Students Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section: Online □ Face2Face □

Non-HR Professional Needs to Know About HR Paper RUBRIC

The assignment is to write a paper about what the **non-HR professional** needs to know about HR (NOT HR DEPARTMENTS OR BEING AN HR PROFESSIONAL).  You can come up with any creative title that fits your overall assessment.  Basically. the main purpose is to acknowledge how much there is to know about HR when you’re in accounting, marketing, maintenance, small business owner, retail, manufacturing, medical, etc.  The title and the industry really don’t matter.  It's your job to discover how, what, when, where, how, and why the non-HR professional can benefit from a little education every now and then on the topic of Human Resources Management.  I encourage you to find additional resources on Google, Google Scholar, Twitter, Linked In, approved list of HR Blogs (via my blogroll), and various trade magazines that support the ideas generated in our test.  All resources must have an author.  They cannot be sites that sell services or products and they cannot be sites like Wikipedia or About HR.  You’re welcome to conduct HR and non-HR professional interviews as well should you have the opportunity. However, the instructor is off limits as you need a different perspective.  I do have a three part interview on my You Tube page (Rogers HR Consulting) but that is completely optional as it is from 2009.  The overall paper will be written as a research paper.

The following details the papers minimum requirements:

| Score | Possible Points (UP TO) | Requirement |
| --- | --- | --- |
|  | 50 | CONTENT: The overall paper covers the required content as described in the instructions above: Why the Non-HR professional can benefit from HR Education &/Training? |
|  | 10 | 1. FORMAT: The entire paper must be in **full** American Psychological Association (APA) style-not just the works cited page and citations.  Information is available at [www.apastyle.com](https://www.apastyle.com/) and the library has reference books you can use.  **This includes and is not limited to: title page, running head, and page numbers, correct in paper references, section headers, abstract, and works cited page.**  Please look up APA requirements to be sure to include all that is necessary.  This is not the same as other formats you may have used in other classes or in high school.  It is not MLA for example! |
|  | 10 | 1. ON TIME: This paper is not an option and is a requirement to be eligible to pass this class.  Please be sure that it is submitted in the appropriate drop box on time. Two will be lost daily for late papers which is on top of anything else you may lose for not following directions.  It happens each semester.  I hope it doesn’t for this class. |
|  | 10 | 1. RESOURCES: You will be required to have at least 6 sources on your works cited page (1 required is your text).  You must reference the works cited within the paper.  The other five are optional sources based on suggestions above and your discretion. |
|  | 10 | STYLE: The overall writing style meets business professional standards containing proper sentence structure, transitions, organization, etc. |
|  | 5 | 1. ERROR FREE: Spelling and grammar are critical.  Be sure to have a proofreader for those words that are sometimes not caught by spell check. |
|  | 5 | 1. LENGTH: The paper must be at least 5 and not more than 8 fully typed content pages with no more than 1 inch margins (not the default 1.25), double spacing (and not more).  This does not include title and works cited pages. Do not increase font size of periods at the end of sentences to lengthen the paper. |

Comments/Suggestions:

Students Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section: Online □ Face2Face □

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