msu.edu

A student may file a grievance alleging a violation of any academic rights, to challenge an academic evaluation on the grounds that the evaluation was based entirely or in part upon factors other than a good faith judgment of the student's academic performance, including compliance with applicable professional standards, or (iii) contest a penalty grade or other disciplinary sanctions (e.g., written assignments) based on a charge of academic misconduct. The process for filing a grievance can be found here: <http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university/article-7-adjudication-of-academic-cases>

Campus Resources

Counseling & Psychiatric Services (CAPS) (355-8270) located in Olin Health Center, 3rd Floor and other branch offices offer professional counseling for personal problems, career counseling, complete testing services and a self-management laboratory and workshops in many areas <https://caps.msu.edu/>

Collaborative Learning Center

The CLC (202 Bessey Hall - <https://nssc.msu.edu/clc/index.html>) is part of the Neighborhood Student Success Collaborative, with a mission that supersedes the former Learning Resources Center (LRC). Instead, the CLC provides training in pedagogical techniques, collaborative learning techniques, and

classroom assessment techniques to help peer educators (Tutors, Undergraduate Learning Assistants, Academic Coaches, etc.) incorporate “how to learn” with “what to learn.” The CLC can also provide professional development opportunities for peer educators throughout the semester.

MSU Engagement Centers

The Engagement Centers are unique spaces located in each neighborhood and serve as the main access points to important resources such as tutors, academic advisors, health practitioners, and other consultants that can help you navigate through your college career. Resources provided in the neighborhoods are organized into four key developmental areas: academic, health and wellness, intercultural, and residential: <https://nssc.msu.edu/engagement/index.html>.

See also Online Engagement Center (OEC): <https://nssc.msu.edu/oec/index.html>

Statistics

The Statistics Help Room (A wing of Wells Hall) provides drop-in assistance to students enrolled in selected STT courses: <https://www.stt.msu.edu/Academics/helproom.aspx>

Writing Center

The Writing Center at Michigan State University provides writing support for undergraduate and graduate students, as well as faculty, at all levels of proficiency, at any stage in the composing process, and with any type of composing project. We offer one-on-one and group writing consultations, various writing-specific workshops, as well as writing groups for graduate students and faculty. We have locations across MSU’s campus serving the needs of all students and campus communities: <http://writing.msu.edu/>

Testing Office (355-8385) in 207 Student Services has registration materials for the LSAT and GRE and also administers foreign language placement tests: www.testingoffice.msu.edu

Office of Supportive Services (353-5210) in 209 Bessey Hall coordinates special programs for minority and disadvantaged students. It provides tutoring for basic classes for CAAP students and others who meet their criteria along with other services. <https://oss.msu.edu/>

Resource Center for Persons with Disabilities (RCPD)

Michigan State University demonstrates international leadership in providing the latest disability technology, resources, and services through its Signature Programs at the Resource Center for Persons with Disabilities: <https://www.rcpd.msu.edu/>

TRIO Support Services

TRIO includes eight programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post-baccalaureate programs: <http://trio.oss.msu.edu/>

English Language Center (ELC)

English Language Center (B204 Wells Hall) provides instruction to international students who need to improve their English language skills before beginning academic course work. The ELC also serves the international community by providing English language instruction against a backdrop of American life and academia: <http://elc.msu.edu/programs/program-overviews/>

Mathematics-Math Learning Center (MLC)

The Math Learning Center (Wells Hall) provides walk-in assistance to students enrolled in all 100 and 200 level math courses and limited assistance in upper level math courses. In addition, the MLC also provides practice tests, group study sessions, exam reviews, and online tutoring in selected courses. Math support is also provided in the MSU neighborhoods: <https://math.msu.edu/mlc/>

Social Science

Social Science offers a variety of free support options in selected social science and ISS courses. These options include drop-in tutoring, appointments, and review sessions. Services are available in the Engagement Centers and the Main Library.

<https://socialscience.msu.edu/undergraduate/current-students/student-success/index.html>

Library & Research Services

The vast majority of research resources that students will need to complete their coursework are available online through the Gast Business Library's website <http://www.lib.msu.edu/bus/>. This website is the portal through which you can access all the resources subscribed to by the business library – 24 hours a day / 7 days a week – including over 70 business databases with company and industry information as well as thousands of online articles and e-books on a range of human resources and labor relations topics. A print collection is also maintained and updated regularly to maintain MSU's historical strength in the areas of labor and industrial relations and human resources. There is also a curated guide to SHRLR-relevant materials, both print and online, available at <http://libguides.lib.msu.edu/humanresources>.

Unique among the business library's holdings is the searchable, online database of fact-finding decisions and Act 312 arbitration awards available at <http://www.lib.msu.edu/branches/bus/act312> and an online archive of Michigan public sector collective bargaining agreements available at <http://www.lib.msu.edu/branches/bus/contracts/>.

The Gast Business Library is located in the basement of the Law College Building at 648 North Shaw Lane, about a ten-minute walk from the South Kedzie building. It features 500+ seats, over 100 computers for individual use, and 12 group study rooms available for reservation through <http://bookings.lib.msu.edu/spaces?lid=1652&qid=5200>. The Gast Business Library is generally open 100 hours per week during the school year, and these hours are updated and posted online regularly: <https://lib.msu.edu/hours/gast-business-library/>.

In addition to classroom and small group instruction, Gast Business Librarians are available for research consultations and reference questions every day from 1pm-5pm and via email at gastbus@broad.msu.edu. The Main Library is located at 366 E Circle Drive and is a five-minute walk from South Kedzie. For more information about the Main Library, please visit <http://www.lib.msu.edu>.

SHRLR Professional Development & Outreach

The School's Professional Development & Outreach unit offers programs focused on helping professionals develop the right strategies, content expertise and leadership skills to effectively align HR policies and practices with business and operational plans to achieve lasting competitive advantage. Open enrollment programs provide training and leadership development across the full spectrum of human resource management, contemporary collective bargaining and negotiations, and worker compensation administration.

Professional development programs include but are not limited to:

- Advanced Topics for Certified Human Resources Specialists
- Certified FMLA Specialist
- Certified Human Resources Specialist
- Certified Labor Relations Leader
- Certified Workers' Compensation Program
- Employment Law Update

- Follow-Up Program for Certified Workers' Compensation Professionals
- Managing in a Unionized Organization
- Managing People and Operations in a Global Market
- Negotiating Labor/Management Agreements for Competitive Advantage
- Preventing Workplace Violence
- Public Sector Human Resources

Contact:

Kristi White, Program Coordinator
 (517) 355-9592
whitekr@msu.edu

Tina Riley, PhD,
 Associate Director / Director Professional Development & Outreach
 (517) 432-6267 (office)
robert35@msu.edu

hrlr.msu.edu/hree

Attendance Policy for HR Executive Education

Students enrolled in degree programs in the School of Human Resources & Labor Relations are encouraged to attend SHRLR professional development workshops. However, since our primary audience is human resources and labor relations practitioners, we must limit the number of students that can attend each program. Unless special arrangements have been made a maximum of three (3) students will be admitted to each workshop.

The cost of attendance is substantially reduced for SHRLR students who are currently enrolled in the Human Capital & Society degree program, have a minimum of twenty-four (24) credits completed toward their degree, and have been enrolled in the preceding two semesters. Contact Kristi White at whitekr@msu.edu for student rates for specific programs.

To register, deliver a completed registration form, along with payment to Kristi White in Room S421A. Registrations are taken on a first-come, first-served basis. Payment must accompany registration. Payment may be made by check (payable to MSU), MasterCard, Visa, or American Express. Registration forms are available outside of the Professional Development office (422 South Kedzie).

Cancellations

Cancellations must be received at least 2 weeks prior to the workshop date for a full refund. Refunds take approximately 3 - 6 weeks and will be sent to the address you indicate on your registration form (if paid by check), or will be credited back to your card. Students who fail to appear at the workshop, or who cancel their registration less than 2 weeks prior to the workshop date, will be charged the full student fee.

When attending courses:

- A confirmation of enrollment will be emailed to you.
- Dress is business casual.
- Please, no audio or video recording.
- Your name will be included on an attendee list that is distributed at the workshop. You will be identified

as an MSU graduate student. If you want to be included on our mailing list, please indicate the appropriate address.

- As students will be seated with and treated like regular attendees, they are expected to be present for the entire day.

SHRLR Labor Outreach

In accordance with the Morrill Act creating land grant universities and MSU's commitment to community engagement through outreach education, development and research, our School offers outreach programming aimed at enhancing the well-being of Michigan residents, the representation of working men and women by the labor movement, and the success of labor-management relations in organizations.

Included among labor outreach activities provided by the School are:

1. traditional open-enrollment and customized union education and training workshops;
2. administration and oversight of union training programs;
3. labor-management facilitation, consultation and training;
4. organizational change consulting; and
5. special labor and labor-management conferences.

SHRLR Advisory Board

Comprised of highly distinguished HRLR executives, the SHRLR external Advisory Board plays a central role in the strategic planning and advancement of our School. Each year the Board establishes various subcommittees of Board members, faculty and staff that meet throughout the year to assess various issues and challenges and make recommendations to the full Board at its annual meetings. The foci of these deliberations include curriculum, student recruitment, student placement and earlier career development, classroom and student space, branding, and corporate support for scholarships and student organizations. The primary roles of Board members include the following:

1. to actively participate in Advisory Board meetings and committees and in special events sponsored by the School
2. to serve as advocates for School initiatives and as ambassadors-at-large promoting School programs and initiatives
3. to represent the School as leaders within the broader human resource and labor relations professional community, and
4. to help plan and elicit corporate and individual gifts in promoting the development and advancement of the School.

SHRLR Alumni Relations Board

In conjunction with MSU's Alumni Relations Association, the SHRLR Alumni Relations Board has focused its efforts on establishing localized SHRLR alumni groups and on mentoring and coaching current students and recent graduates. In pursuit of its two main objectives, the Board has formed alumni groups in 20 major city locations across the U.S. The underlying objective of these groups is to build local networks that enhance opportunities for alumni in given locations to meet with and support each other professionally, as well as build a sense of community and association with our School.

In addition, these local alumni groups serve as a bridge to our students who take summer internships and full-time employment in given locations. Hosting alumni receptions and acting as welcoming committees, these alumni groups reach out to our students and recent graduates in an effort to assist them with their relocations and serving as local mentors and coaches. The Board also engages directly with our students

on campus, holding meetings and workshops to provide early career advice as they embark on summer internships and their full-time positions upon graduation.

APPENDIX

SHRLR CONTACT INFORMATION

Director's Office

Peter Berg, Director and Professor bergp@msu.edu

(517) 355-1801 403 S Kedzie Hall

Undergraduate Program Office

Stacy Hickox, Associate Director, Undergraduate [Programs](#) hickoxs@msu.edu

(517) 432-4771 402 S. Kedzie Hall

Cheryl Mollitor, Undergraduate Program Administrator mollitor@msu.edu

(517) 355-3285 401 S. Kedzie Hall

Undergraduate Academic Advisor

Matt Hahnenberg hahnenb2@msu.edu

407 S. Kedzie Hall

Director, Career Development & Placement

Thuy Tram Butler tbutler@msu.edu

(517) 432-2357 421 S. Kedzie Hall

Faculty Name	Email	Telephone	Room
John Beck	beckj@msu.edu	(517) 347-7109	432 SKH
Dale Belman	drdale@msu.edu	(517) 353-3905	408 SKH
Peter Berg	bergp@msu.edu	(517) 432-????	403 SKH
Julie Brockman	brockma4@msu.edu	(517) 432-4772	416 SKH
Amanda Chuan	achuan@msu.edu	(517) 353-1696	435 SKH
Phil DeOrtentis	psd@msu.edu	(517) 353-1243	406 SKH
James Dulebohn	dulebohn@msu.edu	(517) 432-3984	433 SKH
Jeff Ericksen	erickse8@msu.edu	(517) 432-7237	407 SKH
Angela Hall	athall@msu.edu	(517) 432-????	402A? SKH
Stacy Hickox	hickoxs@msu.edu	(517) 432-7402	427 SKH
Jason Huang	huangil@msu.edu	(517) 432-7273	437 SKH

Mevan Jayasinghe	jayasinm@msu.edu	(517) 432-2798	417 SKH
Michelle Kaminski	mkaminski@msu.edu	(517) 432-0933	413 SKH
Chenwei Liao	cliao@msu.edu	(517) 432-2801	429 SKH
Hye Jin Rho			
Mark Roehling	roehling@msu.edu	(517) 355-3335	424 SKH
Maite Tapia	tapiam@msu.edu	(517) 353-3896	410 SKH

SKH=South Kedzie Hall

For the most current contact information, see <https://hrlr.msu.edu/contact.php>

For more information regarding faculty bio's and research interests, please see

<http://hrlr.msu.edu/faculty/profiles.php>.

HUMAN CAPITAL AND SOCIETY

MAJOR REQUIREMENTS

Degree Requirements

I. **Required Courses:** (18 credits):

HRLR 201	Introduction to Human Capital and Society (fall/spring)	3 credits
HRLR 313	Employment Relations (<i>201 or concurrently</i> , spring only)	3 credits
HRLR 314	Legal Environment of Work (<i>201 or concurrently</i> , fall only)	3 credits
HRLR 315	Research Methods & Analysis (<i>STT 200</i> , fall/spring)	3 credits
HRLR 410	Voice & Democracy at Work (<i>201 & 313 or 314</i> , fall/spring)	3 credits
HRLR 465 (W)	Capstone in HC & S (<i>all above/410 or concurrently</i> , fall/spring)	3 credits

Other Required Courses:

One of the following courses (3 or 4 credits): STT 200/201, PSY 295, STT 315, STT 421, GEO 363

One of the following courses (3 credits): EC 201/202

II. **HRLR Electives:** total of 12 credits (4 courses) required, including at least one from each category

General:

CEP 460	Communication Skill Training Helping Professional (<i>junior/senior</i>)	3 credits
HRLR 211	Introduction to Organizational Leadership (every semester)	3 credits
HRLR 212	Career Management (summer only)	3 credits
HRLR 311	Applied Organizational Leadership (<i>211</i> , every semester)	3 credits
*SSC 493/494/496/490	– Internship/Research/Field Study Abroad/Special Topics	3 credits

Human Capital Systems:

CEP 470	Disability in a Diverse Society (<i>junior/senior standing</i>)	3 credits
HRLR 316	Economics of Human Capital (<i>EC 201 or 202</i> , fall only)	3 credits
HRLR 401	Income Inequality (<i>201</i> , spring only)	3 credits
MGT 411	Organizational Staffing (<i>201, junior/senior standing</i>)	3 credits

International:

HRLR 414	Legal Standards in a Global Workplace (<i>314</i> , spring only)	3 credits
HRLR 420	Comparative Human Capital Systems (<i>313</i> , fall only)	3 credits

*SSC 49x courses *require approval of Academic Advisor*

III. **Cognate Electives:** total of 6 credits (2 courses) from the following list:

Anthropology

ANP 201	Introduction to Cultural Anthropology	3 credits
ANP 220	Gender Relations in Comparative Perspective	3 credits

ANP 330	Race, Ethnicity, and Nation	3 credits
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Economics

EC 301	Intermediate Microeconomics (EC 201 & math)	3 credits
EC 310	Economics of Developing Countries (EC 201)	3 credits
EC 340	Survey of International Economics (EC 201 & 202)	3 credits
EC 380	Labor Relations and Labor Market Policy (EC 201)	3 credits
EC 480	Analysis of Labor Markets (EC 301)	3 credits

Geography

GEO 113	Introduction to Economic Geography	3 credits
GEO 151	Introduction to Human Geography	3 credits
GEO 204	World Regional Geography	3 credits

History

HST 213	U.S. Business and Economic History	3 credits
HST 225	Law, History and Society in the United States	3 credits
HST 305	The Making of the Modern United States	3 credits
HST 306	Modern U.S. History	3 credits
HST 313	Women in the United States to 1869	3 credits
HST 314	Women in the United States since 1869	3 credits

Human Development and Family Studies

HDFS 442	Ethnic Families in America (<i>juniors/seniors</i>)	3 credits
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Psychology

PSY 235	Social Psychology (PSY 101)	3 credits
PSY 236	Personality (PSY 101)	3 credits
PSY 255	Industrial and Organizational Psychology (PSY 101)	3 credits

Sociology

SOC 161	International Development and Change	3 credits
SOC 214	Social Inequality	3 credits
SOC 215	Race and Ethnicity	3 credits
SOC 216	Sex and Gender	3 credits
SOC 241	Social Psychology (not open to students with credit in PSY 235)	3 credits
SOC 424	Organizations and Society	3 credits
SOC 481	Social Movements and Collective Identities (no freshmen)	3 credits

IV. College Requirements: Complete a minimum of 15 credits in one Interdisciplinary Minor. To view available minors and all Social Science College requirements, please refer here:
<https://socialscience.msu.edu/undergraduate/current-students/curriculum.html>

Student Advising Worksheet

Always check Degree Navigator to make sure you are meeting all graduation requirements – www.degnav.msu.edu

Revised 4/2020

Name _____ Date _____ Init. _____

I. University requirements

- WRA 101 (4) _____
- Math Requirement _____
- IAH 201-210 (4) _____
- IAH 211 – 241 (4) _____
- ISS 2xx (4) _____
- ISS 3xx (4) _____
- ISB or alternate (3) _____
- ISP or alternate (3) _____
- LAB requirement (2) _____

Total _____

II. Required courses (18 credits)

- HRLR 201 _____
- HRLR 313 (Spring) _____
- HRLR 314 (Fall) _____
- HRLR 315 (STT, Fall/Spring) _____
- HRLR 410 (Fall/Spring) _____
- HRLR 465 (Fall/Spring) _____

Total _____

III. HRLR Electives (12 credits)

- General: _____
- HC Systems: _____
- International: _____
- _____

Total _____

IV. Cognate Electives (6 credits)

- _____
- _____

Total _____

V. College Requirements:

CSS Minor _____ **(Minimum of 15 credits)**

- _____
- _____
- _____
- _____
- _____

Experiential Requirement (3 or 4 credits) _____

STEM Requirement (6 credits)

- _____
- _____
- _____

Total _____

300/400 Crs. _____ **REMAINING** _____
ENROLLED _____
COMPLETED _____
SUB-TOTAL _____
REQUIRED 120 / 123

SHRLR HCS Major

Sample Four Year Academic Progress Plan

1st Year (Freshman 0-29 credits)

<u>Fall Semester (13-16 credits)</u> University ISS 2XX (4) University Math-MTH 103 (3) HRLR 201 (3) HRLR 314 (3) Elective (3)	<u>Spring Semester (16 credits)</u> University WRA 110-195H/101 (4) University Math-STT 200 (3) EC 201 (3) HRLR 313 (3) Elective (3)
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2nd Year (Sophomore 30-59 credits)

<u>Fall Semester (16 credits)</u> University ISS 3XX (4) University Natural Science-ISB (3) Elective (3) HRLR General elective (3) College Minor Course (3)	<u>Spring Semester (15 credits)</u> University IAH 201-210 (4) University Natural Science-ISP (3) University Natural Science Lab-ISB or ISP (2) College Minor Course (3) HRLR 315 (3)
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3rd Year (Junior 60-89 credits)

<u>Fall Semester (16 credits)</u> University IAH 211+ (4) College Minor Course (3) Cognate Elective (3) Human Capital Systems Elective (3) College STEM Course (3)	<u>Spring Semester (17 credits)</u> College Minor Course (4) HRLR 410 (3) HRLR International Elective (3) Cognate Elective (3) Elective – PSY 101 recommended (4)
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4th Year (Senior 90-120 credits)

<u>Fall Semester (12 credits)</u> Elective (3) HRLR Elective – choose any category (3) College STEM Course (3) Elective (3)	<u>Spring Semester (12 credits)</u> College Minor Course (3) HRLR 465 (3) Electives (~6 – Research, Internship, Etc.)
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*This is a sample academic progress plan and should be used for informational purposes only. Please consult the HCS Major Advisor to discuss and create your own academic plan. You can also complete the following to enhance your undergraduate experience: internship, study abroad/away, service learning and research opportunities.