



Human Resource Development

Introduction

The Human Resource Development (HRD) program offers a course of study leading to an undergraduate degree or a minor in Human Resource Development, to prepare professionals who will be responsible for the training, education, and development of adults, in settings such as business, industry, health care, social service, and government. Students in the program are provided opportunities to develop the knowledge and competencies necessary to meet the increasing needs that organizations have for HRD professionals. Competencies identified by professional organizations have been carefully considered in the development of specific objectives for the course work in the program.

Opportunities

Upon completion of the major, students will demonstrate:

- 1) knowledge of different organizational settings in which teaching and learning occur;
- 2) knowledge of the training as well as educational and development needs of organizations;
- 3) skills in task analysis, program planning, and program design that are in keeping with organizational needs;
- 4) ability to apply principles of learning and motivation as a basis for decisions regarding instructional programs for adults;
- 5) sensitivity to the psychological and cultural needs of training and educational planning for diverse populations; and
- 6) competency in the use of methods and technology appropriate for the instructional/learning needs of organizations.

Accreditation

Northeastern Illinois University is accredited by the Higher Learning Commission of the North Central Association.



Subject to change. See current catalog for most recent requirements. For further information call (773) 442-5540

Required Courses

HRD 300	Principles and Practices in Human Resource Development	3 cr.
HRD 301	Adult Teaching/Learning Process.....	3 cr.
HRD 310	Instructional Techniques and Technology	3 cr.*
HRD 315	Computer Utilization in Human Resource Development	3 cr.*
HRD 320	Dynamics of Working with Groups and Individuals	3 cr.
HRD 321	Designing Instruction in Human Resource Development	3 cr.*
HRD 325 WIP	Communication and Human Resource Development	3 cr.*
HRD 329	Internship and Seminar in Human Resource Development	9 cr.*
	Human Resource Development Electives	6 cr.

Each student, in consultation with the program coordinator and/or advisor, will select 6 additional credit hours of work. The selection of courses will be guided by the student's career objectives and will focus on competencies relevant to these objectives. The electives will amplify and extend the core courses.

TOTAL.....36 cr.

*Requires admission to the College of Education

Human Resource Development majors must be fully admitted to the College of Education prior to registering for more than 9 hours.

Degree Requirements

- Community college courses may not be used to fulfill 300-level requirements;
- Transfer courses must be approved by the department before being applied to the major or minor;
- Students must complete at least half of their major or minor course work at Northeastern;
- Please see the NEIU University Catalog for a complete listing of degree requirements, which is available online at www.neiu.edu.

Additional Electives

Students with weaknesses in any area such as communication skills will be required to select electives with the goal of developing these skills.

Bachelor Degree Requirements

Students are expected to have completed an Associate of Arts or Sciences degree or have completed a minimum of 60 semester credits. Students with an AA or AS degree from an Illinois Community College and/or completion of the IAI will have fulfilled Northeastern's general education requirements.

Additional requirements:

- 1. General Education Program:** All undergraduate students must complete the General Education Program requirements consisting of 39 semester hours in the following distribution areas:
 - Social/Behavioral Sciences (12 hours)
 - Natural Sciences (9 hours)
 - Mathematics (3 hours; grade of "C" or higher at college level)
 - Humanities (9 hours)
 - Fine Arts (6 hours)
- 2. University Requirements:** English Composition I (grade of "C" or higher) and one Improving Human Relations course (consult the schedule of classes or catalog for listing of courses). Students are required to complete a Writing Intensive Course at NEIU which has been built into each major.
- 3. Residency:** Any transfer student from an accredited college/university must earn as a minimum the last 30 hours of course work in residence at Northeastern to be eligible to graduate.
- 4. Upper Division:** Students must complete a minimum of 24 semester hours at the 300 level and 18 semester hours at the 200 or 300 level.
- 5. Academic Major and Minor:** Undergraduate students must complete a major. Some majors require a minor or set of cognate courses. Students must earn a grade of "C" or higher in all courses counted toward the major, the minor, cognate and professional sequences. No "P" grades will count toward a major, minor, or approved area of study. All grade point average requirements must be met for the successful completion of a program of study.
- 6. Grade Point Average:** To be eligible to graduate, a student must have a minimum cumulative 2.0 GPA (overall "C" average). Some academic programs and departments have other specific grade requirements. Check with your academic advisor.

Application Deadlines

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| • Fall | July 1 |
| • Spring | November 1 |
| • Summer I | April 1 |
| • Summer II | May 1 |

Admissions

Students must have earned a minimum cumulative grade point average of 2.0 or higher for all college or university course work attempted. Students must be in good academic standing at the last college or university attended. Required documents are an application for admission, \$30 nonrefundable application fee, and official transcripts from all colleges or universities attended.

Transfer Policy

For admission purposes only, all college level course work at post-secondary institutions previously attended will be considered in the calculation of the grade point average. A maximum of 90 credit hours may be transferred to NEIU. Students can transfer in 64 credits from a 2 year school.

Financial Aid

For Financial Aid information, call (773) 442-5016 or visit the web at www.neiu.edu/FinAid.htm.

Northeastern's Federal School code is 001693.

For transfer and other scholarship information please visit www.neiu.edu/shcolarships or email scholarships@neiu.edu

Contact Information

Admissions Counseling

Contact: Molly Weisman
Phone: (773) 442-4076 or (847) 665-4173
Email: M-Weisman@neiu.edu
Website: www.neiu.edu/Transfer
Address: Northeastern Illinois University
Located at: University Center of Lake County
1200 University Center Dr., Room 220 B
Grayslake, IL 60030

Human Resource Development Department

Contact: Shirley Caruso MA
Email: S-Carus@neiu.edu
Phone: (773) 938-NEIU (6348)



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