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See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL
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SUBMITTED BY:

Department	Civil and Environmental Eng.	College/School	CEM
Prepared by	Robert Perkins	Phone	474 7694
Email Contact			

Students will learn the manager's role versus the human resource department's role in the recruiting process and how to manage the selection process.

The Graduate Certificate in Construction Management and its courses was approved by the CEE faculty and the CEM dean.

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

	Date	
Signature, Chair, Program/Department of:		
	Date	
Signature, Chair, College/School Curriculum Council for:		
	Date	
Signature, Dean, College/School of:		

Outline Syllabus

Introduction

Making a position attractive

Class 2

Hiring practices

Rolls of HR and Managers in Hiring

Class 3

Factors affecting retention

Limitations of Managers

Class 4

Communicating with Personnel

Understanding Project Cycles and Personnel impacts

Class 5

Performance Reviews

Case Studies

Class 6

Class Presentations

9. Course policies:

Due to the limited number of classes, attendance and class participation is expected in all classes, unless arranged otherwise with the instructor, and will be considered in determining final grade. Plagiarism will not be tolerated.

10. Evaluation:

The final grade will be determined on the following basis:

Final presentation (written: 30%; oral: 25%) 55%

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