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Western Technical College

10116147 Human Resource Portfolio

Course Outcome Summary

Course Information

Description	Students apply their human resource knowledge to develop a portfolio that demonstrates their competence in key areas of human resources, including management, safety, training, staffing, compensation administration, and employment law. Local human resource professionals then review the portfolios to evaluate each student's expertise. Emphasis is placed on demonstrating HR knowledge through planning and professional writing.
Career Cluster	Business Management and Administration
Instructional Level	Associate Degree Courses
Total Credits	3
Total Hours	54

Pre/Corequisites

Prerequisite	10116159 Organizational Training & Development
Prerequisite	10116172 Compensation Management
Prerequisite	10116180 Occupational Safety & Health
Pre/Corequisite	10116163 Employee Benefits

Textbooks

No textbook required.

Program Outcomes

1. Create an organizational workforce plan

2. Develop training programs

3. Examine organizational total rewards programs

4. Incorporate employment law into business practices

5. Facilitate effective employee relations

Course Competencies

1. **Diagram a project process.**

   Assessment Strategies
   1.1. Drawing/Illustration

   Criteria

   You will know you are successful when
   1.1. you create a chart of their individual method for working on projects/problems
   1.2. you utilize the chart through the semester in their work with case scenarios and portfolio products
   1.3. you continuously improve process and presents updated chart to instructor

   Learning Objectives
   1.a. Investigate problem solving techniques
   1.b. Investigate project planning techniques
   1.c. Integrate plan do act check model
   1.d. Depict individual problem solving/project process in a chart
   1.e. Test and modify individual process throughout the semester

2. **Demonstrate competence in human resource staffing by creating an appropriate work product.**

   Assessment Strategies
   2.1. Written Product

   Criteria

   You will know you are successful when
   2.1. you create an appropriate example to demonstrate competence in this area
   2.2. your work product is clearly written, well-organized and logical
   2.3. you demonstrates a clear understanding of topic addressed
   2.4. your example is in-depth enough to demonstrate competence in this area
   2.5. your work is properly cited/quoted
   2.6. A bibliography/works cited is included
   2.7. your method of presentation is appropriate and visually appealing given the content

   Learning Objectives
   2.a. Analyze the request
   2.b. Devise an approach to solving the problem/completing the project
   2.c. Investigate the subject
   2.d. Develop a response based on research
   2.e. Create a product as part of the response

3. **Demonstrate competence in compensation/benefits by creating an appropriate work product.**

   Assessment Strategies
   3.1. Written Product

   Criteria

   You will know you are successful when:
   3.1. you create an appropriate example to demonstrate competence in this area
   3.2. your work product is clearly written, well-organized and logical
   3.3. you demonstrate a clear understanding of topic addressed
   3.4. The example is in-depth enough to demonstrate competence in this area
   3.5. your work is properly cited/quoted

3.6.   A bibliography/works cited is included
3.7.   your method of presentation is appropriate and visually appealing given the content

Learning Objectives
3.a.   Analyze the request
3.b.   Devise an approach to solving the problem/completing the project
3.c.   Investigate the subject
3.d.   Develop a response based on research
3.e.   Create a product as part of the response

4. **Organize a portfolio of work which demonstrates skill level in the key areas of human resources.**

Assessment Strategies
4.1.   Portfolio

Criteria

You will know you are successful when:

4.1.   you produce a professional portfolio
4.2.   your portfolio successfully passes review by a business professional and instructor
4.3.   your portfolio is word processed without errors
4.4.   professional materials are used
4.5.   source documents and bibliographies/works cited are included
4.6.   the portfolio is in a logical sequence

Learning Objectives
4.a.   Formulate a list of examples of human resource products which would effectively demonstrate skills and/or knowledge in the key areas of human resources
4.b.   Determine which human resource products should be included in the portfolio
4.c.   Acquire information on each human resource product
4.d.   Outline major concepts of each human resource product
4.e.   Create at least seven human resource products, one for each of the key areas of human resources
4.f.   Evaluate portfolio

5. **Demonstrate competence in safety and health by creating an appropriate work product.**

Assessment Strategies
5.1.   Written Product

Criteria

You will know you are successful when:

5.1.   you create an appropriate example to demonstrate competence in this area
5.2.   your work product is clearly written, well-organized and logical
5.3.   you demonstrate a clear understanding of topic addressed
5.4.   The example is in-depth enough to demonstrate competence in this area
5.5.   your work is properly cited/quoted
5.6.   A bibliography/works cited is included
5.7.   your method of presentation is appropriate and visually appealing given the content

Learning Objectives
5.a.   Analyze the request
5.b.   Devise an approach to solving the problem/completing the project
5.c.   Investigate the subject
5.d.   Develop a response based on research
5.e.   Create a product as part of the response

6. **Demonstrate competence in employment law by creating an appropriate work product**

Assessment Strategies
6.1.   Written Product

Criteria

You will know you are successful when:

6.1. you create an appropriate example to demonstrate competence in this area
6.2. your work product is clearly written, well-organized and logical
6.3. you demonstrate a clear understanding of topic addressed
6.4. The example is in-depth enough to demonstrate competence in this area
6.5. your work is properly cited/quoted
6.6. A bibliography/works cited is included
6.7. your method of presentation is appropriate and visually appealing given the content

Learning Objectives

6.a. Analyze the request
6.b. Devise an approach to solving the problem/completing the project
6.c. Investigate the subject
6.d. Develop a response based on research
6.e. Create a product as part of the response

7. Demonstrate personal management skills.

Assessment Strategies

7.1. Portfolio
7.2. In-basket Exercise

Criteria

You will know you are successful when:

7.1. you complete all sections of portfolio within the allotted time.
7.2. you take a proactive approach to the individual sections to be put in portfolio.
7.3. you follow directions set for each section of the portfolio.
7.4. you make determinations based on data collected regarding how to best illustrate your competency in each function of HR.

Learning Objectives

7.a. Use time management skills.
7.b. Demonstrate professional behavior.
7.c. Demonstrate appropriate research and written communication skills.
7.d. Accept responsibility for completion of portfolio.

8. Examine resources available on the Internet related to human resource management.

Assessment Strategies

8.1. Portfolio

Criteria

You will know you are successful when:

8.1. you research different free sites available to create practical application illustrations of your competencies in the different functions of HR.
8.2. you use information to create examples which demonstrate appropriate knowledge of day-to-day HR work products.
8.3. you prepare a list of resources to support the portfolio sections.
8.4. you analyze information found to determine if valid or not.

Learning Objectives

8.a. Understand the concepts of the Internet, its importance, and its capabilities for a human resource management.
8.b. Use a variety of research to support portfolio sections.

9. Create an organizational workforce plan.

Assessment Strategies

9.1. In-basket Exercise

Criteria

You will know you are successful when:

9.1.   you provide at least five retention strategies
9.2.   Recruitment and selection processes include all necessary staffing steps
9.3.   you create a comprehensive new-hire checklist
9.4.   Staffing forecast calculations are accurate

Learning Objectives

9.a.   Develop a recruiting process
9.b.   Determine staffing needs
9.c.   Design an onboarding process
9.d.   Analyze retention strategies
9.e.   Prepare selection processes