



## STUDENT APPLICATION BROCHURE

Bachelor of Science in  
Professional Interdisciplinary Studies:  
**HUMAN RESOURCE  
DEVELOPMENT**

SCHOOL OF LIFELONG LEARNING



Jackson State University  
School of Lifelong Learning  
3825 Ridgewood Road, Box 23  
Jackson, MS 39211

## IMPORTANT NUMBERS AND CONTACTS

Main Office	
School of Lifelong Learning .....	601-432-6234
Director of Academic Credit Programs	
School of Lifelong Learning .....	601-432-6649
Director of Metro Classroom Sites	
School of Lifelong Learning .....	601-432-6906
Admissions (Undergraduate) .....	601-979-2100
Financial Aid .....	601-979-2227
Financial Services .....	601-979-2215
Bookstore.....	601-979-2021
Library.....	601-979-2123

School of Lifelong Learning | Jackson State University  
3825 Ridgewood Road Box 23 | Jackson, MS 39211 | 601-432-6234/6121  
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## BACHELOR OF SCIENCE IN PROFESSIONAL INTERDISCIPLINARY STUDIES: **HUMAN RESOURCE DEVELOPMENT CONCENTRATION**

### **HUMAN RESOURCES DEVELOPMENT CONCENTRATION OVERVIEW**

Human Resource Development (HRD) is a dynamic multidisciplinary profession that combines training and development, organization development, and career development efforts for the purpose of improving individual, team and organizational performance. This profession is projected to grow at the rate of 14% by the year 2020, the average rate of other growing professions (Bureau of Labor Statistics, 2012). It is one of the few professions that provide job opportunities across all industries and sectors, locally and globally.

If you enjoy working with people and are excited about how learning at work can improve job performance, then this concentration may be what you need for a fulfilling career. In compliance with the demands of the changing workplace, this concentration provides students with opportunities to develop the following skills and competences:

- Instructional design - Assess organizational learning needs and develop instructional media
- Training delivery - Improve communication and facilitation skills
- Training evaluation - Assess effectiveness of learning programs
- Learning program management - Oversee learning activities in organizations
- Change management - Facilitate and manage organizational change
- Performance improvement - Address skill performance gaps
- Career management - Provide career guidance and development

### **GRADUATES OF THIS CONCENTRATION COULD WORK IN SOME OF THE FOLLOWING OCCUPATIONS.**

- |   |                             |
|---|-----------------------------|
| • Training and Development Specialist         | • Human Resource Specialist |
| • Leadership Development Program Coordinator  | • Program Evaluator         |
| • Performance Consultant (or Coach)           | • E-Learning Consultant     |
| • Individual Development and Career Counselor | • HR Program Designer       |
| • Organization Design Consultant              | • HR Strategic Advisor      |

**TO APPLY:** An individual interested in enrolling in the Bachelor of Science in Professional Interdisciplinary Studies with a concentration in Human Resource Development must complete and/or submit the following:

- One-Page letter of interest stating how earning a degree in Professional Interdisciplinary Studies with a concentration in Human Resource Development will help you achieve your professional career goals. State your prior experience in the field of training and development;
- Jackson State University Official Admissions Application (online @ [www.jsums.edu](http://www.jsums.edu));
- Completed Application packet;
- Official high school transcript or GED;
- Official college transcript if applicable; and
- Shot record for college admission if born prior to December 13, 1956.

### **DEADLINE FOR APPLICATIONS:**

Fall 2013 Admission: July 1, 2013

Spring 2014 Admission: October 1, 2013

Summer 2014 Admission: April 1, 2014





## BACHELOR OF SCIENCE IN PROFESSIONAL INTERDISCIPLINARY STUDIES: **HUMAN RESOURCE DEVELOPMENT STUDENT APPLICATION**

Students will earn a Professional HRD Concentration consisting of 27 semester hours of courses specially designed to provide students with skills to be successful in their chosen career field. Courses include:

### **CLHR 200 FOUNDATIONS OF HUMAN RESOURCE DEVELOPMENT**

This course provides an overview of the discipline and field of human resource development, with a focus on how individuals and groups learn and interact within organizations.

### **CLHR 215 DESIGN, DELIVERY AND FACILITATION OF TRAINING**

This course provides an introduction to theoretical and applied introduction to the analysis, design, development, implementation, and evaluation of training for adults in organizations.

### **CLHR 220 TRAINING, DEVELOPING, AND COMMUNICATING**

This course is designed to teach prospective trainers the importance of effective communication skills at every level of the training process that includes assessment of audience needs, development and delivery of training sessions.

### **CLHR 310 MANAGEMENT AND ADMINISTRATION OF THE TRAINING FUNCTION**

This course addresses the principles and processes necessary to effectively manage and coordinate the training function in business and industry.

### **CLHR 320 CONFLICT RESOLUTION & NEGOTIATION**

Students will learn conflict resolution skills for managing and resolving conflicts in the workplace. Emphasis will be placed on alternate dispute resolution methodologies, including mediation and negotiation strategies.

### **CLHR 330 ETHICAL PROCEDURES IN THE WORKFORCE**

This course is designed to prepare students to apply ethical principles to issues that exemplify the kinds of moral challenges encountered in everyday life and the workplace.

### **CLHR 415 PROGRAM PLANNING AND DEVELOPMENT IN CONTINUING EDUCATION**

This course will examine methods for establishing a productive continuing education/ lifelong learning program. It provides an exploration to the principles and procedures involving designing, organizing, operating and evaluating comprehensive continuing education and training programs.

### **CLHR 425 ASSESSING AND ANALYZING TRAINING NEEDS**

The course will provide students with an opportunity to effectively plan, develop, and implement training for organizations.

### **CLHR 450 HUMAN RESOURCE DEVELOPMENT SEMINAR**

This course is designed to help students better understand contemporary HRD issues and examine critical HRD issues through discussions, presentations and case studies.

# BACHELOR OF SCIENCE IN PROFESSIONAL INTERDISCIPLINARY STUDIES: **HUMAN RESOURCE DEVELOPMENT STUDENT APPLICATION**

This agreement outlines the responsibilities, requirements, and expectations of students in the Human Resource Development program with the School of Lifelong Learning at Jackson State University.

## **THE STUDENT MUST:**

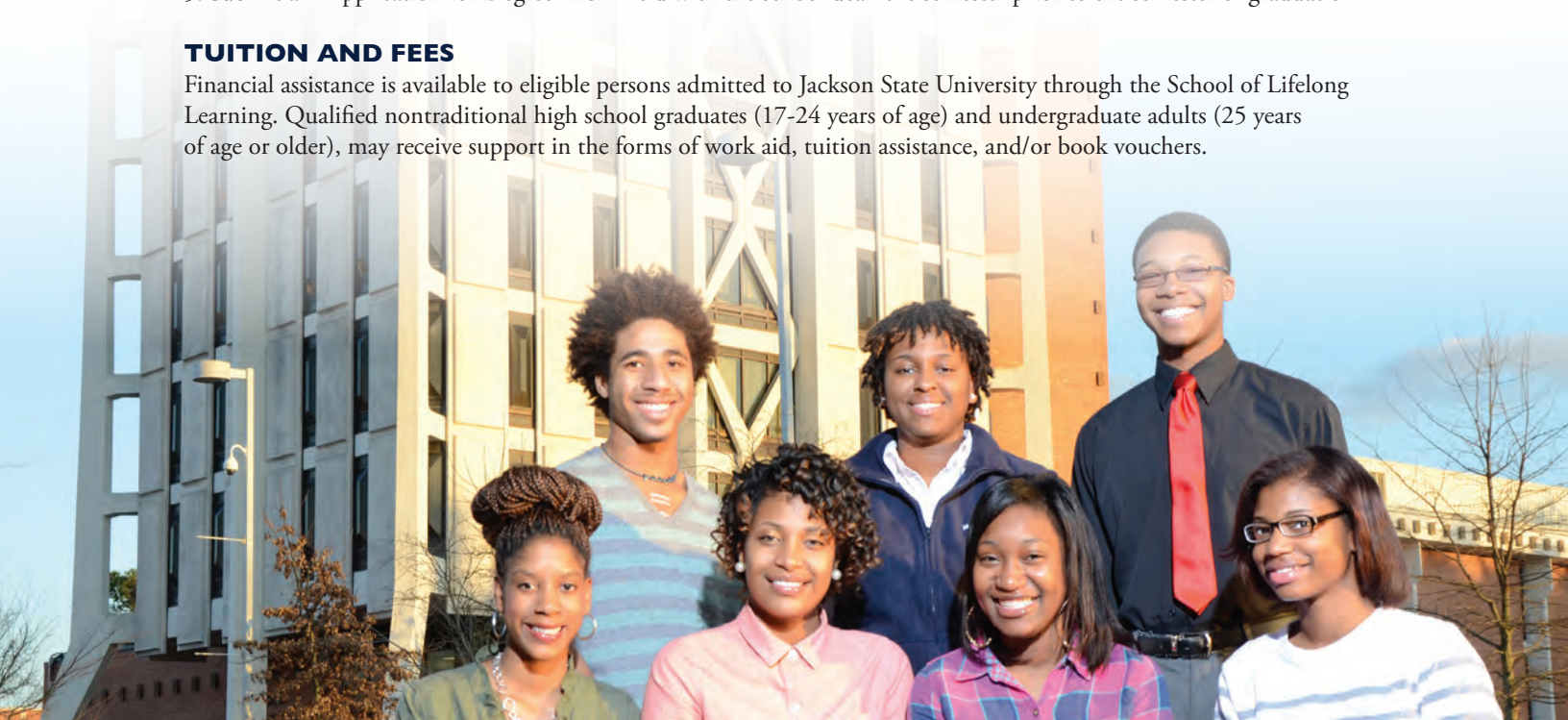
1. Fulfill all requirements for selection for the program and complete all program requirements upon selection.
2. Transfer at least 48 hours into the program to include general education core requirements. Conditional admission will be considered for those with less than the required hours.
3. Take a prescribed degree program to include the Professional Core (14 hrs), Interdisciplinary Concentration (27 hrs.), Professional HRD Concentration (27 hrs.), and Internship/Research Projects (5-8 hrs).
4. Agree to participate in all lectures, seminars, student workshops, online and fieldwork activities.
5. Commit to participate in this program within the interdependent context of teaming, collaboration, and collegiality, as well as other required components assigned by the program director.
6. Consent to accepting educational guidance, mentoring, and direction by the School of Lifelong Learning faculty and staff.
7. Have a 2.5 cumulative GPA or better to enter the program (transfer or current students).

## **FOR GRADUATION, THE STUDENT MUST:**

1. Complete a minimum of 122-124 semester hours of work
2. Successfully complete all course in prescribed program of study
3. Complete all courses with a 2.0 Cumulative Grade Point Average.
4. Complete the last 36 hours of degree program at Jackson State University.
5. Submit an "Application for Degree" from field with the school dean the semester prior to the semester of graduation

## **TUITION AND FEES**

Financial assistance is available to eligible persons admitted to Jackson State University through the School of Lifelong Learning. Qualified nontraditional high school graduates (17-24 years of age) and undergraduate adults (25 years of age or older), may receive support in the forms of work aid, tuition assistance, and/or book vouchers.



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**STUDENT APPLICATION**

DIRECTIONS: Applicants are expected to provide all information requested.  
Failure to do so will disqualify the application from consideration. (Must be typed)

Social Security Number \_\_\_\_\_ Telephone Number \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Home Address \_\_\_\_\_  
Street or Box City County State Zip

Current Employment \_\_\_\_\_ Title \_\_\_\_\_

Work Address \_\_\_\_\_  
Street or Box City County State Zip

Work Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Mobile Telephone \_\_\_\_\_ Emergency Contact/Phone \_\_\_\_\_

Undergraduate Education \_\_\_\_\_  
Institution Location

Degree Major Dates Attended

Graduate Education \_\_\_\_\_  
Institution Location

Degree Major Dates Attended

STATISTICAL INFORMATION

Date of Birth \_\_\_\_\_ Sex ☐ Male ☐ Female

ETHNIC ORIGIN

☐ African American ☐ American Hispanic/Latino ☐ Asian American  
☐ American Indian ☐ American White not Hispanic ☐ Other \_\_\_\_\_

CLASS LOCATION PREFERENCE

☐ Jackson, MS (Universities Center) ☐ Madison, MS

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

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**STUDENT APPLICATION**

YOU MUST SIGN THIS STATEMENT AND RETURN IT WITH YOUR APPLICATION PACKET.

I certify that I have answered all of the questions completely and truthfully. I understand that misinterpretations and false information given as part of my personal statements and/or supporting credentials and documents may be cause for the cancellation of further consideration for selection for the admission into the Professional Interdisciplinary Studies degree program. I also understand that all credentials and documents that I submit become the property of the School of Lifelong Learning at Jackson State University.

I understand that this program will operate using a cohort model which requires all students within the cohort to complete the Professional Core (27 hours) in Human Resource Development together. I understand that my advisor will register me for the courses needed in the HRD concentration area each semester. Any additional courses that I need toward degree completion will be decided through scheduled advisement sessions prior to each semester.

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Applicant's Signature

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Date

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