Welcome to the SPD Master of Science in Human Resources Management Cohort Program. This program is offered as part of a consortium contract with other human services agencies. The courses will be offered online both asynchronously and synchronously (live zoom sessions). Classes will begin in Spring 2023 and is expected to run through Summer 2025.

Overview
The Master of Science in Human Resources Management is a 30-credit degree program. All courses are required.

The course of study is scheduled one course per term and four courses per calendar year. All course offerings will be scheduled in 10-week sessions. The program will be completed in approximately 2.5 years.

Student FAQ's and forms are located on the SPD website: www.stonybrook.edu/spd

Cohort Program Cost
- The cohort program cost is $1,214.60* per 3-credit course. Payments are to be made to the agency directly, according to employer guidelines. This program cost includes a School of Professional Development Human Services cohort scholarship.
  *In the event of a SUNY tuition increase, the program cost will be raised proportionately.

Applying for the MS in Human Resources Management
- Contact Poonam Rampal (ACLD- Human Resources) for pre-approval to begin application process.
- Select **MS in Human Resources Management Off-Campus Cohort** as your program on the application form (this will automatically waive the $100 application fee).
- No letter of reference is needed – submit your agency representative email on the application where reference information.
- No GRE (graduate record exam) is required.
- **Application deadline for *Spring 1, 2023* is December 15, 2022.**

Master of Science in Human Resources Management Course of Study

- HRM 532 Foundations of Human Resources
- HRM 533 Employee Relations and Labor Management
- HRM 537 Employee Learning and Development
- HRM 538 Organizational Development and Change Management
- HRM 541 Human Relations and Workforce Planning
- HRM 545 Employment Law and Policy
- HRM 546 Job Evaluation, Compensation Systems, and Benefits
- HRM 547 Performance Management in Organizations
- HRM 548 Diversity and Global Issues in the Workplace
- HRM 595 Strategic Human Resources Master's Project

HRM 532 Foundations of Human Resources
This required course explores the basic elements of personnel administration that includes an overview of human resource functions; recruitment, selection, staffing, and placement; job classification and wage and benefit systems; employee supervision, performance management, workplace health, safety and security, counseling, discipline, and grievance. The legal framework of human resource administration, workplace diversity, and approaches specific to union and nonunion environments is also covered.

HRM 533 Employee Relations and Labor Management
The focal point of this foundation course is the historical development of labor unions in the United States, the evolution of the legal framework governing labor relations today, and the major elements of collective bargaining and dispute resolution techniques used in the private and public sectors. A discussion of the future of organized labor concludes the course.

HRM 537 Employee Learning and Development
This course provides an overview of employee learning methods, and includes design, development, and evaluation procedures in organizations. Emphasis is placed on how to perform a needs analysis, how to select the latest training technologies, and how to apply methodologies to maximize adult learning as well as organizational development. In addition, employee development strategies are reviewed-for instance, training generalist managers and specialists, how to foster an atmosphere conducive to continuous learning, and how to reward supervisors for encouraging and supporting employee development.

HRM 538 Organizational Development/Change Management
This course will acquaint students with types of organizational change and the roles of human resources managers as change agents and internal consultants. Cases, group exercises, and class discussions are used to examine change methods, employees' reactions to change, facilitation techniques, and evaluation methods. Roles of leaders, managers, employees, and human resources professionals are considered. Targets of change include job designs, inter-personal relationships, downsizing/rightsizing and organizational structures. Quality improvement, employee involvement, and professional development are studied as examples of change strategies. Students learn how to help their co-workers cope, and how to become trusted business advisors within the organization. Prerequisite: HRM 532.

HRM 541 Human Relations and Workforce Planning
This course focuses on improving the quality of work life for employees, as a value in itself and as an incentive to greater productivity and reduced turnover. Students will explore: the importance of communication-orientation of new employees, formal and informal consultation, quality circles, billboards, news bulletins, etc., and exit interviews; providing opportunities for job enrichment and career development-career planning

assistance, practitioner training, cross training, job rotation, job sharing and flextime, enriching each job as the employee progresses; employee assistance programs-financial planning, drug and alcohol rehabilitation, retirement planning, educational assistance, summer jobs for kids, etc.; recreational programs-athletic teams, holiday and seasonal celebrations, community service participation and contests. All of these activities contribute to developing the joint participation of employees and management which is the hallmark of the well-managed corporation.

HRM 545 Employment Law and Policy
This course is designed to give business and HR professionals insight into and practical knowledge of the various legal issues that inform today's employer-employee relationships. Topics will include workplace safety and health, ethics, managing diversity and hiring practices, formation of the employment contract, laws governing the work relationship, investigation protocols and risk-reduction techniques, viewed against a backdrop of emerging employment trends.

HRM 546 Job Evaluation, Compensation Systems, and Benefits
An advanced course providing students with both theory and specific knowledge of job evaluation and compensation systems. Topics include: comparable worth and legal requirements, preparation of job evaluation and job design, fringe benefits, pensions, social security, theory of compensation systems as they relate to job satisfaction and employee morale; development of wage and salary surveys, internal and external equity pay scales, performance-based pay systems, and salary administration procedures. An analysis of incentives-bonuses, stock options, salary deferrals and special benefits-will complete the course. Prerequisite: HRM 532

HRM 547 Performance Management in Organizations
This course provides insight to the importance of performance management and the behavior of individuals and teams in organizations. Emphasis will be placed on implications for effective human resource management, and the need to align organizational goals with performance management practices. Approaches used to drive performance and analyze problems encountered in managing human resources will be discussed throughout the course. Additional topics include performance appraisal, individual and group decision-making skills, recruitment, selection, and employee orientation, employee ability, motivation and incentive systems, job satisfaction, retention, and employee engagement.

HRM 548 Diversity and Global Issues in the Workplace
This course examines contemporary practices and trends in the global marketplace. Topics include both the similarities and differences among people, organizations, and management across sectoral and national boundaries that must be a part of the knowledge base of tomorrow's human resource manager. Human resources from a global perspective, including issues

for expatriates and repatriation, the European Union, health and safety, business ethics, employee benefits and unions will be covered. Additional emphasis will be placed on understanding how differences among multi –national corporations, governmental regulatory agencies, public authorities, strategic alliances, political and cultural environments impact the management of human resources.

HRM 595 Strategic Human Resources Masters Project
This is an advanced course, designed to examine and research new developments and professional concerns in human resource management. The course focuses on such topics as strategic human resource management, productivity in the American workplace; developing union/management cooperation for productivity; methods of employee learning in the workplace; metrics and measurement in human resources; and specialized needs of the new workforce in a high-tech and service economy. Students will be guided through professionally oriented activities designed to provide them with culminating experiences that result in a research project and final paper. Topics will vary from semester to semester. Pre-requisite: completion of 24 credits of HRM coursework. Grade of B or better required for degree clearance. No transfer credit or substitutions.

Next Steps

Start Application:

PLEASE CONTACT POONAM RAMPAL (ACLD-HUMAN RESOURCES) FOR PRE-APPROVAL TO BEGIN APPLICATION PROCESS.

Schedule of Classes

HRM 532 – Makeup in Summer 2023 (on own–regular tuition)

Balance at cohort tuition rate:
HRM 533 – Spring 1 2023 - begins January 2, 2023
HRM 537 – Spring 2 2023 - begins March 20, 2023
HRM 538 – Summer 2023 - begins June 12, 2023
HRM 541 – Fall 2023 - begins September 11, 2023
HRM 545 – Spring 1 2024 - tbd
HRM 546 – Spring 2, 2024 - begins tbd
HRM 547 – Summer 2024 - tbd
HRM 548 – Fall 2024 - tbd
HRM 595 – Spring 1, 2025 – tbd