

# HUMAN RESOURCES AND EMPLOYMENT RELATIONS FOUNDATIONS GRADUATE CREDIT CERTIFICATE PROGRAM

Person-in-Charge	Paul F Clark
Program Code	HRER
Campus(es)	University Park World Campus

The program is designed for professionals who desire further education in the specialized field of Human Resources and Employment Relations (HRER). The certificate program provides flexibility for working professionals and advanced knowledge in the rapidly changing field of HRER in many areas, including dispute management and resolution, workplace diversity, work and family, trends in human resources, and technology and the workplace.

Courses taken in the certificate program may be applied toward a master's degree in HRER, subject to restrictions outlined in GCAC-309 Transfer Credit (<https://gradschool.psu.edu/graduate-education-policies/gcac/gcac-300/gcac-309-transfer-credit/>). Certificate students who wish to have certificate courses applied towards a graduate degree in HRER must apply and be admitted to that degree program. Admission to the HRER graduate degree program is a separate step and is not guaranteed.

**Effective Semester:** Spring 2024  
**Expiration Semester:** Spring 2029

## Admission Requirements

Applicants apply for admission to the program via the Graduate School application for admission (<https://gradschool.psu.edu/graduate-admissions/how-to-apply/>). Requirements listed here are in addition to Graduate Council policies listed under GCAC-300 Admissions Policies (<https://gradschool.psu.edu/graduate-education-policies/>). International applicants may be required to satisfy an English proficiency requirement; see GCAC-305 Admission Requirements for International Students (<https://gradschool.psu.edu/graduate-education-policies/gcac/gcac-300/gcac-305-admission-requirements-international-students/>) for more information.

- Applicants with a 3.00 junior/senior grade-point average (on a 4.00 scale) will be considered for admission. Exceptions to the minimum grade-point average may be made at the discretion of the program for students with special backgrounds, abilities, and interests;
- All applicants submit a [Graduate School application](#) (including payment of the nonrefundable application fee), resume, and personal statement addressing their reasons for pursuing a certificate in HRER Foundations;
- The resume and personal statement are waived if a student is currently enrolled in the MHRER or MS HRER degree programs

## Certificate Requirements

Requirements listed here are in addition to requirements listed in Graduate Council policy GCAC-212 Postbaccalaureate Credit Certificate Programs (<https://gradschool.psu.edu/graduate-education-policies/gcac/gcac-200/gcac-212-postbaccalaureate-credit-certificate-programs/>).

All courses must be completed with a grade of C or better and a grade-point average of 3.0 to be awarded the certificate.

Code	Title	Credits
<b>Required Courses</b>		
HRER 501	Labor and Employment Law	3
or HRER 810	Labor and Employment Law	
HRER 505	Seminar in Human Resources	3
HRER 504	Seminar in Employment Relations	3
HRER 502	Human Behavior at Work	3
or HRER 802	Human Behavior and Organizational Performance	
<b>Total Credits</b>		<b>12</b>

## Courses

Graduate courses carry numbers from 500 to 699 and 800 to 899. Advanced undergraduate courses numbered between 400 and 499 may be used to meet some graduate degree requirements when taken by graduate students. Courses below the 400 level may not. A graduate student may register for or audit these courses in order to make up deficiencies or to fill in gaps in previous education but not to meet requirements for an advanced degree.

## Learning Outcomes

1. **KNOW:** Students will be able to demonstrate the necessary basic disciplinary knowledge and competence to develop future ER and HRM careers.
2. **APPLY/CREATE:** Students will be able to apply their knowledge by interacting effectively with organizational leaders in helping to develop and implement organizational strategies.
3. **COMMUNICATE:** Students will be able to effectively communicate knowledge of current HRM and ER topics both verbally and in writing.
4. **THINK:** Students will be able to recognize and analyze practical, legal, and ethical ER and HRM challenges in the workplace.
5. **PROFESSIONAL PRACTICE:** Students will be able to respond appropriately to practical, legal, and ethical ER and HRM challenges in the workplace using both theoretical and practical approaches and in accordance with the standards, values and best practices of their discipline.

## Contact

<b>Campus</b>	University Park
<b>Graduate Program Head</b>	Paul Clark
<b>Director of Graduate Studies (DGS) or Professor-in-Charge (PIC)</b>	Brian Francis Redmond
<b>Program Contact</b>	Erin Hetzel 506 Keller Building University Park PA 16802 eab27@psu.edu (814) 867-4167
<b>Program Website</b>	View ( <a href="http://ler.la.psu.edu/graduates/graduate-certificate-program/">http://ler.la.psu.edu/graduates/graduate-certificate-program/</a> )
<b>Campus</b>	World Campus
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