HUMAN RESOURCE MANAGEMENT

Department of Management

The Human Resource Management & Industrial Relations (HRMIR) Specialist provides students with a good grounding in the management disciplines of accounting, finance, organization behaviour, marketing, strategic management, law, economics, business information systems, and statistics. The program also provides a specialized education in HRMIR which includes the study of HR planning, labour relations, compensation, recruitment and selection, training and development as well as occupational health and safety.

The HRMIR Specialist is designed to equip students with a comprehensive knowledge and skill set necessary for leading organizations effectively and allows students to complete the prerequisites for the CHRP designation.

MAKE THE MOST OF YOUR TIME AT UTM!

We want to help you maximize your university experience, so we’ve pulled together information and interesting suggestions to get you started, although there are many more! As you review the chart on the inside pages, note that many of the suggestions need not be restricted to the year they are mentioned. In fact, activities such as joining an academic society, engaging with faculty and seeking opportunities to gain experience should occur in each year of your study at UTM. Read through the chart and create your own plan using My Program Plan found at www.utm.utoronto.ca/program-plans

Programs of Study (POSt)

- Specialist Program ERSPE1882 Human Resource Management and Industrial Relations
- Specialist Program ERSPE2431 Management
- Major Program ERMAJ2431 Management

Check out...

Build a compensation strategy! In MGM360H5 you will explore the major components of compensation strategy design such as legislation, principles of equity and fairness, job evaluation, benefits and incentives.

What can I do with my degree?

The career you choose will depend on your experience and interests. Visit the Career Centre to explore your career options.

Careers for graduates: Compensation & benefits specialist; Employee relations specialist; Grievance officer; Human resources specialist; Labour relations specialist; Mediator; Occupational health & safety officer; Organizational development specialist; Payroll administrator; Recruiter; Risk management specialist.

Workplaces: Government; Accounting; Insurance; Manufacturing; Unions; Independent HR consulting firms; Organizations in a wide range of industries in virtually every sector of the economy.
# Human Resources Management Specialist Program Plan

## HOW TO USE THIS PROGRAM PLAN

Read through each year. Investigate what appeals to you here and in any other Program Plans that apply to you.

Visit [www.utm.utoronto.ca/program-plans](http://www.utm.utoronto.ca/program-plans) to create your own plan using My Program Plan. Update your plan yearly.

## PLAN YOUR ACADEMICS*

### 1ST YEAR

<table>
<thead>
<tr>
<th>Courses</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGM101H5, 102H5, MAT133Y5/MAT135Y5 and ECO100Y5</td>
<td>Check out the Management department’s First-Year Success Guide. Choose a program of study (Subject POP) once you complete 4.0 credits. Use the Degree Explorer Planner and the Academic Calendar to plan your degree.</td>
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</tbody>
</table>

Start strong and get informed with utmONE and LAUNCH through the Centre for Student Engagement (CSE). Join a RGASG Peer Facilitated Study Group.

### 2ND YEAR

<table>
<thead>
<tr>
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<tr>
<td>Enrol in courses MGT252H5, 260H5, 262H5, STA218H5, MGMT221H5/MGT110H5, MGMT222H5, 230H5, and ECO200Y5/300Y5</td>
<td>Visit the Li Koon Chun Finance Learning Centre (FLC) for specialized information resources and databases. The FLC is located on the lower level of the Innovation Complex in Room L1245.</td>
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Use the Co-Curricular Record (CCR). Search for opportunities beyond the classroom, and keep track of your accomplishments. Attend the Get Experience Fair through the Career Centre (CC) to learn about on- and off-campus opportunities. Network simply means talking to people and developing relationships with them. Start by joining the Student Management Association (SMA). Ask about their Mentorship Program. Take part in the Professional Skills Development Program (PSDP). Check out the FSDP Events Calendar to stay up-to-date on Management events.

### 3RD YEAR

<table>
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</table>
| Enrol in courses MGM301H5, 360H5, 364H5, 365H5, 390H5, MGT363H5 and MGT371H5. Attain 1.5 credits from the Electives category in the Academic Calendar. | Throughout your undergraduate degree:  
- use the Degree Explorer to ensure you complete your degree and program requirements.  
- see the Office of the Registrar and the Management Academic Advisor. |

Interested in some friendly competition? Apply to take part in External Case Competitions - an opportunity to develop and showcase writing and presentation skills to campus recruiters. Visit Blackboard for details. 

### 4TH OR FINAL YEAR

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<tr>
<td>Enrol in courses MGM400H5, 464H5, 465H5, 466H5, and MGT480H5.</td>
<td>Sign up for MGT480H5 on ACORN and attend the Mandatory Orientation Session. Do you have innovative business ideas? Visit ICUBE, the business incubator in the lower level of the Innovation Complex to receive expert advice. Log on to ACORN and request graduation.</td>
</tr>
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Skills are transferable to any job regardless of where you develop them. Need to strengthen your presentation skills? Consider a role as a RGASG Facilitated Study Group Leader.

## BUILD SKILLS

### GLOBAL MINDSET

- Attend the International Education Week events and learn about the diversity, culture, and international opportunities on campus!
- Attend the UTM Abroad Global Impact Project through the IEC. Take advantage of this opportunity to travel with a faculty member and learn about a topic of interest in a unique location.

- Attend the Management department’s 2nd year Momentum Conference.
- Start with the International Education Week events and learn about the diversity, culture, and international opportunities on campus!

- Interested in deepening your global perspective? Register for the Global Citizenship Certificate offered by the IEC.

## BUILD A NETWORK

### 1ST YEAR

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<td>Network simply means talking to people and developing relationships with them. Start by joining the Student Management Association (SMA). Ask about their Mentorship Program.</td>
<td>Do you have a professor you really like or connect with? Ask them a question during office hours. Discuss an assignment. Go over lecture material. Don’t be shy! Learn Tips On How to Approach a Professor available through the Experiential Education Unit (EEU).</td>
</tr>
</tbody>
</table>

Attend events held by the International Education Centre (IEC), whether you are an international or domestic student. Explore different cultures through food, music, and sport or through sight-seeing around the GTA. 

- Attend the Information Session to learn more about the International Education Centre (IEC) and the services they offer.
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## BUILD A GLOBAL MINDSET

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<td>Embark on a UTM Abroad Global Impact Project through the IEC. Take advantage of this opportunity to travel with a faculty member and learn about a topic of interest in a unique location.</td>
<td>Attend the Information Session to learn more about the International Education Centre (IEC) and the services they offer.</td>
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<tr>
<td>Explore careers through the CC’s External Job Shadowing Program. Visit the Professional Development &amp; Learning Centre (PDLC) in Room L1245.</td>
<td>Attend a conference such as Ready, Set, Market! or Show Me the Green.</td>
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## PLAN FOR YOUR FUTURE

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<tr>
<td>Attend the Program Selection &amp; Career Options workshop offered by the Office of the Registrar and the CC.</td>
<td>Check out Careers by Major at the CC to see potential career options. Attend the Management department’s Associate Yourself Fair.</td>
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<td>Consider further education? Attend the CC’s Graduate and Professional Schools Fair. Talk to professors – they are potential mentors and references.</td>
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<tr>
<td>Explore careers through the CC’s External Job Shadowing Program. Visit the Professional Development &amp; Learning Centre (PDLC) in Room L1245.</td>
<td>What’s your next step after undergrad?</td>
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- Enter the workforce? Evaluate your career options through a CC Employment Strategies appointment.
- Meet industry professionals within your desired profession. Attend the SMA and UCS Business Banquet - the largest networking event offered to UTM business students.

### 4TH OR FINAL YEAR

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<tr>
<td>Join a professional association. Check out the Peel Chapter of the Human Resources Professionals Association (HRPA).</td>
<td>Why not work abroad? Read up on worldwide employment trends and industry outlooks through GeinGlobal. Attend the Go Global Expo to learn about opportunities. See if you are eligible for International Experience Canada.</td>
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Skills developed in HRMIR

To be competitive in the job market, it is essential that you can explain your skills to an employer. Visit the Career Centre to learn how to articulate and market the following skills:

**Communication:** prepare and make oral presentations; write detailed reports; and convey concepts and ideas accurately.

**Research & analytical:** attention to detail; critical and analytical thinking; evaluate ideas and research; statistical analysis; and computer modeling.

**Problem-solving:** decision making and interpret research and data.

**Organizational:** time management; manage multiple priorities during peak times; and application of theoretical knowledge in practical settings (e.g. via internships).

Get involved

Check out the 100+ student organizations on campus. Here are a few:

- UTM Student Management Association (SMA)
- UTM Undergraduate Commerce Society (UCS)
- DECA UTM
- UTM Student Union (UTMSU)
- UTM Athletics Council (UTMAC)

For a listing of clubs on campus visit www.utm.utoronto.ca/clubs.

Services that support you

- Accessibility Services (AS)
- Career Centre (CC)
- Centre for Student Engagement (CSE)
- Department of Management, Professional Development & Learning Centre (PDLC)
- Experiential Education Unit (EEU)
- Health & Counselling Centre (HCC)
- Indigenous Centre (IC)
- International Education Centre (IEC)
- Li Koon Chun Finance Learning Centre (FLC)
- Office of the Registrar (OR)
- Recreation, Athletics and Wellness Centre (RAWC)
- Robert Gillespie Academic Skills Centre (RGASC)
- UTM Library, Hazel McCallion Academic Learning Centre (HMALC)

Department of Management

Innovation Complex, Room 2270
University of Toronto Mississauga
3359 Mississauga Rd
Mississauga ON Canada L5L 1C6
(905) 569-4455
www.utm.utoronto.ca/management

FUTURE STUDENTS

Admission to UTM

All program areas require an Ontario Secondary School Diploma, or equivalent, with six Grade 12 U/M courses, or equivalent, including English. The admission average is calculated with English plus the next best five courses. The Grade 12 prerequisite for this program is Advanced Functions. The approximate average required for admission is mid-80s. More information is available at utm.utoronto.ca/viewbook.

**NOTE:** During the application process, applicants will select the Management admissions category but will not officially be admitted to a formal program of study (Specialist, Major, and/or Minor) until after first year.

Sneak Peek

Take MGT260H5 to learn about current theory and practices in the major functions of human resource management. Class exercises and projects are used to provide students with some practical HR experience. In MGT262H5, you will explore relevant problems confronting management such as motivation, influence and communication.

With courses accredited by the Human Resources Professionals Association (HRPA), this Specialist will allow students to complete the prerequisite studies for the Certified Human Resources Professional (CHRP) designation.

Student Recruitment & Admissions

Innovation Complex, Room 1270
University of Toronto Mississauga
3359 Mississauga Rd
Mississauga ON Canada L5L 1C6
905-828-5400
www.utm.utoronto.ca/future-students