The Management department helps students become good decision makers and managers. If you are interested in a career related to helping companies in a variety of industries effectively manage their human capital, the Human Resource Management Concentration may be right for you.

What Do Human Resource Managers Do?

Human resource professionals operate in a dynamic and changing world, managing the organization’s relationship with its employees. They develop and manage people, practices, and policies to ensure that they produce employee attitudes, skills, behaviors, and performance that companies need to achieve their strategic goals. They are commonly responsible for recruiting, hiring, onboarding, training and developing, evaluating performance, compensating, providing benefits, counseling, and terminating employees. Human Resource Professionals are employed in every industry and are an essential partner in an organization’s strategic vision for the future and for ensuring the right people are in place.

Potential Careers in Human Resource Management

- Compensation Analyst
- Employee Benefits Manager
- Employee Relations Manager
- Equal Employment Manager
- Health & Safety Manager
- Human Resource Assistant
- Human Resource Consultant
- HR Info Systems Manager
- HR Metrics Analyst
- Human Resource Manager
- International HR Manager
- Interviewer
- Job Analyst
- Labor Relations Specialist
- Negotiator
- Orientation Specialist
- Recruiter
- Selection Specialist
- Training/Development Specialist
- Wellness Program Administrator
- Workforce Planning Specialist

Common Characteristics and Skills of Successful Human Resource Management Students and Professionals

- Strong written and verbal communication skills
- Strong analytic and planning skills
- Highly organized and detail-oriented
- Persuasion and negotiation skills
- Tolerance for ambiguity
- Able to maintain confidentiality
- Empathy and compassion
- Flexible, alters approach based on audience characteristics
- Self-starter, works without close supervision, takes initiative
- Exercises ethical behavior at the highest level; employs good judgment; makes sound decisions
- Appreciates diversity and differences in people
- Works well with others and in team environments
- Effective in motivating and coaching others

More Information

Management Department
Chair: Dr. Lynn Shore
212 Rockwell Hall
(970) 491-4949

Academic Advising
110 Rockwell West
(970) 491-5103
undergradinfo@business.colostate.edu

Career Management Center
210 Rockwell Hall West
(970) 491-1540
cob-cmc@business.colostate.edu

Online Resources
www.career.colostate.edu
www.acinet.org

Tips for Researching Human Resource Management Occupations

- Get involved with the student Society for HR MGT chapter
- Conduct an informational interview with an HR manager
- Shadow an HR manager for a day
- Search the web for job profiles and position descriptions
- Talk to alumni of the HR Management program
- Visit www.shrm.org, the Society for HR Management
- Attend a career fair; ask about the tasks of HR managers
- Take online assessment at the Career Management Center
- Talk with a career counselor
- Know yourself and what type of work you enjoy
While many rules and specific regulations apply to taking courses and many generalizations can be made regarding the sequencing of courses, there is no substitute for working with an academic advisor to plan your educational career. This tool provides the specific regulations as a way to illustrate how the curriculum works, in general, for most students. Please take the time to visit with your advisor each semester as s/he is skilled in academic planning and can help you understand how the curriculum can be tailored to meet your individual needs.

### Recommended Course Sequence

**All-University Core Curriculum (AUCC) 31-37 Credits**

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<tr>
<th>Freshman</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
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<tbody>
<tr>
<td>CO150 (Written Communication, 1A)</td>
<td>Science (Biological/Physical Sciences, 3A)</td>
<td>Students MUST complete CO150 and MATH141 by the time they complete 60 credits to avoid a registration hold.</td>
<td>Global &amp; Cultural Awareness (3E)</td>
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<td>ECON202 (Social/Behavioral Sciences, 3C)</td>
<td>ECON204 (3C)</td>
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<tr>
<td>MATH141 (Mathematics, 1B)</td>
<td>STAT204</td>
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<td>Lab Science (Biological/Physical Sciences, 3A)</td>
<td>Historical Perspectives (3D)</td>
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<td>Arts &amp; Humanities (3B)</td>
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**Business Core 34-38 Credits** *(Students enrolled in the Business Administration major prior to Fall semester, 2013, are not required to take BUS 201 and BUS 220)*

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<tbody>
<tr>
<td>BUS100</td>
<td>BUS201</td>
<td>ACT210</td>
<td>FIN300</td>
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<tr>
<td>BUS150</td>
<td>BUS220 (3B)</td>
<td>BUS300 (28)</td>
<td>BUS479</td>
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<td>CIS200</td>
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**Management Concentration 21 Credits**

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<td></td>
<td>MGT 310</td>
<td>MGT 374</td>
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<td>MGT 350</td>
<td>MGT Elective</td>
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<td>MGT 474</td>
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**Electives 30 Credits**

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<tr>
<td>Elective</td>
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<td>UD Elective (300+ level)</td>
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### Management Courses (21 credits)

**Course …….Title ………………………………………………………………………………Pre-requisite(s)………………………………………………………….Semester(s) Offered**

**Required Courses:**

- MGT310.......Human Resource Management None…………………………………………………………………………………fall, spring
- MGT350.......Employment Relations: The Legal Environment None…………………………………………………………………………….fall, spring
- MGT374.......Total Rewards and Performance Management MGT310…………………………………………………………………………….fall
- MGT474.......Human Resource Planning and Development MGT310…………………………………………………………………………….spring

**MGT Electives – Choose 3 of the following:**

- MGT410.......Leadership and Organizational Behavior MGT305 or 320…………………………………………………………………………….fall, spring
- MGT411.......Leading High Performance Teams MGT305 or 320…………………………………………………………………………….fall, spring
- MGT468.......Negotiating Globally MGT305 or 320 or International Studies Major………spring (odd years)
- MGT473.......Employment Relations: Labor and Management None…………………………………………………………………………….fall, spring
- MGT476.......Negotiation and Conflict Management MGT320…………………………………………………………………………….fall, spring

### Internship Coordinator

Bill Shuster • 215 Rockwell Hall • (970) 491-4023 • bill.shuster@business.colostate.edu

**Website:** [http://www.biz.colostate.edu/management/internships/Pages/theProcess.aspx](http://www.biz.colostate.edu/management/internships/Pages/theProcess.aspx)