

Major Checklist: 2016-2017 Catalog Organizational and Professional Development (B.S.)

General Education: 40 hours

Language: 9 hours

ENG 1001G (3) _____
 ENG 1002G (3) _____
 CMN 1310G (3) _____

Humanities & Fine Arts: 9 hours

Humanities:
 _____ G (3) _____
 Fine Arts:
 _____ G (3) _____
 Humanities or Fine Arts:
 _____ G (3) _____

Mathematics: 3 hours

_____ G (3) _____

Scientific Awareness: 7 hours

Biological Science:
 _____ G (3) _____
 Physical Science:
 _____ G (4) _____

Social & Behavioral Sci: 9 hours

_____ G (3) _____
 _____ G (3) _____
 _____ G (3) _____

Senior Seminar: 3 hours

EIU 4 _____ G (3) _____

Major: 12 hours

OPD Core: 12 hours

OPD 4810 (3) _____
 OPD 4830 (3) _____
 OPD 4835 (3) _____
 OPD 4840 (3) _____

Added Minor -or- Concentration -or- Experiential Learning/Portfolio Credits -or- Electives to meet 120sh minimum:

Additional hours may be required for a minor or concentration; see undergraduate catalog.

_____ () _____
 _____ () _____
 _____ () _____

Concentration: 9 hours (Optional)

Students may also select an area of concentration consisting of courses taken in addition to the General Requirements and Major Requirements. Each concentration is planned to supplement the student's professional goals or personal interests and must be done in consultation with the student's advisor.

Supervision and Leadership:

This concentration is specifically designed to provide students with the skills necessary to be successful in supervisory, managerial, or leadership positions within for-profit and not-for-profit organizations.

Choose from:

AET 4943	3	Manufacturing Management
BUS 3500	3	Management Info Systems
OPD 4815	3	Conflict in Organizations
OPD 4820	3	Change Strategies in Organization
OPD 4825	3	Ethical Behavior in Organizations
OPD 4870	3	Coaching & Mentoring for CT
OPD 4880	3	Productive Work Teams
MIS 3530	3	Business Website Design

Training and Development:

This concentration provides a focus of study to enhance one's knowledge base and skill level of human resource development attracting those aspiring to gain positions within HRM or HRD departments in for-profit or not-for-profit organizations.

Choose from:

OPD 4800	3	Teaching & Training
OPD 4845	3	Improvement in Organizations
OPD 4855	3	Web-Based Training & Instruction
OPD 4860	3	Facilitating Learning & Project Groups
OPD 4890	3	Accelerated Learning & Training
MIS 3515	3	Information Presentation
MGT 3450	3	Human Resource Management

Experiential Learning/Portfolio: 1-30 hours (Optional)

Under the guidance of faculty members within the OPD Program, students develop a portfolio documenting their college-level learning relevant to their field of study. To prepare the portfolio, students enroll in **OPD 3000 Learning Analysis through Portfolio Development**, where they are provided instruction in preparing written descriptions of college-level workplace learning. Examples of supporting evidence to be included in a portfolio includes: certificates of training, samples of work, a resume, a copy of a performance review, or a letter of verification of skills from an employer or supervisor. The documentation submitted should provide clear and convincing evidence that the student has achieved the learning outcomes. Credit may be granted via **OPD 3200 Occupational Experience**, or other course numbers within the particular academic department via preparation and submission of a portfolio.

Graduation Requirements:

_____ Electronic Writing Portfolio #1 #2 #3
 _____ Cultural Diversity
 _____ 120 total semester hours
 _____ 40 hrs Upper Division
 _____ 42 hrs Senior Institution hours
 _____ 25 hrs @ EIU
 _____ 2.00 CGPA & 2.50 CGPA in Major