HUMAN RESOURCES AND TRAINING CERTIFICATE

School of Communication, College of Communication, Fine Arts & Media, Department of Psychology, College of Arts & Sciences, Department of Business Administration, College of Business Administration

Vision Statement
The purpose of the graduate certificate in human resources and training (HRST) is to help post-baccalaureate students and working professionals expand their educational background and enhance their knowledge and skills in one of the two concentrations. The first concentration, human resources, focuses on enhancing organizational effectiveness through employee recruitment, selection, placement, performance evaluation, motivation, and retention. The second concentration, training and development, focuses on enhancing training skills and program design including developing, implementing, assessing, and delivering training programs. The HRST certificate is useful for individuals currently employed in the human resources or training fields and for individuals who desire to enter those fields. The graduate courses required for this certificate address both theory and application from the fields of communication, psychology, and business.

Program Contact Information
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Program Website (https://www.unomaha.edu/college-of-communication-fine-arts-and-media/communication/graduate-programs/)

Admissions
Application Deadlines (Spring 2021, Summer 2021, and Fall 2021)
• Fall: July 1
• Spring: December 1
• Summer: April 1

Program-Specific Requirements
• Admission to the HRST graduate certificate program requires a baccalaureate degree with at least a 3.0 GPA, a major or a minor (or at least a 15 credit concentration) in communication studies, psychology, business, or related area, plus at least one 3 credit course in research methods or statistics.
• Statement of purpose
  • Please include a 1000 word essay describing which concentration you will be pursuing and why.
• One letter of recommendation is required from a professor or supervisor
  • Please submit the name of the person who will write your recommendation and the email address where they can be contacted so that the reference can be completed online.
• Resume
  • Please include your work history
• Applicants are required to have a command of oral and written English. Those who do not hold a baccalaureate or other advanced degree from the U.S., or a baccalaureate or other advanced degree from a pre-determined country on the waiver list, must meet the minimum language proficiency score requirement in order to be considered for admission.
  • The minimum TOEFL score required for this certificate program is 80 or 6.5 on the IELTS.

Required Courses
Students must identify an area of concentration:
Twelve of the 15 required graduate credits must be selected from one of the two concentrations. Three of the 15 required graduate credits are electives and must be selected from either concentration course list or from the approved electives list.

Courses must be taken in at least two of the units within the certificate program (i.e., communication, psychology, and business administration).

See human resources and training certificate concentrations

Exit Requirements
Portfolio
Students admitted to the HRST graduate certificate program must create a portfolio (notebook) containing at least one sample project from each course. A portfolio review will be conducted by the student’s advisor before the certificate is awarded. Contact your advisor during the last semester of your program.

Total Credit Hours: 15

Other Program-Related Information
Many courses are offered online-check each semester schedule for details and availability. To enroll in each course, students may need approval and a permit. For psychology (PSYC) courses, please contact the instructor for approval; for business administration (BSAD) courses, please contact the MBA advisor at 402.554.3010, and for communication studies (CMST) courses, please contact the certificate advisor at 402.554.2253.

Human Resources and Training Certificate Concentrations
Human Resources Concentration
This concentration focuses on enhancing organizational performance through improving employee recruitment, selection, placement, performance evaluation, motivation, and retention. You will need to complete all 15 credit hours with grades of ‘B’ or better. All classes are 3 credits unless otherwise indicated.

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<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSYC</td>
<td>Required PSYC Testing or Personnel PSYC</td>
<td>3</td>
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<tr>
<td>PSYC 8316</td>
<td>PSYCHOLOGICAL AND EDUCATIONAL TESTING</td>
<td></td>
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<tr>
<td>PSYC 8646</td>
<td>PERSONNEL PSYCHOLOGY</td>
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<tr>
<td>PSYC 8520</td>
<td>FOUNDATIONS OF ASSESSMENT</td>
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Select one course from the following:

Select one course from any three of the following five groups:

Sem in Personnel or Personnel Psychology and Leadership:

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<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CACT 8530</td>
<td>PERSONNEL PSYCHOLOGY AND LEADERSHIP</td>
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Training and Development Concentration

This concentration focuses on enhancing training program design, implementation, assessment skills, and the developmental process through which organizations enhance work performance, communication, job satisfaction, and future career preparation. You will need to complete all 15 credit hours with grades of ‘B’ or better. All classes are 3 credits unless otherwise indicated.

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<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>CMST 8156</td>
<td>CORPORATE TRAINING AND DEVELOPMENT</td>
<td>3</td>
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<tr>
<td>BSAD 8156</td>
<td>TALENT DEVELOPMENT</td>
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<tr>
<td>PSYC 9620</td>
<td>INDUSTRIAL TRAINING AND ORGANIZATIONAL DEVELOPMENT</td>
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Required Evaluation Course (select one course from the following): 3

- EDL 9650  PROGRAM EVALUATION FOR EDUCATIONAL ADMINISTRATORS
- PSYC 8646  PERSONNEL PSYCHOLOGY
- PSYC 9320  SEMINAR IN PROGRAM EVALUATION
- PSYC 8520  FOUNDATIONS OF ASSESSMENT
- COMM 8010  COMMUNICATION RESEARCH METHODS SEMINAR: QUANTITATIVE

Select one course from any two of the following four groups:

**Organizational Communication Course** 6
- CMST 8176  ORGANIZATIONAL COMMUNICATION
- or BSAD 8250  ORGANIZATIONAL BEHAVIOR: ENHANCING HUMAN & ORGANIZATIONAL CAPABILITIES
- or PSYC 8636  ORGANIZATIONAL PSYCHOLOGY

**Communication-Teamwork-Facilitation:**
- CMST 8566  COMMUNICATION, TEAMWORK, & FACILITATION
- or BSAD 8096  PRINCIPLES OF COLLABORATION

**Organizational Behavior Course:**
- BSAD 8250  ORGANIZATIONAL BEHAVIOR: ENHANCING HUMAN & ORGANIZATIONAL CAPABILITIES
- or CMST 8176  ORGANIZATIONAL COMMUNICATION
- or PSYC 8636  ORGANIZATIONAL PSYCHOLOGY

**Electives:**
Select one of the following OR from any other course on the list in either concentration: 3

- COMM 8180  TOPICAL SEMINAR: COMMUNICATION STUDIES
- CMST 8806  ADVANCED CONFLICT MEDIATION
- PSYC 8656/ CACT 8506  CREATIVITY AND INNOVATION IN ORGANIZATIONS
- PSYC 9030  SEMINAR: TOPICS IN INDUSTRIAL ORGANIZATIONAL PSYCHOLOGY
- PSYC 9610  INDUSTRIAL MOTIVATION & MORALE
- CMST 8536  INTERCULTURAL COMMUNICATION-US
- CMST 8516  PERSUASION AND SOCIAL INFLUENCE
- CMST 8706  INTERPERSONAL CONFLICT
- BSAD 8350  SEMINAR IN MANAGEMENT
- CMST 8030  TOPICAL SEMINAR: RESEARCH METHODS
- BSAD 8146  TOTAL REWARDS
- BSAD 8900  INDEPENDENT STUDY
- COMM 8980  INDEPENDENT STUDY
- PSYC 8900  PROBLEMS IN PSYCHOLOGY
- CMST 8576  INTERCULTURAL COMMUNICATION IN THE GLOBAL WORKPLACE

Total Credits 15

Note: PSYC 9030 must be taken for three (3) credit hours.