

PROCEDURES MANUAL FOR UNDERGRADUATE STUDENTS

B.S.E. Human Resource & Workforce Development Education

Department of Rehabilitation, Human Resources and Communication Disorders

The purpose of this publication is to provide information that will assist students, advisors, and faculty with the process of program admission, progression, and completion. This document makes critical information available to you as you progress through the undergraduate HRWD degree completion program in the Department of Rehabilitation, Human Resources and Communication Disorders (RHRC), College of Education and Health Professions (COEHP), at the University of Arkansas. This publication is an aid for your use and is not intended to replace or supersede the [Undergraduate Catalog](#) or the University of Arkansas [Student Handbook](#).

Although the responsibility for meeting and completing all requirements for degree completion is the responsibility of the student, *the student must work closely with the major advisor to be certain that all procedures are completed in a timely and efficient manner.*

Bachelor of Science in Education (B.S.E.) HRWD

The B.S.E. in HRWD is a minimum 120-hour online degree completion program. **The forty-five (45) HRWD required course hours are all online.** Other courses of the remaining **75 hours** to complete the degree may be completed online.

The HRWD major is specifically designed for career adults who need to complete a bachelor's degree that may open doors to opportunity and personal growth. The HRWD curriculum prepares individuals to apply integrated training, organizational development, career planning and counseling skills to the design, management, and evaluation of programs to improve individual productivity, employability, job satisfaction and organizational effectiveness. The curriculum includes instruction in psychology; organizational behavior; skill testing and evaluation; program

design; organizational development; and applications to issues such as training, management development, customer service, and total quality management. The plan of study accelerates degree completion by awarding technical credit for professional certifications and knowledge gained by experience. Online courses are offered in a traditional **15-week semester schedule**. Undergraduates also obtain a solid academic base to pursue a graduate degree. *This major does NOT lead to licensure for teachers in Arkansas.*

Admission into the B.S.E. HRWD program requires the following criteria:

- Have three or more years of full-time work experience or equivalent.
- Complete all 35 hours of university core courses. Three to Six hours of the required Social Sciences courses may be satisfied by completing Pre-HRWD Requirements: ECON 2013 and ECON 2023 or ECON 2143
- Complete 3 hours of advanced level math from the approved list: MATH 2183, MATH2053, STAT 2303 or MATH 1313 (or other approved Math course)
- Have a 2.5 minimum GPA.

All requirements for the bachelor's degree must be completed within six consecutive years after the date of admission. The six-year time begins with the date of admission to the program. Students must successfully complete HRWD 4333: HRD capstone, with a grade of C or better in order to complete the degree.

Four-Semester Degree Completion Plan

HRWD students are NOT required to follow this plan; however, the HRWD faculty strongly suggests that students follow the plan.

The nature of the HRWD major excludes it from ACT 1014 eight-semester degree-completion program requirements. The HRWD degree is a 120-hour degree in accordance with ACT 747. Presented below is a typical plan for completing this degree in four semesters; individual student plans may vary significantly. Students may be able to finish the program sooner if they

enroll in summer courses.

Earned Prior to Fall Semester Year 1

35 hours *University Core must include:*

3 hours Pre-HRWD Economics Requirement chosen from:

- ECON 2143 Basic Econ: Theory and Practice
- ECON 2013 Principles of Macroeconomics
- ECON 2023 Principles of Microeconomics

3 hours Pre-HRWD Math Requirement chosen from:

- MATH 2183 Mathematical Reasoning
- MATH 2053 Finite Math
- STAT 2303 Principles of Statistics
- MATH 1313 Quantitative Reasoning

Fall Semester Year 1

3 hours	HRWD 3113	Foundations of HRD
3 hours	HRWD 3123	Career Development
3 hours	HRWD 3213	Organization Development
3 hours	HRWD 3313	Training and Development

= 12 Semester Hours

Begin taking all planned NOCTI tests, if any, approved by the HRWD faculty and advisor and enroll in technical requirement hours (if applicable).

Spring Semester Year 1

3 hours	HRWD 3223	Managing HRD Programs
3 hours	HRWD 3323	Designing and Developing HRD Programs
3 hours	HRWD 3133	Writing for Human Resource and Workforce Development
3 hours	HRWD 3333	Communication in HRWD

= 12 Semester Hours

Complete all planned NOCTI tests, if any, approved by the HRWD faculty and advisor and enroll in technical requirements (if applicable).

Fall Semester Year 2

3 hours	HRWD 4123	Strategic HRD
3 hours	HRWD 4213	Workplace Diversity and HRD
3 hours	HRWD 4133	International HRD and Cultural Differentiation
3 hours	HRWD 4223	Professional and Leadership Development

= 12 Semester Hours

Complete all planned NOCTI tests, if any, approved by the HRWD faculty and advisor and enroll in technical requirement hours (if applicable).

Spring Semester Year 2

3 hours	HRWD 4233	HRD Legal and Ethical Issues
3 hours	HRWD 4313	HRD Program and Product Evaluation
3 hours	HRWD 4333	HRD Capstone

= 9 Semester Hours

Complete all planned NOCTI tests, if any, approved by the HRWD faculty and advisor and enroll in technical requirement hours (if applicable).

40 Elective/Technical Credit Hours earned from NOCTI, experiential learning
120 Total Semester Hours

Advising

- a. When students are admitted to the B.S.E. program, a professional advisor works with them. The professional advisor is well versed in the requirements for the degree as developed by the HRWD faculty.
- b. The professional advisor works in conjunction with the HRWD program faculty to approve all coursework required for graduating with the B.S.E. HRWD degree.

Exceptions to the curriculum must be approved by the faculty. When enrolled in course work, it is the student's responsibility to communicate with the faculty instructing the course.

Academic Appeals

Students are first encouraged to resolve academic conflicts and complaints informally with the instructor involved, through their department, or through the assistance of the [Office of Academic Initiatives and Integrity](#), which can provide objective and confidential mediation. To assist students in identifying appropriate contact persons please view the [College Leadership page](#). If an informal resolution cannot be reached there are procedures for students to pursue complaints of an academic nature. Refer to the [Student Grievances and Appeals page](#) of the Catalog of Studies for appeals structures and formal procedures for academic grievances.

Program of Study

- a. General minimum requirements for the degree:
 - 1) 120 semester hours
 - 2) Successful completion of the capstone course with a grade of C or better
 - 3) A cumulative grade-point average of 2.0
- b. B.S.E. HRWD Coursework

Human Resource and Workforce Development (HRWD) Major

University Core Requirements 35

Pre-HRWD Core Requirements 12

- 6 credit hours of Economics chosen from
 - ECON 2013 Principles of Macroeconomics*
 - ECON 2023 Principles of Microeconomics*
 - ECON 2143 Basic Economic Theory and Practice*
- PSYC 2003 General Psychology*
- 3 hours of HRWD math to be chose from
 - MATH 2183 Mathematical Reasoning in a Quantitative World
 - MATH 1313 Qualitative Reasoning
 - MATH 2053 Finite Mathematics
 - STAT 2303 Principles of Statistics

*Pre-HRWD Courses which are also listed as Social Science Core may satisfy core at the sametime as they satisfy the Pre-HRWD Core requirement.

HRWD Technical Requirements & General Electives 40

The undergraduate HRWD program allows 19 hours of technical credits. Prior Learning Technical credits can be obtained through experiential learning credits and work knowledge credits.

Experiential Learning (HRWD 450V)

- ACE and CAEL credits as accepted by the University of Arkansas' undergraduate policy will also be accepted by the undergraduate HRWD program for Experiential Learning (HRWD 450V) credits.
- 3 credit hours will be awarded for ASTD certification (Certified Professional in Learning and Performance Certification (CPLP)).
- Certification credits will be given for PHR and SPHR certification. One credit hour will be awarded for PHR certification, 3 credit hours for SPHR certification and if a student enters the undergraduate HRWD program with PHR certification and obtains SPHR certification while in the program, they will be given an additional 2 credit hours for a maximum of 3 credit hours.
- A maximum of 3 credit hours of CEU units will be accepted. Fifteen hours of continuing education equals 1 CEU and equals 1 credit hour.
- A maximum of 6 credit hours will be accepted for military credit in accordance with the current University of Arkansas Policy.

Work Knowledge (HRWD 405V)

The HRWD faculty approved NOCTI assessments will be accepted and assessed (assessmentcriteria document can be obtained from Dr. Schmidtke) by the HRWD faculty NOCTI coordinator, Carsten Schmidtke for HRWD 405V course credit:

- Administrative Assisting #4101
- Education and Training #1025
- Business and Information Processing #4013
- Other NOCTI Assessments will be reviewed by faculty for addition to the approved listas changes occur.

General Electives

Any course which is counting towards credit, and exceeds either core, pre-core and HRWD-required courses will be counted toward the 120 hours required by the University of Arkansas for a bachelor's degree. This includes transfer coursework which has been accepted by the University of Arkansas as transferable coursework.

HRWD Required Courses: 51

18 hours Career Development Pillar

- HRWD 3113 Foundations of HRD
- HRWD 3123 Career Development
- HRWD 3133 Writing for Human Resource Development Professionals
- HRWD 4113 Generational Dynamics in the Workplace
- HRWD 4123 Strategic HRD
- HRWD 4133 International HRD and Cultural Differentiation

15 hours Organization Development Pillar

- HRWD 3213 Organization Development
- HRWD 3223 Managing HRD Programs
- HRWD 4213 Workplace Diversity and HRD
- HRWD 4223 Professional and Leadership Development
- HRWD 4233 HRD Legal and Ethical Issues

18 hours Training and Development Pillar

- HRWD 3313 Training and Development
- HRWD 3323 Designing and Developing HRD Programs
- HRWD 3333 Communication in Human Resource and Workforce Development

- HRWD 4313 HRD Program and Product Evaluation
- HRWD 4333 HRD Capstone

Total Hours 120

Program Completion

- a. The Academic Integrity Policy of the University of Arkansas must be followed to avoid dismissal from the B.S.E. HRWD program and the University.
- b. Capstone course: B.S.E. students must participate in a capstone course. Students may enroll in the course during their last spring semester of degree work, provided the student has completed a minimum of 105 hours of accepted degree work. Students must score a minimum grade of C to receive credit for the course. Students who enroll in the course but do not meet the criteria for admission to the course will be dropped from the course by the instructor.
- c. Application for the degree: A student cannot be cleared for graduation until he/she has filed a degree application with the Registrar's Office and the appropriate graduation fee has been paid. *The degree application form can be accessed in UAConnect.*