Master of Human Resource Development

Handbook

Master of Human Resource Development

Revised August 2016
Overview:

The Master of Human Resource Development degree is designed for in-career professionals working in business, industry, government, and non-profit organizations. Taught by both practitioners and academicians, this unique program provides working professionals with an opportunity to earn an advanced degree from a highly respected institution that is at the forefront of the profession. There is an option to concentrate in Intercollegiate Athletic Leadership (AL) for those who wish to advance their standing within the IAL profession.

The MHRD program consists of 36 semester credit hours of course work.

- Students are admitted in the fall semester and are expected to complete the program in two years.
- All courses are delivered online.
- Admitted students must register for two courses each semester.

Admission to the program:

In order to apply to the MHRD program at Clemson University, you must:

- Complete the application packet available from the Graduate School. Applications, along with a minimal non-refundable fee, should be received no later than five weeks prior to registration. The application packet must include the application, official transcripts, an application letter detailing your professional goals, a resume describing your education and work history and two letters of reference.
- Have completed a baccalaureate degree from a regionally accredited college or university with a preferred minimum GPA of 3.0.
- Have three or more years of relevant, full-time (preferred) work experience.
- Submit acceptable GRE scores.
- If you would like to determine your eligibility to waive the GRE send the following information to Ms. Claire Cappio at cappio@clemson.edu.
- GRE Waiver Requirements:
  - A grade point average of 3.0 (B) or better on prior coursework. Provide undergraduate and/or graduate transcripts.
  - Five or more years of work experience in the field of Human Resources. Provide a copy of your resume detailing experience.
  - And one (1) of the three requirements below (Attach .pdf file/s):
    - GRE scores that are over 5 years old or other graduate entrance exams (GRE, GMAT, Miller Analogy, etc.)
    - Professional certification (SHRM, CPT, Six Sigma, CPCU, etc.)
    - A Master’s degree
- Write a “Request for Waiver of the GRE requirement.” This request should describe the relative strength of your verbal and quantitative skills and provide objective evidence to attest to these competencies.
Once you have been admitted:

STEP 1: Review an up-to-date copy of the Graduate School Announcements online at http://www.registrar.clemson.edu/publicat/catalog/2016_GC/2016_GC.html. Dates for submission of important forms are located at http://www.grad.clemson.edu/Deadlines.php. You are responsible for meeting all of the deadlines. It is not your advisor’s responsibility to make you aware of deadlines.

STEP 2: Your advisor is specified in the acceptance letter you received from the Graduate School.

STEP 3: Make contact with your advisor. Call (864) 250-8880 and you will be forwarded to the Professor or a note will be left if he/she is not available. NOTE.... You may request an advisor different from the one assigned to you, if you desire. You must first get another faculty member to agree to be your advisor before attempting the change. Then notify the graduate coordinator as to who your new advisor is.

STEP 4: Because the MHRD program is designed to meet the needs of in-career professionals, courses must be taken in the sequence described below. Full-time students who have received assistantships, are required to take 9 hours per semester. To satisfy this requirement, students may select graduate level courses from business, management, or psychology.

Year 1 Sequence

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<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>HRD 8200</td>
<td>HRD 8470</td>
<td>HRD 8700</td>
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<tr>
<td>HRD 8300</td>
<td>HRD 8800</td>
<td>HRD 8900</td>
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Year 2 Sequence

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tr>
<td>HRD 8450</td>
<td>HRD 8250</td>
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<td>HRD 8600</td>
<td>HRD 8490</td>
<td>HRD 8970</td>
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Course Titles - First Year

- HRD 8200 Human Performance Improvement 3 Credit Hrs.
- HRD 8300 Talent Management (Concepts of HRD) 3 Credit Hrs.
- HRD 8470 Instructional System Design 3 Credit Hrs.
HRD 8800 Research Concepts and Skills 3 Credit Hrs.
HRD 8700 Consulting for Education and Industry 3 Credit Hrs.
HRD 8900 HPI Instrumentation 3 Credit Hrs.

Course Titles - Second Year
HRD 8450 Needs Assessment for Education and Industry 3 Credit Hrs.
HRD 8600 Instructional Materials Development 3 Credit Hrs.
HRD 8490 Evaluation of Training and Development 3 Credit Hrs.
HRD 8250 Organizational Performance Improvement 3 Credit Hrs.
HRD 8970 Applied Research and Development 3 Credit Hrs.
HRD 8820 Knowledge Mgt. for Improved Performance 3 Credit Hrs.

36 Credit Hours Total

Intercollegiate Athletic Leadership Option

The Intercollegiate Athletic Option was developed to provide a unique opportunity for individuals wanting to pursue a career in intercollegiate athletics. The AL option substitutes four courses that focus on ethics, psychology, leadership and administration. To complete this option, you must successfully complete a 36-semester hour program comprised of 12 required courses.

Course Titles - First Year

| HRD 8300 | Talent Management | 3 Credit Hrs |
| HRD 8200 | Human Performance Improvement | 3 Credit Hrs |
| HRD 8470 | Instructional Systems Design | 3 Credit Hrs |
| HRD 8800 | Research Concepts and Skills | 3 Credit Hrs |
| HRD 8900 | HPI Instrumentation | 3 Credit Hrs |
| AL 8620 | Psychological Issues in Collegiate Athletics | 3 Credit Hrs |

Course Titles - Second Year

| AL 8490 | Athletic Leadership Development | 3 Credit Hrs |
| HRD 8600 | Instructional Materials Development | 3 Credit Hrs |
| AL 8640 | Ethical Issues in Collegiate Athletic Administration | 3 Credit Hrs |
| HRD 8250 | Organizational Performance Improvement | 3 Credit Hrs |
| HRD 8970 | Applied Research and Development | 3 Credit Hrs |
| AL 8610 | Athletic Leadership for Intercollegiate Administration | 3 Credit Hrs |

Total 36 Credit Hrs
STEP 5: A GS-2 must be filed with the Graduate School. This form is a report of your approved program.

- The GS-2 is a 2-step process that is initiated during the second term of enrollment. First, students will select a Committee in iROAR. Once the Committee Members have approved the requests, students may move on to the second step. Students will list the courses they have taken and are planning to take during the remainder of their enrollment and submit for approval via iROAR.

- Courses listed on the GS-2 Form may not be any older than 6 years prior to the date of graduation. Only Clemson courses may be revalidated.

- A GS-2 Form must be on file in the Graduate School prior to taking your comprehensive exam and before applying for graduation.

STEP 6: Students will have the option of completing the comprehensive exam or International Society of Performance Improvement, Certified Performance Technologist exam. Take the MHRD comprehensive exam online after you have completed 30 hours of coursework. The exam is given once a year during first session of summer school. The exact dates, times and locations will be announced in advance. If you do not pass, you will be given an oral examination by your committee. If you do not pass the oral exam, you may retake the written at the discretion of the committee; however, you must be enrolled in the graduate school during the semester in which you take the exam. Alternatively, students may apply for the ISPI CPT in their second year in lieu of the comprehensive exam. Those students who successfully complete the CPT application will receive a grade of pass on their comprehensive exam.

STEP 7: Complete online GS-4 Form (Diploma Order) via iROAR prior to the deadline published on the Graduate School website.

Although completing steps 1-7, along with satisfactorily completing all of your coursework, will ensure that you graduate, there are a few things to keep in mind to make your life more pleasant.

- The Human Resource Development office is open between 8:30 AM and 6:30 PM and is located at the University Center in Greenville, S.C.

- Always call or email faculty for an appointment. Do not drive to Greenville and expect to see a faculty member without calling first. Even if you plan to see a faculty member during office hours it is a good idea to make an appointment. Committee meetings, professional trips, or another student already in the office might make it difficult to see a faculty member, even during scheduled office hours.
• Call faculty at home only in case of an emergency. Faculty are available during the scheduled workday, and messages can be left for them. Your email messages and phone calls will be returned. Do not call a faculty member to ask about your final grades.

A few important phone numbers

HRD Main Office: (864) 250-8880
Graduate School: (864) 656-3195
Bookstore: (864) 656-2050
Computer Center Help Desk: (864) 656-3494

Primary Contacts for the MHRD program are:

P.H. McGee (864) 250-6710 pmcgee@clemson.edu

C.M. Sims, cmsims@clemson.edu

For the Athletic Leadership option, contact:

M. G. Godfrey (864) 884-4406 mgodfre@clemson.edu

It is ultimately your responsibility to see that all of the University regulations are followed and all deadlines met. We are here to assist you in solving any problems that might arise and we look forward to working with you.