

RUTGERS

School of Management
and Labor Relations

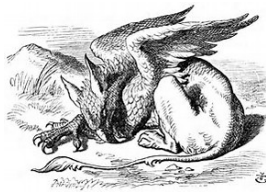
Human Resource Management Undergraduate Programs

Newsletter



April 2017

ACADEMIC NEWS



"That's the reason they're called lessons," the Gryphon remarked: "because they lessen from day to day."

— [Lewis Carroll, Alice's Adventures in Wonderland](#)

New Course: HR Strategy & Return of Employee Ownership

The HRM Department is pleased to announce that we have added a new Special Topics Course, HR Strategy. This course will cover key business strategy models, the derivation of human resource strategies from the business strategy, and the derivation of functional HR area strategies from the human resource strategy. Development and implementation of the HR strategy are covered, along with evaluation of HR and functional strategies. This course is being offered under 37:533:327:01, index 18681 in Fall 2017

In Fall 2016 we had introduced Employee Ownership and Group Incentives as a Special Topics course. We will once again offer this course in Fall 2017 with Instructor, Christopher Mackin. This course deals with the issue of broad based employee ownership and is being offered under 37:533:328:01, index 20779. An excellent course with an excellent professor. One you won't want to miss!

Please note that both of the course numbers for these courses are not yet listed in Degree Navigator but will be added to the program and both are usable toward the major's V5 elective section requirements and the V3 elective section of the HRM minor..

Academic Credit for Internships

Registration has started and with it inevitably comes questions regarding how to obtain academic credit for Internships. It is important that students be aware of the programs available and the process involved in applying for academic credit **before** they agree to take on an internship. There are three pathways within Rutgers that allow students to receive either academic credit or recognition for internships. The correct "path" is determined by each student's particular set of circumstances and the guidelines for the available programs. The paths that are available include those offered by the Department of Major, the

Career Services RICP Program, and the SAS one e-prefixed credit program. Each of these programs has certain eligibility requirements and deadlines.

The HRM Department offers eligible students the opportunity to utilize one three credit internship toward the elective section of the HRM major. Students pursuing the HRM major who have five or more of the core HRM courses completed with a 3.5 or better within the HRM core are eligible to apply for academic credit. The application may be found on our website at:

<http://smlr.rutgers.edu/content/independent-study-internships-human-resources>. The deadline to apply through the HRM Department for Summer is May 17, 2017 and September 6, 2017 for Fall. Internships may be paid or unpaid. Once an internship is approved for academic credit, students are then given a special permission number to enter course 37:533:496, Internship in HRM. Credit is granted depending upon student participation in the internship course and number of hours dedicated to the internship (minimum 120). Also, students are expected to keep a daily journal, complete a 1-5 page introductory paper as well as a 12-15 page final paper. It should be noted that academic credit cannot be given retroactively and no applications are accepted past the aforementioned deadlines.

Students not eligible to apply for academic credit through the HRM Department or who are not concerned with having it apply to the HRM Major can apply for general academic credit through the **University Career Services RICP Program**. Students who have a 2.75 GPA or better and 30 credits or a 2.50 GPA or better and 60 credits are eligible to apply for academic credit through the RICP Program. Transfer students must have a minimum of 12 credits from Rutgers courses in order to apply and RBS students must have a minimum of 60 credits to apply. Internships may be either paid or unpaid and the deadline to apply for Summer 2017 is June 1st. As with the HRM Internship Program, students approved for credit are placed in an internship course. In addition to coursework, students must devote a minimum of 180 hours to the internship. Information on the RICP Program may be found at:

http://careers.rutgers.edu/page.cfm?section_ID=8&page_id=282.

There are times when students cannot apply for academic credit through the department of the major or through the RICP but need some measure of academic recognition in order to participate in an internship. In these cases, **SAS** has a program that offers one e-prefixed credit that appears on the transcript. It is academic credit, but it does not count toward the 120 credits needed to graduate. Course work does apply to this program. More information may be found at: <http://sasundergrad.rutgers.edu/forms/internship-application>.

Graduation “Stuff”

Marching Order

The Marching order system (affectionately called “MO”) is the online application used to RSVP for the SMLR Convocation. The system is now open and may be accessed at:

https://www.marchingorder.com/graduate/grad_login.asp. MO contains each eligible graduates’ personalized graduation slide with their image (if desired), name, major, personal message and honors if applicable. It also serves as the RSVP for the ceremony and allows students the ability to indicate how they would like their name pronounced by the reader. Individual slides display live on the message board at the RAC during the ceremony as each graduate walks across the stage. Those eligible to walk in the ceremony will have until April 30, 2017 to complete their information in the system.

For those who would like to record their name or provide a phonetic spelling of their name must do so no later than April 16, 2017.

The MO application is not linked to the diploma application. As such, if you have filled out your diploma application, know that you will also need to indicate your intention to attend the SMLR Convocation through the MO system. While the diploma application does have questions regarding the University Commencement, these do not also apply to the SMLR Convocation. For those who have yet to fill out the diploma application, it may be found at:

<https://grad.admissions.rutgers.edu/Diploma/Login.aspx?ReturnUrl=%2fDiploma>.

Honor Cords & Honors Distinction

Honors are given from different sources and in a variety of ways. Receipt of such honors depends upon the school and program choices you have made. Below is a list of some of the different honors distinctions:

-One distinction is based upon **overall GPA** and comes from the School in which you are "housed". The recognition associated with this is a **gold** cord. For example, if you are within **SAS** but are an HRM Major and you are eligible for honors recognition, then your **gold** cord will be distributed by SAS. Likewise, if you are within **SMLR** in the Bachelor of Science for Labor Studies, are an HRM Major, and you are eligible for honors recognition, then your **gold** cord would be distributed by the SMLR Labor Studies Department. The **HRM Department does not give out gold cords for GPA** as those are distributed by SAS for SAS students, by Labor Studies for SMLR students, and by SEBS, Bloustein, etc. for students who were brought into their schools. SAS students will be notified at the beginning of May if they will receive a cord and will be given instructions on where to pick up the cord. All other schools will have their own means of distribution.

-One distinction is based upon a **specific Departmental Honors Program** and is associated with a curriculum that you have **opted** to participate in. These cords are given by the Department in which the student completed the requirements needed to complete a Departmental Honors Curriculum. The cords for these are any color but gold (there may be a hint), and are given out for whatever project or criteria a student needs to meet to receive Departmental Honors. The cord for the HRM Departmental Honors program is a combination of wedgewood blue and gold.

-One distinction is given is through the **University Honors Program**. This is separate SAS honors curriculum that distributes a **gold** cord through the Honors College. To receive these, students must have been admitted into the Honors College.

-Some distinctions may be **miscellaneous recognitions or awards** given to students for achievement within certain programs or majors. While the HRM Program **only** gives out cords for Departmental Honors, we do recognize those students who have achieved a **3.75 or better** within the HRM Major with a certificate and a pin. These are based upon final grades and are distributed at the SMLR Convocation.



Regalia

Regalia (aka “cap and gown”), usable in both the University Commencement and the SMLR Convocation will be available for purchase on April 3, 2017 at the Rutgers University Bookstore located at 100 Somerset Street in New Brunswick (Rutgers.bncollege.com). HRM Majors who are housed within SAS (and that’s 95% of all HRM majors) should purchase a hood with a white strip on it with their gown.



Students housed within SMLR who are enrolled in the Labor and Employment Relations Bachelor of Science Program and who have HRM as a second major should purchase a hood with a yellow-orange strip on the hood. HRM majors housed in SEBS, Bloustein, RBS etc. should request the hood affiliated with those schools. If you are confused as to the school you are affiliated with, please check with one of your advisors before you purchase your regalia. The bookstore will hold a Grad Fair on April 12th from 12 pm – 6 pm (see our events section).

Announcements

Printed copies of the announcement for the SMLR Convocation and the University Commencement as well as the instructions for the SMLR Convocation are available in the HRM Program Office located in room 104 of the Janice H. Levin Building.

Graduation Ceremonies

The SMLR Convocation ceremony is scheduled for **Saturday, May 13, 2017 at 1:00 p.m. at the Louis Brown Athletic Center (aka “The RAC”) on Livingston Campus**. The SMLR Convocation is open to all HRM majors, regardless of “home” school and the ceremony is tailored for those students graduating with SMLR degrees. This INCLUDES SAS or other students graduating with the **HRM major**. Further information regarding the SMLR Convocation **is now available** on the SMLR website: <http://smlr.rutgers.edu/convocation> . Cursory questions regarding the SMLR Convocation may be addressed to the Convocation Coordinators, Laura Walkoviak, lauraann@smlr.rutgers.edu or Linda Post, lpost@smlr.rutgers.edu. Please note that tickets and parking arrangements are not necessary for the SMLR Convocation

Eligibility to Participate

The SMLR HRM Department Policy regarding participation is as follows:

- 🎓 Undergraduate HRM majors who graduated in October 2016 but did not attend the May 2016 convocation can participate.
- 🎓 HRM undergraduate majors who graduated in January 2017 can participate.
- 🎓 HRM undergraduate majors who have registered to complete all their degree requirements by May 2017 can participate. Those expecting to graduate in May must fill out a diploma application at: <http://nbregistrar.rutgers.edu/undergrad/ug-dinfo.htm>.
- 🎓 HRM undergraduate majors who are classified to graduate in October 2017 and who will have completed a minimum of **108** credits at the end of the spring term, and who **have registered in the summer for ALL courses needed to complete their degree requirements may participate.**

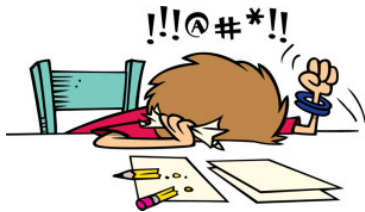
 HRM minors are not eligible to march in the SMLR Convocation but they will be listed in the program.

University Commencement

The **University Commencement** is scheduled for **Sunday, May 14 at 10:00 a.m. in the High Point Solutions Stadium**. Information regarding the University Commencement can be found at: <http://commencement.rutgers.edu/>. Keep in mind there are other ceremonies that are held throughout the five campuses for specific schools. Questions regarding the University Commencement should be directed to commencement@rutgers.edu.

Students planning to attend the University Commencement Ceremony should be aware that they need to register as soon as possible for their 2 free parking passes which will be available starting from March 20 – April, 17, 2017. Special needs parking is available. Please visit: <http://commencement.rutgers.edu/parking-guidelines>.

April Advice for May 2017 Graduates



Concentrate!

April Advice 2017 for ctober Graduates

- If it is apparent that you will not be able to graduate in October, then you should immediately change your graduation date to January 2018. This is necessary because October graduates are blocked from registering for fall courses.
- Submission of [Diploma Information](#) to the Registrar takes place between April 15 and September 15



UPCOMING EVENTS



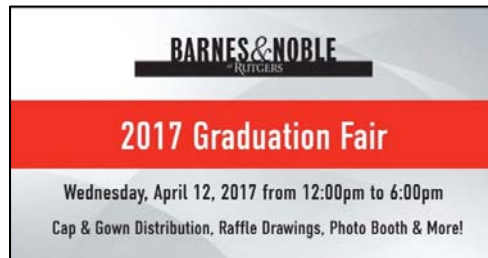
Excel Workshop

Wednesday, April 5, 2017

5:00-7:00 pm

Janice H. Levin Building, Room 003
Livingston Campus

RU Center for Teaching Advancement and Assessment Research Instructor, Marcie Ansperger, will be on hand to acquaint and guide participants through some of the more complicated and useful aspects of Microsoft Excel. Come and learn about pivot tables, V-lookup and more!, There will be a light repast. We hope to see you there!...did I mention the free flash drive for participants?



2017 Barnes & Noble Graduation Fair

Location: Barnes & Noble, [100 Somerset St, New Brunswick, NJ 08901](#)

Date: Wednesday, April 12th from 12-6PM

*Barnes and Noble will be hosting a Grad Fair event on **Wednesday, April 12th from 12-6PM** to promote the kickoff of cap and gown season! Students who are expected to graduate in May can begin purchasing their academia regalia on Wednesday, April 12th at the Barnes and Noble bookstore. The event will feature vendors, live music, Class of 2017 giveaways, and raffles with many prizes including the chance to win diploma frames, cap and gown sets and alumni prize packs!*





Want to learn more about working for Amazon?

Find us on campus starting April 4th!

Tuesday, April 4th

- How to Stand Out at Amazon
- Busch Student Center Career & Interview Center
- 10:00 AM

Wednesday, April 5th

- Mock Interviews and Resume Critiques
- Location: The Busch Student Center- Career and Interview Center
- Time: 10 AM- 4 PM
- Sign up via CareerKnight

√ Are you interested in motivating people?
 √ Want a job where you're constantly moving instead of sitting behind a desk all day?
 √ Looking to be a Leader in a Global Operation?

Amazon is an exciting and fast paced company to work for that is continually evolving to meet the demands of our customers. Find out more by attending one of our events!

SMLR CAREER SERVICES

April 2017 Workshops



For more information and registration, visit CareerKnight

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|--|---|-----------------|
| Job Search Help for International Students | April 7, 2017 Room: JL 221 | @ 10.00-11.00am |
| Mentor Appreciation Dinner | April 21, 2017 Room: Livingston Dining Commons | @ 6.00-8.00pm |

Stand Out in the Job Market

By: Nayana Vaidya, Career Management Specialist



Often, students will ask: How can I stand out from other job seekers? The key is learning important & effective job search strategies, which will enable you to be well on your way to job search success. In today's job market, you should increase the amount of time and effort you put in your search. You are not only competing with your classmates & other university students but also experienced job seekers. Don't panic!

- **Assess Yourself:** Before searching and applying to companies and positions, it is important to know yourself. What are your values, skills, accomplishments, goals and previous experiences? What makes you unique?
- **Career Exploration:** Research the Human Resource Management major and learn different job titles under the field. Make a list of targeted companies-follow them on LinkedIn and see if they offer internships/full time/part time positions.
- **Start ASAP:** No better day than today to start your search. Be assertive and proactive! Set time aside daily to avoid burnout and keep a list of positions you applied to.
- **Where to look:** SMLR Career Services is a good start. Schedule your appointment to discuss job search strategies. To schedule your appointment, visit [careerknight](#) using your netid and password. You are also welcome to email me at nvaidya@smlr.rutgers.edu.
- **Networking:** It is not only what you know, but who you know and what that individual knows about you. Make sure you get the word out about your job search. As students, you can start increasing your network through campus involvement.
- **Resume and Cover letter:** Work on your resume and cover letter. Make sure it is clear, concise and tailored to every position you apply to.
- **Maintain Records:** Make a list of all your networks including former co-workers, professors, friends, family members, and any other individuals you may have met or spoken to about your job search. Also, make a list of all applied positions- include contact name, contact information, resume submission date and follow up actions.

Job search is hard work and there will be times you might feel discouraged. Don't give up because persistence will pay off. It's important to keep a positive attitude. Good luck! Remember, we are here to help you succeed!

Nayana Vaidya
SMLR Career Management Specialist

School of Management & Labor Relations



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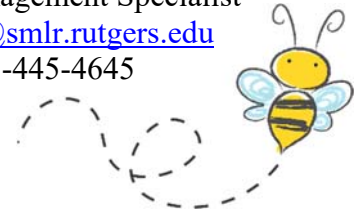
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