Human Resource Development

Programs in Human Resource Development

The Human Resource Development (HRD) (http://www.neiu.edu/academics/college-of-education/departments/literacy-leadership-and-development/) Program offers courses of study leading to both undergraduate and graduate degrees in Human Resource Development, as well as to 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 will be provided opportunities to develop the knowledge and competencies necessary to meet the increasing needs that organizations have for HRD professionals. Competencies that have been identified by professional organizations have been carefully considered in the development of specific objectives for the course work in the program.

- Major in Human Resource Development (http://catalog.neiu.edu/education/human-resource-development/human-resource-development/)
- Minor in Human Resource Development (http://catalog.neiu.edu/education/human-resource-development/minor-human-resource-development/)

- Master of Arts in Human Resource Development (http://catalog.neiu.edu/education/human-resource-development/master-arts-human-resource-development/)
- Graduate Certificate in Workplace Learning and Performance (http://catalog.neiu.edu/education/human-resource-development/graduate-certificate-workplace-learning-performance/)

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HRD-202. Career And Life Planning I. 3 Hours.
Designed to help students develop a greater understanding of themselves and to identify a satisfying career field that matches their talents and abilities. Students will identify their values, analyze their skills, discover their likes and dislikes and focus on their interests as they relate to possible career choices. A long range plan will be developed and a supportive resume describing capabilities and experience will be prepared.

HRD-300. Principles And Practices In Human Resource Development. 3 Hours.
Students explore their aptitudes and interests in relation to the roles of educators in non-school settings. They familiarize themselves with the overall purposes of organizations and the role of educators within such organizations.
Prerequisite: (100 - 399 or 100A - 399Z).

HRD-301. Adult Teaching/Learning Process. 3 Hours.
Students study the principles of adult learning and instruction and the range and types of desired educational outcomes related to the characteristics of adult learners. Required: HRD-300 or can be taken at the same time as HRD-300; Completion of a Minimum of 45 College-Level Semester Hours.
Prerequisite: (100 - 399 or 100A - 399Z).

HRD-310. Instructional Techniques And Technology. 3 Hours.
Students apply a systematic approach to the development of instructional materials using the principles of instructional design. Topics covered include needs assessment, task analysis, objective preparation, design documents, material development, and evaluation.
Prerequisite: HRD-300 with a minimum grade of C and HRD-301 with a minimum grade of C.

HRD-313. Political Savvy In The Workplace. 3 Hours.
This course will explore the concept of political savvy in the workplace as it relates to one's career success and development as well as for others whom the HRD professional might coach. Topics include: how political savvy is defined, the political nature of the workplace, power and the importance of leveraging one's power, personal influence, and the development of a political game plan.
Prerequisite: (100 - 399 or 100A - 399Z).

HRD-313B. Program Development In Human Resource Development. 3 Hours.
This course will explore the range and types of desired outcomes related to planning programs for adult learners. Not designed or written as an instructional design course, this course looks at the barriers that impede discourages adults in pursuing educational goals and provides various way to enhance opportunities for the adult learning population.

HRD-315. Computer Utilization In Human Resource Development. 3 Hours.
Students in this course will be introduced to the use of computers for instructional purposes. Course will focus on design, storyboarding, logic and authoring software. Students will develop computer-based training programs.
Prerequisite: HRD-300 with a minimum grade of C and HRD-301 with a minimum grade of C and HRD-310 with a minimum grade of C.

HRD-320. Dynamics Of Working With Groups And Individuals. 3 Hours.
Students explore effective interpersonal and group behavior in organizations. Emphasis is placed on understanding the importance of such behaviors. Completion of a minimum of 45 college-level semester hours required.
Prerequisite: (100 - 399 or 100A - 399Z).

HRD-321. Designing Instruction In Human Resource Development. 3 Hours.
Students apply major principles relating to the design and presentation of training/education programs for adults. Students demonstrate and improve their level of competency on major course tasks. Recommended: HRD-315 or may be taken concurrently.
Prerequisite: HRD-310 with a minimum grade of C and HRD-315 with a minimum grade of C and HRD-320 with a minimum grade of C.

HRD-323. Independent Study In Human Resource Development. 3 Hours.
In-depth study of special areas in human resource development.
Prerequisite: HRD-310 with a minimum grade of C.

HRD-325. Writing Intensive Program:Communication In Human Resource Development. 3 Hours.
This course explores the role of oral and written communication skills in the human resource development field. The student will practice the following: impromptu, informational, and persuasive oral presentations; and interviewing, questioning, organizing, researching, and active listening skills. Additionally, the student will demonstrate competence with the following writing tasks: preparing a meeting agenda, project proposal manuscript with recommendations, an e-mail message, an elevator speech, a claims adjustment request, bad news memorandum, and decline of a request. Professionalism; appropriate non-verbal messages; and accurate and effective organization, flow, and mechanics as appropriate for the context, content, and audience are emphasized.
Prerequisite: HRD-300 with a minimum grade of C and ENGL-101 with a minimum grade of C.

HRD-328. Organizational Project Management. 3 Hours.
This three-credit hour course guides students through the process of creating a project management proposal including a timeline. The course examines issues relating to project structure and stakeholders. It explores responsibilities within a project as well as how to identify project sponsors and project tasks. Students will be exposed to project management as it relates to organizational goals, preparing them to participate in projects while maintaining an organizational perspective.
Prerequisite: ENGL-101 with a minimum grade of C.

HRD-329. Internship And Seminar In Human Resource Development. 6 Hours.
The internship and seminar will be the culminating activity for the Human Resource Development major. Internship will be in health care settings, business and industry, community, state and federal agencies, regabilitation and recreation centers and professional associations. The purpose will be to synthesize what the student has learned in the classroom with practice in the field. Permission from the HRD Advisor or Program Coordinator required.
Prerequisite: HRD-301 with a minimum grade of C and HRD-310 with a minimum grade of C and HRD-315 with a minimum grade of C and HRD-321 with a minimum grade of C.

HRD-362. Instructional Media In Human Resource Development. 3 Hours.
The purpose of the course is to provide the student with a practical, hands-on approach to selecting and utilizing instructional media, consistent with theories and practices in instructional technology. The emphasis will be placed upon the tools (i.e., equipment and materials) which an instructional designer has available for the production of instructional materials. Students will learn how to operate equipment and will produce instructional materials for media programs.
Prerequisite: HRD-301 with a minimum grade of C.

HRD-390. Computer-Based Training. 3 Hours.
Systematic approach to the design and use of computer-based and interactive video instructional materials. Course includes courseware development, implementation, training techniques, documentation and state-of-the-art technology.
Prerequisite: HRD-300 with a minimum grade of C and HRD-301 with a minimum grade of C and HRD-310 with a minimum grade of C and HRD-315 with a minimum grade of C.

HRD-400. Hrd And The Organization. 3 Hours.
Study of the role of HRD in relation to the needs, purposes, structures and processes of organizations in order to maximize the effectiveness and value of HRD to the organization.

HRD-401. The Adult Learner I. 3 Hours.
An analysis of adult learning theory and research in relation to practice in the field of training and human resource development, including study of how adults acquire and use knowledge, skills and attitudes. Application of theory in varied adult learning situations will be emphasized.
Prerequisite: HRD-400 (may be taken concurrently) with a minimum grade of C or HR-400 with a minimum grade of C.

HRD-402. Adult Learner II. 3 Hours.
In-depth focus on individual difference characteristics of adults that affect learning. Consideration of such characteristics as motivaion, learning styles, perception of self on other, culture, experiential background, memory/information processing, attribution, cognitive structures and metacognition. Research paper required that includes application to HRD field.
Prerequisite: HRD-401 with a minimum grade of D or HR-401 with a minimum grade of D.

HRD-403. Leadership & Political Savvy In The Workplace. 3 Hours.
Students will explore the relationship between leadership practices and politically-savvy behaviors in the workplace for human resource development professionals. Students will examine the theoretical and practical aspects of leadership, explore the political nature of the workplace, review the importance of power and influence, and refine interpersonal and communication skills necessary for personal career success.
Prerequisite: HRD-400 with a minimum grade of B.

HRD-404. Applied Technology In Human Resource Development. 3 Hours.
This course is an introduction to the use of computers and electronic communication devices for HRD-specific purposes. It focuses on the application of software tools and electronic communication devices in instructional design and workplace communication, utilizing storyboarding, mapping logic, and various platforms as authoring programs. Special emphasis is placed on development of proficiency with PowerPoint as an e-learning authoring tool.
Prerequisite: HRD-406 with a minimum grade of C and (HRD-400 with a minimum grade of C or HRD-401 with a minimum grade of C).

HRD-405. Needs And Task Analysis In Hrd. 3 Hours.
Defining gaps between desired and actual performance and specifying the cause of the gaps. Identifying and analyzing tasks and job content for the purpose of developing training designed to accomplish specific results in a job or organization. The design, development and application of techniques and instruments to use in obtaining information on needs and tasks.
Prerequisite: HRD-400 with a minimum grade of C or HR-400 with a minimum grade of C.

HRD-406. Instructional Design In Hrd I. 3 Hours.
The procuess of preparing objectives, defining content, selecting and sequencing learning activities for specific training/ education/ development programs. Includes selection of methodology, including use of media and computer technology, critique and redesign of off-the-shelf materials and evaluation.
Prerequisite: HRD-401 with a minimum grade of C or HR-401 with a minimum grade of C.

HRD-407. Measurement And Evaluation In Hrd. 3 Hours.
Determining the effectiveness of HRD learning programs and services. Making decisions on how, what and when to measure and what standards to use in evaluation. The design, development and application of techniques and instruments to use in obtaining measurement data. Cost/benefit analysis of the impact of HRD on the organization.
Prerequisite: HRD-406 with a minimum grade of C or HR-406 with a minimum grade of C.

HRD-408. Instructional Design In Human Resource Development II. 3 Hours.
In this course, students study advanced intructional design techniques as they go through the process of assessing needs, designing and developing instruction and developing both an assessment and an implementation plan for their training. Students develop an instructional program designed to meet client needs, giving them an opportunity to apply theories learned in earlier courses, as well as acquanting them with additional instructional strategies to developing an expanded instructional program.
Prerequisite: (HRD-406 with a minimum grade of D or HR-406 with a minimum grade of D) and (HRD-407 with a minimum grade of D or HR-407 with a minimum grade of D) and (HRD-490 with a minimum grade of D or HR-490 with a minimum grade of D or HRD-462 with a minimum grade of D).

HRD-409. Television Production In Human Resource Development. 3 Hours.
This course will explore techniques of television production and utilization as they apply to the field of human resource development. Students will learn the principles of camera operation, lighting, composition, video and audio recording, video editing, field production, directing and scripting. The approach will be hands-on; students will write and produce video training materials using instructional design principles.
Prerequisite: (HRD-362 with a minimum grade of C or HR-362 with a minimum grade of C) and (HRD-406 with a minimum grade of C or HR-406 with a minimum grade of C).

HRD-410. Talent Management. 3 Hours.
Exploration of the major aspects of talent management from developing core competencies to the design and employment of performance management systems. We will study the perspectives, methods, and theoretical framework employed by HRD practitioners in developing HRD strategies to improve organizational performance.
Prerequisite: HRD-400 with a minimum grade of C and HRD-401 with a minimum grade of C and HRD-405 with a minimum grade of C.

HRD-411. Consulting In Human Resource Development. 3 Hours.
Thid course examines the roles of both internal and external consultants within an organization as they analyze both training and non-training interventions to improve performance. Students work with case studies to examine various aspects of the consulting process. Topics covered include client-consultant relationships, diagnosing organizational situations, developing contracts, marketing your services, etc.
Prerequisite: (HRD-407 with a minimum grade of C or HR-407 with a minimum grade of C) and (HRD-406 with a minimum grade of C or HR-406 with a minimum grade of C).

HRD-412. Project Management In Human Resource Development. 3 Hours.
Study of the principles of project management as they relate to the development of HRD programs. Application of the principles to HRD projects that are both in the planning state and in progress will be emphasized.
Prerequisite: HRD-405 with a minimum grade of C or HR-405 with a minimum grade of C.

HRD-413. Independent Study In Human Resource Development. 3 Hours.
In-depth study of special areas in human resource development.

HRD-414. Strategic Planning In Human Resource Development. 3 Hours.
Study of principles of strategic planning as it relates to the HRD field. This course will explore various strategies that can be used to lead, facilitate, or teach others how to work through the strategic planning process. Application of the principles of strategic planning process will be emphasized.

HRD-415. Seminar In Human Resource Development- Organizational Development. 3 Hours.
This seminar guides students in developing a broad understanding of various aspects of Organization Development (OD), including: OD field and organizational change; the history of OD; how to manage the OD process; the elements of Action Research in OD; OD interventions; power, culture, and politics as an organization tool.
Prerequisite: (HRD-401 with a minimum grade of C or HR-401 with a minimum grade of C) and (HRD-400 with a minimum grade of C or HR-400 with a minimum grade of C) and (HRD-403 with a minimum grade of C or HR-403 with a minimum grade of C) and (HRD-405 with a minimum grade of C or HR-405 with a minimum grade of C) and (HRD-406 with a minimum grade of C or HR-406 with a minimum grade of C) and (HRD-407 with a minimum grade of C or HR-407 with a minimum grade of C).

HRD-416. Masters Capstone. 3 Hours.
Students in the MA in Human Resource Development program will complete a capstone course where they will complete one of three capstone projects:

Practitioner project: A front-end assessment or performance analysis, white paper, policy analysis, or program evaluation

Instructional design: A research-based lesson design and analysis project

Internship: A 15-week supervised practicum/internship, either in the field of training and development in an organization in which they are presently working, or in talent development within an appropriate, site-approved organization.

The selection of the capstone option must be approved by the instructor of record.
Requirement: Departmental Approval, completion of all required courses
Prerequisite: (HRD-401 with a minimum grade of C or HR-401 with a minimum grade of C) and (HRD-403 with a minimum grade of C or HR-403 with a minimum grade of C) and (HRD-405 with a minimum grade of C or HR-405 with a minimum grade of C) and (HRD-406 with a minimum grade of C or HR-406 with a minimum grade of C) and (HRD-407 with a minimum grade of C or HR-407 with a minimum grade of C).

HRD-417. Practicum In Hrd II. 3 Hours.
See description of Practicum in HRD I. Students have the option of taking additional practicum hours if the field setting provides an opportunity to design and present a training program that is more involved and will require an extended time commitment. Practicum in HRD I and Practicum in HRD II can be taken during tha same term if it can be clearly established that the student will have time for an extended commitment.
Prerequisite: (HRD-401 with a minimum grade of C or HR-401 with a minimum grade of C) and (HRD-400 with a minimum grade of C or HR-400 with a minimum grade of C) and (HRD-403 with a minimum grade of C or HR-403 with a minimum grade of C) and (HRD-405 with a minimum grade of C or HR-405 with a minimum grade of C) and (HRD-406 with a minimum grade of C or HR-406 with a minimum grade of C) and (HRD-407 with a minimum grade of C or HR-407 with a minimum grade of C).

HRD-418B. Topical Seminar: Human Performance Technology In Human Resource Development. 3 Hours.
Study of improving human performance in the workplace. This course will develop awareness about the complexity of this area including the role of the HRD practitioner as the performance consultant. A practical and theoretical foundation for following HTP methodology to solve human performance problems in the workplace will be explored.

HRD-418E. Topical Seminar In Global/Cultural Issues In Human Resource Development. 3 Hours.
This course will explore the importance and necessity of HRD practitioners understanding the importance of globalization and the increasing diversity of the work-place and work-force. The design and delivery of instruction and the analysis of the dynamics of organizations requires an understanding of learning and organizational development theory and will be examined through the lens of global and cultural awareness.

HRD-418F. Topical Seminar: Group Dynamics In Human Resource Development. 3 Hours.
This course will explore the principles of group dynamics as they affect individuals, groups, and team in organizations. This highly interactive course will explore group and team issues including: the nature of groups, group formation, development and socialization, structure, influence power, decision making, conflict, and additional issues.

HRD-419. Project In Human Resource Development. 3 Hours.
Students prepare a project that involves the application and/or extension of the knowledge and skills developed in the courses that they have completed. The project may be in the form of an instructional program or a paper on a specific aspect of Human Resource Development.

HRD-420. Thesis Seminar In Hrd. 3 Hours.
Guidance of students conducting research and writing a thesis to fulfill the requirements of the program, Master of Arts in Human Resource Development.

HRD-421. Leadership And Ethics In HRD. 3 Hours.
This course presents historical and contemporary leadership theory and models and applies leadership theories and concepts in the context of Human Resource Development. This course also guides students through a personal assessment of leadership characteristics, utilizing different tools to measure the individual's strengths and focus on self-enhancement to better assist in ethical decision making.
Prerequisite: HRD-400 with a minimum grade of C and HRD-401 with a minimum grade of C.

HRD-462. Instructional Strategies In Hrd. 3 Hours.
This course will explore various strategies that can be used to facilitate learning in a variety of situations. Strategies such as advance organizers, concept mapping, imagery, etc. will be studied i nterms of their advantages, limitations and applications. The course will explore different types of learning, such as declarative knowledge, concepts, motor skills, etc. The different types of learning will be studied in terms of their characteristics and the implications those characteristics have for selecting and using instructional strategies.

HRD-490. Multimedia: Design And Application. 3 Hours.
This course presents an overview of varied aspects of multimedia as used in the HRD field. Course content blends theory and application as students learn the basic elements of instruction, interaction and the impact of technology on instruction. Students use an authoring program to design instruction which meets criteria for effective teaching/learning. Students will use multimedia as a vehicle for research and communication through e-mail and Internet access.
Prerequisite: HRD-404 with a minimum grade of C.