



Experiential Learning Portfolio for 10104198 Managing Human Resources

Student Contact Information:

Name: _____ Student ID# _____

Email: _____ Phone: _____

It is highly recommended that you speak with the Academic Dean or instructor who teaches this course prior to completing a portfolio.

Directions

Consider your prior work, military, volunteer, education, training and/or other life experiences as they relate to each competency and its learning objectives. Courses with competencies that include speeches, oral presentations, or skill demonstrations may require scheduling face-to-face sessions. You can complete all of your work within this document using the same font, following the template format.

1. Complete the Student Contact Information at the top of this page.
2. Write an Introduction to the portfolio. Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.
3. Complete each "Describe your learning and experience with this competency" section in the space below each competency and its criteria and learning objectives. Focus on the following:
 - What did you learn?
 - How did you learn through your experience?
 - How has that learning impacted your work and/or life?
4. Compile all required and any suggested artifacts (documents and other products that demonstrate learning).
 - Label artifacts as noted in the competency
 - Scan paper artifacts
 - Provide links to video artifacts
 - Attach all artifacts to the end of the portfolio
5. Write a Conclusion for your portfolio. Briefly summarize how you have met the competencies.
6. Proofread. Overall appearance, organization, spelling, and grammar will be considered in the review of the portfolio.
7. Complete the Learning Source Table. Provide additional information on the business and industry, military, and/or volunteer experiences, training, and/or education or other prior learning you mentioned in your narrative for each competency on the Learning Source Table at the end of the portfolio. Complete this table as completely and accurately as possible.

The portfolio review process will begin when your completed portfolio and Credit for Prior Learning Form are submitted and nonrefundable processing fees are paid to your local Credit for Prior Learning contact. Contact Student Services for additional information.

Your portfolio will usually be evaluated within two weeks during the academic year; summer months may be an exception. You will receive an e-mail notification regarding the outcome of the portfolio review from the Credit for Prior Learning contact. NOTE: Submission of a portfolio does not guarantee that credit will be awarded.

You have 6 weeks to appeal any academic decision. See your student handbook for the complete process to appeal.

To receive credit for this course, you must receive “Met” on 8 of the 10 competencies.

10104198 Managing Human Resources, 3 Associate Degree Credits

Course Description: Introduces the functions of Human Resource Management in the legal and social context of today’s dynamic business environment. Topics include human resource development, employee selection, performance, appraisal, compensation, training, labor relations, affirmative action, and career management.

Introduction: Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.

Competency 1: Analyze the field of human resource management

Criteria: Performance will be satisfactory when:

- learner identifies the key responsibilities of the HR manager
- learner describes the strategic role of HR within an organization

Learning Objectives:

- a. Define the concept of human resource management
- b. Discuss the changing environment of HR management
- c. Describe the concept of strategic planning
- d. Give examples of HR's role as a strategic partner in the operation of the organization

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 2: Assess the role of equal opportunity and diversity laws in HR management

Criteria: Performance will be satisfactory when:

- learner lists key legislation and responsibilities regarding HR
- learner diagrams the Equal Employment Opportunity Commission (EEOC) enforcement process

Learning Objectives:

- a. Summarize the key laws regarding age, race, sex, national origin, religion, and discrimination
- b. Explain the basic defenses against discrimination allegations
- c. Describe what employers can and cannot do with regard to selection, promotion, and layoff
- d. List the EEOC enforcement process

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 3: Determine human resource needs

Criteria: Performance will be satisfactory when:

- learner conducts a complete job analysis
- job analysis includes a rationale for the method selected
- learner creates a job forecast for a given firm

Learning Objectives:

- a. Describe the basic collection methods in job analysis
- b. Conduct a job analysis
- c. Explain the process of forecasting future personnel requirements
- d. Compare methods of job candidate recruitment
- e. Explain how to use tools to predict job performance

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 4: Select future employment candidates

Criteria: Performance will be satisfactory when:

- learner creates a recruitment and selection guide for a firm
- guide meets the requirements of an instructor-provided rubric

Learning Objectives:

- a. Define the concepts of validity and reliability as they relate to employment testing
- b. Compare the basic types of personnel tests
- c. Evaluate the use of background investigations and reference checks
- d. Explain the pitfalls of interviewing
- e. Outline techniques for successful interviewing

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 5: Evaluate techniques for training and developing employees

Criteria: Performance will be satisfactory when:

- learner creates a training manual for a specific job area
- manual meets the criteria of an instructor-provided rubric
- learner outlines major management development techniques

Learning Objectives:

- a. Describe the basic training process
- b. Discuss the various techniques used for assessing training needs
- c. Compare at least five training techniques
- d. Outline the concept of management development
- e. Justify the main development techniques

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 6: Assess employee performance

Criteria: Performance will be satisfactory when:

- learner conducts a performance appraisal

Learning Objectives:

- a. Explain the purpose of performance appraisal
- b. Determine who should perform the performance appraisal
- c. Compare at least six performance appraisal methods
- d. Conduct a performance appraisal

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 7: Develop an employee compensation plan

Criteria: Performance will be satisfactory when:

- learner creates a compensation plan for a given firm
- plan meets the criteria of an instructor-provided rubric

Learning Objectives:

- a. Outline the steps in establishing pay rates
- b. Discuss basic factors used in determining individual employee pay rates
- c. Compare employee/team incentive plans
- d. List the basic benefits most employers offer

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 8: Manage labor relations and collective bargaining

Criteria: Performance will be satisfactory when:

- learner creates a diagram of the union drive and election process
- learner outlines the collective bargaining process

Learning Objectives:

- a. Identify the major federal labor relations laws
- b. Diagram the process of union drive and election
- c. Explain the main steps in the collective bargaining process

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 9: Create a career development plan

Criteria: Performance will be satisfactory when:

- learner creates a career management process for a given organization

Learning Objectives:

- a. Identify techniques for building two-way communication within organizations
- b. Compare employee disciplinary options
- c. Describe wrongful discharge and its importance
- d. List important HR considerations during layoffs
- e. Outline a process for career management within an organization

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 10: Validate the importance of safety and health programs

Criteria: Performance will be satisfactory when:

- learner creates an accident prevention program for a given organization
- program meets the criteria set in an instructor-provided rubric

Learning Objectives:

- a. Describe OSHA and how it operates
- b. Identify the supervisor's role in safety
- c. List the major causes of accidents
- d. Prepare an accident prevention program
- e. Summarize major health problems affecting the workplace

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

