Requirements for an undergraduate certificate may be completed at any campus location offering the specified courses for the certificate.

Program Description
The 12-credit certificate in Foundations of Employment Relations and Leadership will teach students to:

1. increase their leadership and management skills while gaining skills that are characteristic of effective leaders
2. gain specialized knowledge on workplace and employment issues from both the employee's and employer's perspective

What is Foundations of Employment Relations and Leadership?
The Foundations of Employment Relations and Leadership Certificate is a 12-credit sequence of classes that provides an introduction to key leadership concepts and practices and provides students with the knowledge and skills that are characteristic of effective leaders. Certificate programs focus on a specific skill set, allowing you to earn this Penn State credential in a relatively short time.

You Might Like This Program If...
• You want to enhance your leadership and management skills while gaining skills that are characteristic of effective leaders.
• You want to gain specialized knowledge on workplace and employment issues from both the employee's and employer’s perspective.
• You want to build your resume to advance your career.

Program Requirements
To earn an undergraduate certificate in Foundations of Employment Relations and Leadership, a minimum of 12 credits is required.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LER 100</td>
<td>Introduction to Labor and Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>LER 435</td>
<td>Labor Relations in the Public Sector</td>
<td>3</td>
</tr>
<tr>
<td>OLEAD 100</td>
<td>Introduction to Leadership</td>
<td>3</td>
</tr>
<tr>
<td>OLEAD/LER 465</td>
<td>Collective Decision Making</td>
<td>3</td>
</tr>
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</table>

Academic Advising
The objectives of the university's academic advising program are to help advisees identify and achieve their academic goals, to promote their intellectual discovery, and to encourage students to take advantage of both in-and out-of class educational opportunities in order that they become self-directed learners and decision makers.

Both advisers and advisees share responsibility for making the advising relationship succeed. By encouraging their advisees to become engaged in their education, to meet their educational goals, and to develop the habit of learning, advisers assume a significant educational role. The advisee's unit of enrollment will provide each advisee with a primary academic adviser, the information needed to plan the chosen program of study, and referrals to other specialized resources.

READ SENATE POLICY 32-00: ADVISING POLICY (http://senate.psu.edu/policies-and-rules-for-undergraduate-students/32-00-advising-policy)

Berks
Solange Israel-Mintz
Adult Student Enrollment Coordinator
Continuing Education
Williams Cottage
Reading, PA 19610
610-396-6222
BK-AdultStudent@psu.edu

Career Paths
This certificate can provide you with a solid foundation in leadership concepts and employment relationships, enhancing your leadership and managerial skills.

Careers
The purpose of this certificate is to familiarize students with employment relationships and the interrelated interests of managements, workers, unions, and the public, including the legal frameworks that govern collective bargaining between employers and unions in federal, state and local governments.

MORE INFORMATION ABOUT POTENTIAL CAREER OPTIONS FOR GRADUATES WITH A CERTIFICATE IN FOUNDATIONS OF EMPLOYMENT RELATIONS AND LEADERSHIP (http://berks.psu.edu-foundations-employment-relations-leadership-certificate)

Contact
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