

## **Frequently Asked Questions Human Resource Management (HRM) Experience/Exam Requirement**

**I just declared my HRM major, who is the faculty coordinator for this requirement, when should I meet them and how do I contact them?**

Currently, the faculty coordinator is Karen S. Markel, Ph. D., SPHR. She can be reached at 423 Elliott Hall, 248-370-4981, [markel@oakland.edu](mailto:markel@oakland.edu).

Make sure you contact the faculty coordinator soon after you declare your major. They will review the requirements for each option and provide suggestions as to what might be the best option for you.

**I'm planning on graduating in \_\_\_\_\_, when should I complete my experience requirement or take the PHR exam?**

If you are going to complete the experience requirement, you should plan to have completed all of your hours of service **at least** one month prior to your graduation date in order to provide the faculty coordinator enough time to complete your exit interview and notify SBA advising that you are eligible to receive your HRM major for graduation.

If you are going to take the PHR exam, you should plan to take the exam in the testing window in the semester prior to your anticipated graduation date.

**Can I still receive my HRM major if I don't pass the PHR exam or complete the experience requirement?**

You can still graduate on schedule, but you won't receive an HRM major. Your degree would be a General Management major with an HRM minor. If you complete the requirements after graduation you will **not** be able to amend your major at graduation. However, you can postpone your official graduation date until you complete this requirement.

If you need to change your major back to General management, you need to contact the undergraduate advising for assistance before you intend to graduate.

**Will there be any help in assisting me in obtaining an internship?**

While the faculty coordinator will have information on internships that may be available, it is **your** responsibility to secure an appropriate work experience.

You should contact career services ([careers@oakland.edu](mailto:careers@oakland.edu)) to assist you in your search. In addition, we post internship opportunities to our SHRM distribution list from time-to-time. To join the list contact Professor Barclay at [barclay@oakland.edu](mailto:barclay@oakland.edu) .

### **Will there be any help in helping me prepare for the PHR exam?**

The faculty coordinator will facilitate two study sessions for the exam; one for each testing window. There will be an exam overview session at the beginning of both the Fall and Winter semesters.

### **How do I let the university know that I have successfully completed either the experience or exam requirement?**

The faculty coordinator will notify undergraduate advising that you have successfully completed either requirement. It is **your** responsibility to meet with the coordinator within the first few weeks of the semester in which you plan to graduate to make sure you are on schedule to complete these requirements on time in order to receive your HRM major.

If you are completing the PHR exam, you must bring either the **original** exam score confirmation from the Prometric testing site indicating your passing score or your final exam score sent from the Human Resource Certification Institute.

If you are completing the experience requirement, the faculty coordinator will notify undergraduate advising after you have successfully completed your work hours requirement **and** exit interview.

### **When should I take what classes in order to graduate with an HRM major?**

In order to complete your HRM major, the best sequence of courses is the following\*:

1. Org 330, Introduction to Organizational Behavior
2. Org 331, Introduction to Human Resource Management
3. Org 434, Advanced Human Resource Management
4. Org 433, Labor Relations
5. Org 430, Organizational Research Methods
6. Org 480, Special Topics: Compensation and Benefits (only offered once/year)

If you plan to take the PHR exam, you should complete these courses **before** taking the exam. Although you cannot take Org 330 and 331 simultaneously, it is advisable to take as many of the other suggested courses within the same semester (ideally not your last semester before graduation).

\*This is in addition to the other degree requirements.