

**SCHOOL OF LABOR AND EMPLOYMENT RELATIONS  
UNDERGRADUATE CONCENTRATIONS  
GUIDELINES AND APPLICATION**

**Guidelines and Information**

1. Effective Semester Fall 2010, any LER major who successfully completes the requirements of a concentration (or concentrations) and who applies for a concentration will be awarded a certificate for each concentration completed, signed by the LER Head and the LER Undergraduate Officer, certifying that the concentration has been satisfactorily completed.
2. Application forms may be obtained from LER Adviser, Katelyn Perry; Completed applications should be submitted to LER Staff Assistant, Sierra James.
3. A concentration consists of three courses (i.e., nine credits) from among those listed in concentration descriptions set forth on the following pages.
4. In all courses taken to complete a concentration, a grade of "C" or better is required.
5. Only courses approved by the School of Labor and Employment Relations may be used to complete the requirements of a concentration.
6. Concentrations are opportunities presented to students based on the availability of courses. LER will make every effort to regularly schedule courses that will permit students to complete one or more concentrations, but it cannot guarantee the availability of courses required to complete a given concentration.
7. Substitutions are granted on a very limited basis and at the discretion of the Undergraduate Officer. Substitution request forms may be obtained from LER Adviser, Katelyn Perry.
8. When a student activates his/her intent to graduate in his/her final semester, the student's original application will be reviewed and the completion of requirements will be verified by LER Student Services Coordinator, Jessica Steele.
9. A certificate will be issued for each concentration completed by a student. Certificates will be mailed at the end of the end of a student's final semester

**Application for the LER Concentration Certificate**

**Student Name:** \_\_\_\_\_ **ID#: 9-** \_\_\_\_\_

**Local Address:** \_\_\_\_\_

**Local Phone:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

<p><b>LER Concentration in:</b> _____</p> <p><b>LER Concentration in:</b> _____</p> <p><b>LER Concentration in:</b> _____</p>
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**Student Signature / Date**

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**Undergraduate Officer Signature / Date**

*(Please submit completed application to LER Staff Assistant Sierra James)*

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For details, go to the Department of Labor Studies and Employment Relations website.

Human Resources

- LER 424 Employment Compensation
- LER 425 Employee Benefits
- LER 426 Staffing and Training Strategies in Organizations
- LER 444 Occupational Health: Policy and Practice
- LER 460 Human Resource Ethics
- LER 472 Work-Life Issues
- LER 480 Current Issues in Human Resources

Courses completed for this concentration		
Course	sem	grade
Course	sem	grade
<b>Description of Concentrations</b>		

Organizational Leadership

- CAS 404 Conflict Resolution and Negotiation
- LER 464 Communication Skills for Leaders in Groups and Organizations
- LER 465 Collective Decision Making
- PSYCH 485 Leadership in Work Settings
- Or other approved course\*

Courses completed for this concentration		
Course	sem	grade
Course	sem	grade
Course	sem	grade

Unions and Collective Bargaining

- CAS 404 Conflict Resolution and Negotiation
- LER 401 Law of Labor-Management Relations
- LER 411 Employment Relations Organizations
- LER 434 Collective Bargaining and Contract Administration
- LER 435 Labor Relations in the Public Sector
- LER 437 Workplace Dispute Resolution
- Or other approved course\*

Courses completed for this concentration		
Course	sem	grade
Course	sem	grade
Course	sem	grade

International Employment Relations and Human Resources

- LER 400 Comparative Employment Relations Systems
- LER 475H Labor and Globalization
- LER Study Abroad\*\*

\*\*LER majors studying abroad for at least one semester may apply 3 credits toward this concentration with the approval of the LER Undergraduate Officer

Courses completed for this concentration		
Course	sem	grade
Course	sem	grade
Course	sem	grade

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**Concentration Checklist**

Supply the necessary information under the columns Semester completed and Grade earned.  
Refer to the Description of Concentrations in the Guidelines for LER Concentrations.

<u>Courses taken</u>	<u>Semester completed</u>	<u>Grade earned</u>
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Human Resources

LER 424	_____	_____
LER 425	_____	_____
LER 426	_____	_____
LER 444	_____	_____
LER 460	_____	_____
LER 472	_____	_____
LER 480	_____	_____

Organizational Leadership

CAS 404	_____	_____
LER 464	_____	_____
LER 465	_____	_____
PSYCH 485	_____	_____
* _____	_____	_____

Unions and Collective Bargaining

CAS 404	_____	_____
LER 401	_____	_____
LER 411	_____	_____
LER 434	_____	_____
LER 435	_____	_____
LER 437	_____	_____
* _____	_____	_____

International Employment Relations and Human Resources

LER 400	_____	_____
LER 475H	_____	_____
**LER Study Abroad	_____	_____
* _____	_____	_____

\*Substituted courses must be relevant to the concentration and must be approved by the Undergraduate Officer or the Department Head.