Overview:

The Master of Human Resource Development degree is designed for in-career professionals working in business, industry, government, and non-profit organizations. In addition there is an intercollegiate athletic leadership option for those who wish to advance their standing within the IAL profession. 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.

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.
- Submit acceptable GRE scores. Applicants who possess five or more years of full-time work experience may request a waiver of the GRE requirement by contacting the program coordinator.
- Have three or more years of relevant, full-time (preferred) work experience.

Once you have been admitted:

STEP 1: Review an up-to-date copy of the Graduate School Announcements online at http://www.grad.clemson.edu/Forms.php. 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**

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

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>MHRD 8600</td>
<td>MHRD 8490</td>
<td>MHRD 8250</td>
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<tr>
<td>MHRD 8450</td>
<td>MHRD 8970</td>
<td>MHRD 8820</td>
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**Course Titles - First Year**

- HRD 8300 Talent Management 3 Credit Hrs.
- HRD 8200 Human Performance Improvement 3 Credit Hrs.
- HRD 8470 Instructional System Design 3 Credit Hrs.
- HRD 8800 Research Concepts and Skills 3 Credit Hrs.
- HRD 8900 HPI Instrumentation 3 Credit Hrs.
- HRD 8700 Consulting for Education and Industry 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 8970 Applied Research and Development 3 Credit Hrs.
- HRD 8250 Organizational Performance Improvement 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**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MHRD 8300 Talent Management</td>
<td>3</td>
</tr>
<tr>
<td>MHRD 8200 Human Performance Improvement</td>
<td>3</td>
</tr>
<tr>
<td>MHRD 8470 Instructional Systems Design</td>
<td>3</td>
</tr>
<tr>
<td>MHRD 8800 Research Concepts and Skills</td>
<td>3</td>
</tr>
<tr>
<td>MHRD 8900 HPI Instrumentation</td>
<td>3</td>
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<tr>
<td>AL 8620 Psychological Issues in Collegiate Athletics</td>
<td>3</td>
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</tbody>
</table>

**Course Titles - Second Year**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AL 8490 Athletic Leadership Development</td>
<td>3</td>
</tr>
<tr>
<td>MHRD 8600 Instructional Materials Development</td>
<td>3</td>
</tr>
<tr>
<td>AL 8640 Ethical Issues in Collegiate Athletic Administration</td>
<td>3</td>
</tr>
<tr>
<td>MHRD 8970 Applied Research and Development</td>
<td>3</td>
</tr>
<tr>
<td>MHRD 8250 Organizational Performance Improvement</td>
<td>3</td>
</tr>
<tr>
<td>AL 8610 Athletic Leadership for Intercollegiate Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

- Your advisor will complete the GS-2 form and send it to you electronically for an electronic signature. The remaining signatures will be obtained by the Program Coordinator, and the GS-2 will be submitted by the Program Coordinator.

- 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.

**STEP 6:** Take the final exam online after you have completed 24 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.

**STEP 7:** Complete online or hand in the GS-4 Form (Diploma Order) available at http://www.grad.clemson.edu/forms/forms_graduating.php at the Graduate School prior to the deadline published on the Graduate School website.

Although completing steps 1-7, along with satisfactorily completing all of your course work, 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 he 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 (Program Coordinator)

**For the Athletic Leadership option, contact:**

J. W. Satterfield (864) 656-5111 satter3clemson.edu  
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.