The graduate credit certificate program in Public Sector Human Resources Management is offered by the Public Administration program at Penn State Harrisburg.

The certificate is designed for administrators and other professionals in government and not-for-profit organizations who need to acquire additional knowledge and skills in the following areas:

- personnel/human resource management
- labor relations
- problem solving
- planning
- management of organizational change and development

Effective Date: Spring 2017
Expiration Date: Spring 2022

Admission Requirements

Applicants apply for admission to the program via the Graduate School application for admission (http://gradschool.psu.edu/prospective-students/how-to-apply). Requirements listed here are in addition to Graduate Council policies listed under GCAC-300 Admissions Policies (http://gradschool.psu.edu/graduate-education-policies). International applicants may be required to satisfy an English proficiency requirement; see GCAC-305 Admission Requirements for International Students (http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-300/gcac-305-admission-requirements-international-students) for more information.

A Graduate School application (http://gradschool.psu.edu/prospective-students/how-to-apply) must be completed and official transcripts from all post-secondary institutions attended (http://www.gradschool.psu.edu/prospective-students/how-to-apply/new-applicants/requirements-for-graduate-admission) must be submitted.

Successful applicants typically have a 3.0 grade-point average in the last two years of undergraduate work.

Certificate Requirements

Requirements listed here are in addition to requirements listed in Graduate Council policy GCAC-212 Postbaccalaureate Credit Certificate Programs (http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-200/gcac-212-postbaccalaureate-credit-certificate-programs).

The certificate program in Public Sector Human Resources Management requires taking four courses (12 credits) – two required and two elective courses.

Applicants who have graduate degrees in public administration or a related field, and who have taken graduate courses that duplicate the content of courses in the certificate program, may substitute other PADM courses for those courses with the prior approval of the person in charge. Graduate transcripts, course syllabus, and course projects/term papers will be needed for this evaluation process.

Some certificate courses may be used toward completion of the master’s degrees in Public Administration and in Health Administration, subject to restrictions outlined in GCAC-309 Transfer Credit (http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-300/transfer-credit). Certificate students who wish to have certificate courses applied towards a graduate degree must apply and be admitted to that degree program. Admission to the M.P.A. or M.H.A. graduate degree program is a separate step and is not guaranteed.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PADM 505</td>
<td>Human Resources in the Public and Nonprofit Sectors</td>
<td>3</td>
</tr>
<tr>
<td>PADM 510</td>
<td>Organization Behavior</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Choose 2 courses from the following list of elective courses. With the approval by the certificate coordinator, students could also choose other HR-related Penn State graduate-level courses as elective courses for this certificate.</td>
<td>6</td>
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<tr>
<td>PADM 511</td>
<td>Organizational Change and Development</td>
<td></td>
</tr>
<tr>
<td>PADM 512</td>
<td>Issues in Human Resources</td>
<td></td>
</tr>
<tr>
<td>PADM 514</td>
<td>Labor Management Relations</td>
<td></td>
</tr>
<tr>
<td>PADM 515</td>
<td>Strategic Planning</td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Courses

Graduate courses carry numbers from 500 to 699 and 800 to 899. Advanced undergraduate courses numbered between 400 and 499 may be used to meet some graduate degree requirements when taken by graduate students. Courses below the 400 level may not. A graduate student may register for or audit these courses in order to make up deficiencies or to fill in gaps in previous education but not to meet requirements for an advanced degree.
Contact

Campus Harrisburg
Graduate Program Head Bing Ran
Director of Graduate Studies (DGS) Bing Ran
or Professor-in-Charge (PIC)
Program Contact Autumn D Wise
School of Public Affairs
777 W. Harrisburg Pike
Middletown PA 17057
adw5533@psu.edu
(717) 948-6773

Program Website View (https://harrisburg.psu.edu/
public-affairs/public-administration/certificate-program-
public-sector-human-resource-management)

Campus World Campus
Graduate Program Head Bing Ran
Program Contact Julie Stasik Peterson
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(717) 948-6369

Program Website View (https://
www.worldcampus.psu.edu/
degrees-and-certificates/
public-sector-human-resources-
management-certificate/overview)