INFORMATION SCIENCES AND TECHNOLOGY IN COMMUNICATION ARTS AND SCIENCES AND LABOR AND EMPLOYMENT RELATIONS, MINOR

Requirements for a minor may be completed at any campus location offering the specified courses for the minor. Students may not change from a campus that offers their major to a campus that does not offer their major for the purpose of completing a minor.

Program Description

With technology as its fundamental consideration, this minor will provide students with insight and aptitude for communication skills in the workplace with opportunities to specialize for their professional interests. With foundational courses in Information Science and Technology, students can enhance their understanding of various employment relationships and communication strategies. This minor is the fruition of collaboration among three distinct university academic departments.

What is Information Sciences and Technology in Communication Arts and Sciences and Labor and Employment Relations?

This minor examines the intersections among human communication, technology and information, and the work place. Using various forms of technology is ubiquitous in the professional settings, and human communication is at the center of most of this use of technology. The minor considers the evolving nature of the workplace and is designed to assist students in the development of their professional specialties by offering coursework in interrelated matters of effective communication, workplace relations, and information technology. In so doing, students will learn the theory and practice behind being effective communicators in the workplace and also gain skills in self-presentation in online contexts. Some topics covered in the minor include communication ethics, culture, group communication, law, workplace dispute or conflict, and fundamentals of human resources. Completing the minor requires that students take classes in Communication Arts and Sciences, Information Sciences and Technology, and Labor and Employment Relations. In general, this minor is designed to help students most effectively use technology for communication in, around, and about the workplace.

You Might Like This Program If…

You have an interest in human communication, technology, information sciences, or understanding the workplace. The minor includes applications for anyone who might find themselves in the workplace in the future. If you anticipate needing to present yourself using technology in or around a workplace, this minor might benefit your understanding of human communication and employee relations.

Program Requirements

Requirement	Credits
Requirements for the Minor	18

Requirements for the Minor

A grade of C or better is required for all courses in the minor, as specified by Senate Policy 59-10 (https://senate.psu.edu/students/policies-and-rules-for-undergraduate-students/59-00-minors-and-certificates/). In addition, at least six credits of the minor must be unique from the prescribed courses required by a student's major(s).

Code	Title	Credits
Prescribed Courses		
Prescribed Courses: Require a grade of C or better		
CAS 283	Communication and Information Technology I	3
Additional Courses		
Additional Courses: Require a grade of C or better		
LHR 100	Exploring Work and Employment	3
or LHR 136	Race, Gender, and Employment	
Select two from the following:		6
IST 110	Information, People and Technology	
IST 210	Organization of Data	
IST 220	Networking and Telecommunications	
Supporting Courses and Related Areas		
Supporting Courses and Related Areas: Require a grade of C or better		
CAS and LHR Coursework. Choose 6 credits from the following (one course must be at the 300-400 level):		6
CAS 272N	Political Communication and Technology	
CAS 352	Organizational Communication	
CAS 383N	Culture and Technology	
CAS 426W	Communication Ethics	
CAS 450W	Group Communication Theory and Research	
CAS 483	Communication and Information Technology II	
LHR 201	Employment Relationship: Law and Policy	
LHR 202	Understanding Employee Behavior	
LHR 305	Human Resources Fundamentals	
LHR 437	Workplace Dispute Resolution	
LHR/OLEAD 464	Communication Skills for Leaders in Groups and Organizations	
LHR/OLEAD 465	Collective Decision Making	

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 (https://senate.psu.edu/students/policies-and-rules-for-undergraduate-students/32-00-advising-policy/)

University Park

Liberal Arts Academic Advising
814-865-2545
Use the Liberal Arts Meet the Academic Advisers web page (https://la.psu.edu/student-services/academic-advising/meet-the-academic-advisers/) to see the contact information for the specific adviser(s) of this program

Career Paths

Various positions within corporations, information technology specialists, corporate communication officers. Any position within a company or organization that intersects with information management or communication via technology.

Contact

University Park

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