Curriculum Change Proposal Form - Business 4CC Topics in Human Resource Management

1) Unit proposing the change: Economics, Accounting and Business

<table>
<thead>
<tr>
<th>New Course:</th>
<th>Course Change:</th>
<th>Course Deletion:</th>
<th>Program Changes:</th>
<th>New Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>X New Course Creation(^1) (\text{include title, credits, description, etc.})</td>
<td>□ Add to LAE(^3)</td>
<td>□ Remove a Course(^2)</td>
<td>□ Change to Major (^1)</td>
<td>□ New Degree(^4)</td>
</tr>
<tr>
<td>□ Course to be Cross Listed(^2)</td>
<td>□ Add to LAE(^4)</td>
<td>□ Remove a course that is currently in the LAE(^4)</td>
<td>□ Change to Minor (^3)</td>
<td>□ New Program in principle (^5)</td>
</tr>
<tr>
<td>□ Course to be included in LAE(^3)</td>
<td>□ Remove from LAE(^1)</td>
<td>□ Change to LAE (change to the LAE itself(^5)</td>
<td>□ New Program with curriculum (^4)</td>
<td></td>
</tr>
<tr>
<td>□ Course Included in Major/Minor Requirements(^1)</td>
<td>□ Change in Cross-List Status(^7)</td>
<td></td>
<td>□ Add a Minor</td>
<td></td>
</tr>
<tr>
<td>□ Special Course or non-credit workshop(^8)</td>
<td></td>
<td></td>
<td>□ Delete a Major or Minor (^8)</td>
<td></td>
</tr>
</tbody>
</table>

\(^1\) Curriculum Committee receive & report to faculty
\(^2\) 30 day faculty review required
\(^3\) LAE assessment plan with assessment committee review required prior to CC consideration
\(^4\) Full faculty approval required
\(^5\) Curriculum Committee for action, approval published to faculty

3. Proposed term of initial offering or implementation date: **Fall 2012**

4. Please provide the following information here or attached:

   a. recommended level: FR SO **JR SR**

   b. credit hours: **3 s.h.c.**

   c. title: **Topics in Human Resource Management**

   d. requirements it will satisfy: (major, minor, LAE, licensure): **Major in Human Resource Management**

   e. prerequisites or other special conditions: **BUSI 415 Human Resource Management**

   f. description of change: **This course is a requirement of the proposed Human Resource Management major.**

   g. proposed catalog description:

   **This course is designed to be a topics course within the specific discipline of Human Resource Management. The course allows the instructor and the B.S. Program in Human Resource Management to take advantage of the most topical and relevant concepts and issues in human resources. This course adds needed depth to a student’s learning in the Human Resource Management major, and the course should involve both theoretical and case study as well as applied assignments in the topical area(s).**

   h. justification for change: **This course is a requirement of the proposed Human Resource Management major. As a topics course with its own unique syllabus and learning objectives related to the area of study, it will allow students to explore issues and respond to authentic case studies arising in the field of human resource management.**
i. staffing considerations:
   (1) can be taught by present staff _X_ or adjunct faculty
   (2) will require additional staff ___

j. anticipated frequency of offering:
   (1) every semester ___
   (2) once a year _X_ or as needed
   (3) alternate years ___

k. resources (facilities, equipment, supplies, library materials, etc.):
   No additional resources are required. Adjunct faculty salaries will be paid through current Graduate and Continuing Studies budget lines.

5. Signatures:
   Department Chair: __________________________
   (please attach department discussion summary)
   Date: ___/___/___
   Department Vote:
   in favor ___ opposed ___ abstentions ___

   Vice President Graduate and Continuing Studies: (if applicable) __________________________
   in favor or opposed or abstain (circle one)
   (please attach comments)
   Date: ___/___/___

   Teacher Preparation Programs [Initial Licensure]: (if applicable) __________________________
   in favor or opposed or abstain (circle one)
   (please attach comments)
   Date: ___/___/___

   Division Coordinator: __________________________
   (please attach department and division discussion summaries)
   Date: ___/___/___
   Division Vote:
   in favor ___ opposed ___ abstentions ___

   Committee Chair (VPAA): __________________________
   Date: ___/___/___
   Curriculum Committee vote:
   in favor ___ opposed ___ abstentions ___

6. Date of Resolution:
   (a) 30-day approval period ends ____________________
   (b) date of faculty meeting for consideration ____________

NOTE: See APAP section 110 for more information regarding changes to curriculum.
MUSKINGUM UNIVERSITY
Proposal Syllabus, BUSI 4CC: Topics in Human Resource Management
Prerequisite: BUSI 415, Human Resource Management

COURSE DESCRIPTION:
This course is designed to be a topics course within the specific discipline of Human Resource Management. The course allows the instructor and the B.S. Program in Human Resource Management to take advantage of the most topical and relevant concepts and issues in human resources. This course adds needed depth to a student's learning in the Human Resource Management major, and the course should involve both theoretical and case study as well as applied assignments in the topical area(s).

POSSIBLE TOPICS OF STUDY
There are many areas within Human Resource Management that are potential areas of study. The following list is not exhaustive, but serves as a guide to possible topical areas. Please also note that concepts from the list could be combined to create multiple areas to study in the topics course.
- Workforce Diversity, Equal Employment Opportunity, and Affirmative Action
- Job Analysis, Recruitment and Selection, and Human Resource Planning
- Training and Development
- Performance Management and Appraisal
- Direct Financial Compensation, Indirect Financial Compensation (Benefits), and Nonfinancial Compensation
- A Safe and Healthy Work Environment
- Employee and Labor Relations

COURSE LEARNING OBJECTIVES:
After completing this course, the student will be able to:
1) develop a comprehensive working knowledge of the concepts in the topical area(s) of study.
2) critically analyze case studies and current issues in the topical area(s) of study.
3) complete an applied project in the topical area(s) of study.

PLEASE NOTE THAT WHEN A TOPICS COURSE IS DESIGNED IT WILL HAVE ITS OWN UNIQUE SYLLABUS WITH LEARNING OBJECTIVES THAT MIRROR THOSE LISTED ABOVE, BUT ALSO INCORPORATING LEARNING OBJECTIVES DIRECTLY RELATED TO THE AREA(S) OF STUDY.

TEXT, COURSEWORK, AND ASSIGNMENTS:
Each potential area of topical study in Human Resource Management has many text options available with the major textbook publishers. Additionally, case studies in the topical areas are readily available online or through the publishers.

Assignments in the topics course should be hearty and focused on the specific area(s) of study. It is mandatory that the examinations and assignments follow the learning objectives so as to properly assess student learning within the topical area(s). As noted above, assignments should involve both theoretical and case study as well as applied assignments in the topical area(s).