

Human Resource Management Undergraduate Programs

Newsletter



March 2017

ACADEMIC NEWS

Caesar:

Who is it in the press that calls on me?
I hear a tongue shriller than all the music
Cry "Caesar!" Speak, Caesar is turn'd to hear.

Soothsayer:

Beware the ides of March.

Caesar:

What man is that?

Brutus:

A soothsayer bids you beware the ides of March.

-Julius Caesar Act 1, scene 2, 15-19

Fall Registration is Coming – Be Prepared!



The schedule of classes for Fall 2017 will go live on **Thursday, March 6, 2017**. Registration for Fall 2017 is scheduled to start on **Sunday, March 26**. The Fall 2017 schedule of HRM courses as well as a copy of registration schedule can be found at the end of the newsletter. Further information regarding registration can be found on the [Registrar's Website](#). We encourage you all to make up a list of the courses you would like to take in advance of your day to register. **Preparation ahead of time** is key to being able to get into the classes you need to complete your programs. Be careful with dropping and adding late into the registration period. While we have added more classes with each semester, they tend to fill up quickly. Also, keep in mind that the Fall courses will not be loaded into DN until just before the start of the Fall Term. As such, we strongly urge all students to check DN just before the start of the term to see where their courses are being applied. Forewarned is forearmed.

Special Permission Numbers

In the event you are unable to register for one of the HRM classes, know that we withhold seats from each of the HRM on-campus courses for this purpose. These seats are only available with a special permission number and they are limited. Special permission numbers are **not available for HRM online courses**. It should be noted that the HRM faculty **do not** have access to the special permission numbers. Please **DO NOT email the HRM faculty** for special permission numbers as it will only delay your request. If a section should fill up and you need a number, then you will want to email our Administrative Assistant, Grace Tien, stien@smlr.rutgers.edu, and she will either issue a number to you, or if the class is filled to room capacity, will put your name on a waiting list. Should the need to maintain a waiting list occur,

declared majors and minors will be pushed to the top of the list immediately. Further priority will be given according to graduation date. Every effort will be made to allow as many of you as possible to obtain the classes you want and need. However, I do want to stress that we can only issue as many numbers as there are available seats within the classrooms. Class size is determined by the RU Scheduling Department and we are bound to schedule only to the published room capacities. Some other things to keep in mind:

- We can only issue SPN's for Human Resource Management Courses (37-533).
- Special permission numbers for internships, honors, and independent study can only be issued by Rebecca Tinkham, Student Counselor, and eligibility is determined as per the criteria documented on our website: smlr.rutgers.edu/hrmug.
- Special permission numbers for Labor Studies Courses (37-575) are issued only through the Labor Studies Department via email at sp@smlr.rutgers.edu.

Preparing for Preregistration

We encourage you to review your current record and to visit with your program advisors to make sure you are on track with the general requirements and those for any of the major(s) and/or minor(s) you have. Degree navigator can at times be confusing and it is best to find out **presently** if there is a problem rather than **later**. If you are expecting to graduate in **January 2018**, it will be important that you review all of your programs and verify whether or not the plans you have for the next semester will be sufficient to poise you for graduation. HRM Majors and HRM Minors should consult Rebecca Tinkham, Student Counselor, for verification of their record with the HRM Department. **Do not** take for granted that everything will “fall in line” or that extensions will be made. To reiterate our policy, the HRM Department only accepts grades of “C” or better in courses that apply to the HRM Major. Also, HRM Professors will not extend extra credit opportunities beyond what is stated in the course syllabi.

Student Printers Available in SMLR Buildings

The School of Management and Labor Relations has installed student printers in both the Labor Education Center on Cook Campus and the Janice H. Levin Building on Livingston Campus. The Labor Education Center has a new student printer in the Library and the Janice H. Levin has one in the Lower Level (Basement) hallway. Both printers need an RUID card to operate. Students have to connect with RU Wireless and the cost works via a student's RU Express account. .

Graduation Ceremonies



SMLR Convocation

Printed copies of the **announcement** for the SMLR Convocation and the University Commencement as well as the instructions for the SMLR Convocation are now available in the HRM Program Office located in room 104 of the Janice H. Levin Building. The RSVP site for the SMLR Convocation will be open later this month (Marching Order). At that time a login for the Marching order system will be sent out to those students eligible to walk in the ceremony. Marching Order should not be confused with the on-line diploma application which is a separate application and not linked to the Marching Order Program. Also, be aware that there will be different logins for the different ceremonies. So, if you should wish to attend the SAS Convocation, you will then need the login for that ceremony. Again, you should receive a login to whatever ceremonies you are invited to attend. 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.

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>

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

All graduates are welcome to attend the **University Commencement** to be held on **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>.

Regalia..

(cap and gown), usable in both ceremonies will be available for purchase on April 3, 2017 at the Rutgers University Bookstore located at 100 Somerset Street in New Brunswick. The bookstore will hold a Grad Fair on April 12th from 11 am – 4 pm. Rutgers.bncollege.com.

March Advice for May 2017 Graduates

After the break, students anticipating a May graduation should check on the status of their certification review. SAS/RBS students can do this by checking their senior dashboards. Those from schools outside of SAS or RBS can check their status of either their HRM Major or Minor by looking at the “notes” section of their accounts in Degree Navigator. Questions regarding problems with completion of the HRM Major or Minor must be addressed

to the Undergraduate Student Counselor, Rebecca Tinkham, tinkham@smlr.rutgers.edu. Be sure to pay attention to deadlines set by the school in which you are housed.

March Advice 2017 October Graduates

Students anticipating an October graduation who believe they will not be able to complete their degree by the end of the summer should change their graduation date immediately. Fall registration will be approaching at the end of the Month and if you should need to register for the Fall semester, then you must have a graduation date of January 18 or further. Any student with an October 17 graduation date will not be able to register for Fall 2017. So, it is a good idea before the system opens up for Fall 2017 registration to have a look at where you are and determine if you will need to stay and register for the Fall semester.

Students poised to complete their degree as an October graduate will need to submit their diploma application between April 15 and September 15

HRM Honors Curriculum

Did you know...

...The Human Resource Management Department offers a Departmental Honors Program for those students who excel in the HRM Major core courses? The Departmental Honors Program is a separate curriculum from the general HRM Major that requires students to work closely with an HRM faculty member to produce a 50-70 page original research thesis. Application is made in between the Junior and Senior year and we are now accepting applications for the 2017-2018 school year. Interested students who are eligible to apply for the program are encouraged to do so well before this year's deadline of Friday, August 25, 2017. Prior to submission of any application, students should first meet with the HRM Undergraduate Counselor, Rebecca Tinkham, tinkham@smlr.rutgers.edu, to establish eligibility and to go over program details. Information regarding the program can be found on our website at: <http://smlr.rutgers.edu/content/departmental-honors-37-533h>.

NOTE: Students who have participated in and successfully completed the HRM Honors Curriculum will not, upon application to the Master's in Human Resource Management Program be required to submit GRE scores.



UPCOMING EVENTS



Panelist Event

Wednesday, March 22, 2017

5:00-7:00 pm

Janice H. Levin Building, Room 003

Livingston Campus

Come out to learn from and network with HR professionals!



SAS Major & Minor Fair
Wednesday, March 22, 2017

Busch Student Center
Busch Campus
1:00 pm – 4:00 pm Multi - Purpose Room
Busch Campus



SMLR HRM Program Open House

Thursday, March 9, 2017
5:00 – 7:00 pm

Livingston Student Center Gathering Lounge

This is an excellent opportunity to learn more about the HRM Undergraduate and Graduate Programs. Come and meet the HRM Program Directors and Staff

RSVP at: <https://www.eventbrite.com/e/hrm-open-house-tickets-31495708512>

This is a SAS Passport Event!
Bring a friend!



SMLR Career Services

March 2017 Workshops

For more information and registration, visit CareerKnight

Explore Federal Opportunities (LEC)	March 21, 2017 Room: LEC	@ 6.00-8.00pm
Job Search Help for International Students	March 24, 2017 Room: JL 221	@ 10.00-11.00am
Job Search Help for International Students: (US Business Etiquette)	March 31, 2017 Room: JL 221	@ 10.00-11.00am

SMLR CAREER SERVICES

So... You created a LinkedIn.... Now what?



By: **Nayana Vaidya, SMLR Career Services**

LinkedIn is your professional brand online to potential employers. It is what you will use to network with professionals and explore companies and industries. Below are a few tips on how you can effectively create and utilize LinkedIn to stand out.

Put a face to the name and post a profile picture. Many recruiters believe a complete profile with a photo speaks volume about the person's level of professionalism. Take a recent high quality photo of yourself dressed professionally, facing forward. Do not crop a group picture or use an outdated picture of yourself.

What is your 'catchphrase'? How will you capture the audience on LinkedIn? Use your headline to showcase your major, career ambitions and what type of position you are looking for. Use your summary to tell your story; think of it as your elevator pitch. Highlight what you have done and what makes you different from others. The experiences category is where you will list your current and previous positions; do not copy and paste your resume. Write about your responsibilities and accomplishments; do not forget to mention any promotions and/or recognitions you may have received in those positions. Whenever possible, use visual aid to show your work by creating a digital portfolio.

Who do you know? Create a unique URL to make it easy for your networks to find you. Connect with employers you may have met during a career fair or any other employer related events. Do not forget your classmates as well. You should also 'follow' companies and organizations to keep up with company news and trends. Many positions are posted on company's LinkedIn page as well.

Maintain your profile regularly. Update it when you have a new position, working on a project, share field related articles, or even write a blog of your own.

I have shared a few tips on making your LinkedIn stand out, now go and finish completing your profile. If you need help remember SMLR Career Services is here to help. You can always schedule an appointment with us through CareerKnight.





Fall 2017 Undergraduate Registration Schedule:

March 26	Sunday	90 or greater degree credits*; all graduate students	10:00 pm - 2:00 am
March 27	Monday	90 or greater degree credits; all graduate students	6:30 am - 9:59 pm
March 27	Monday	80 or greater degree credits; all graduate students	10:00 pm - 2:00 am
March 28	Tuesday	80 or greater degree credits; all graduate students	6:30 am - 9:59 pm
March 28	Tuesday	70 or greater degree credits; all graduate students	10:00 pm - 2:00 am
March 29	Wednesday	70 or greater degree credits; all graduate students	6:30 am - 9:59 pm
March 29	Wednesday	60 or greater degree credits; all graduate students	10:00 pm - 2:00 am
March 30	Thursday	60 or greater degree credits; all graduate students	6:30 am - 9:59 pm
March 30	Thursday	50 or greater degree credits; all graduate students	10:00 pm - 2:00 am
March 31	Friday	50 or greater degree credits; all graduate students	6:30 am - 9:59 pm
March 31	Friday	50 or greater degree credits; all graduate students	10:00 pm - 2:00 am
April 1	Saturday	50 or greater degree credits; all graduate students	6:30 am - 6:30 pm
April 2	Sunday	40 or greater degree credits; all graduate students	10:00 pm - 2:00 am
April 3	Monday	40 or greater degree credits; all graduate students	6:30 am - 9:59 pm
April 3	Monday	30 or greater degree credits; all graduate students	10:00 pm - 2:00 am
April 4	Tuesday	30 or greater degree credits; all graduate students	6:30 am - 9:59 pm
April 4	Tuesday	20 or greater degree credits; all graduate students	10:00 pm - 2:00 am
April 5	Wednesday	20 or greater degree credits; all graduate students	6:30 am - 9:59 pm
April 5	Wednesday	15 or greater degree credits; all graduate students	10:00 pm - 2:00 am
April 6	Thursday	15 or greater degree credits; all graduate students	6:30 am - 9:59 pm
April 6	Thursday	0 or greater degree credits; all graduate students	10:00 pm - 2:00 am
April 7	Friday	0 or greater degree credits; all graduate students	6:30 am - midnight

* Degree credits are credits already earned toward graduation; they do not include credits for courses currently in progress.

UNDERGRADUATE COURSES FALL 2017:

Instructor	Room	Day	Time	Course	Course Number	Index Number
Methot	TIL 258	Tuesday	10:20-11:40	Intro to HRM	37:533:301:01	06924
	TIL 258	Friday	10:20-11:40			
Methot	TIL 257	Tuesday	12:00-1:20	Intro to HRM	37:533:301:02	06925
	TIL 257	Friday	12:00-1:20			
El-Farr	RC1	Monday	3:20-4:40	Intro to HRM	37:533:301:03	06926
	RC1	Wednesday	3:20-4:40			
Rosado-Solomon	LSH B117	Monday	8:40-10:00	Intro to HRM	37:533:301:04	08389
	LSH B117	Thursday	8:40-10:00			
Son	TIL 226	Wednesday	10:20-1:20	Intro to HRM	37:533:301:05	13225
El-Farr	BA	BA	BA	Intro to HRM (on-line)	37:533:301:90	15210
Johnson	TIL 116	Tuesday	1:40-3:00	Staffing	37:533:311:01	07673
	TIL 116	Thursday	1:40-3:00			
Johnson	TIL 254	Tuesday	12:00-1:20	Staffing	37:533:311:02	08390
	TIL 254	Friday	12:00-1:20			
Rodriguez	RC1	Tuesday	1:40-3:00	Training & Development	37:533:312:01	07616
	RC1	Thursday	1:40-3:00			
Rodriguez	JLB 003	Monday	10:20-11:40	Training & Development	37:533:312:02	07691
	JLB 003	Thursday	10:20-11:40			
Fay	TIL 254	Tuesday	10:20-11:40	HRM: Compensation & Rewards	37:533:313:01	06927
	TIL 254	Friday	10:20-11:40			
Fay	LSH B117	Tuesday	12:00-1:20	HRM: Compensation & Rewards	37:533:313:02	08088
	LSH B117	Friday	12:00-1:20			
Terez	RC3	Monday	3:20-4:40	HRM: Compensation & Rewards	37:533:313:03	10562
	RC3	Wednesday	3:20-4:40			
El-Farr	TIL 246	Monday	8:40-10:00	Global HRM	37:533:315:01	09467
	TIL 246	Thursday	8:40-10:00			
El-Farr	LSH A142	Monday	10:20-11:40	Global HRM	37:533:315:02	09468
	LSH A142	Thursday	10:20-11:40			
STAFF	TIL 257	Wednesday	12:00-1:20	Global HRM	37:533:315:03	18674
	TIL 257	Friday	1:40-3:00			
Garrison	JLB 003	Friday	10:20-1:20	Career Management	37:533:317:01	08391
Garrison	JLB 003	Wednesday	1:40-4:40	Career Management	37:533:317:02	10564
Liebttag	JLB 003	Wednesday	5:00-8:00	Career Management	37:533:317:03	12653
Liebttag	JLB 003	Tuesday	5:00-8:00	Career Management	37:533:317:04	14609
Koczan	JLB 003	Monday	12:00-1:20	Career Management	37:533:317:05	17216
	JLB 003	Thursday	12:00-1:20			
Borden	JLB 003	Thursday	5:00-8:00	Career Management	37:533:317:06	18675
Husein	BA	BA	BA	Special Topics: Social Media (Online)	37:533:321:90	09573
Husein	BA	BA	BA	Special Topics: Social Media (Online)	37:533:321:91	18676
Sweeney	RC3	Tuesday	1:40-3:00	Special Topics: Benefits	37:533:322:01	07823
	RC3	Thursday	1:40-3:00			
Johnson	JLB 003	Wednesday	10:20-1:20	Special Topics: Diversity	37:533:323:01	10563
STAFF	TIL 246	Monday	12:00-1:20	Special Topics: Leadership Development	37:533:324:01	11505
	TIL 246	Wednesday	12:00-1:20			



Instructor	Room	Day	Time	Course	Course Number	Index Number
Seligman	TIL 242	Monday	12:00-1:20	Special Topics: HRM & Health Admin.	37:533:325:01	11835
	TIL 242	Thursday	12:00-1:20		CL10:501:483:01	13608
Pustovit	JLB 003	Tuesday	3:20-4:40	Special Topics: HRM & Org. Behavior	37:533:326:01	18680
	JLB 003	Thursday	3:20-4:40			
STAFF	TIL 242	Tuesday	10:20-1:20	Special Topics: HR Strategy	37:533:327:01	18691
Terez	TIL 254	Wednesday	10:20-11:40	HRM & Finance	37:533:360:01	13688
	TIL 254	Friday	3:20-4:40			
Coffey	JLB 003	Tuesday	8:40-10:00	HRM & Finance	37:533:360:02	16592
	JLB 003	Thursday	8:40-10:00			
Blasi	TIL 232	Wednesday	8:40-11:40	Corporate Governance	37:533:376:01	08392
					CL37:575:376:01	08401
Rodriguez	JLB 103	Wednesday	8:40-11:40	Statistics for HRM	37:533:440:01	12714
Rodriguez	JLB 103	Monday	12:00-3:00	Statistics for HRM	37:533:440:02	15214
	BA	BA	BA	Independent Study & Research	37:533:494:01	09187
Johnson	BA	BA	BA	Internship in HRM	37:533:496:01	09188
	BA	BA	BA	Honors in HRM	37:533:498:1R	18678

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In like a lion...



...out like a lamb