

2003-04 BULLETIN

Graduate Degree Offerings

Master of Science in Administration (MSA)

REFER TO PAGES 113-115 FOR SITES THAT OFFER THIS DEGREE PROGRAM.

The 36-semester-hour Master of Science in Administration degree program provides the knowledge and skills required for managers, administrators, and supervisors to function more effectively in all types of organizations, plus the specialized managerial expertise needed for a particular professional field.

To fulfill the requirements of the MSA degree, students must complete 15-21 semester hours of administrative core courses, 12-18 semester hours of elective or concentration courses, and an integrating experience of three hours. Following the appropriate *Bulletin*, specific courses will be selected by an academic adviser in consultation with the student.

Students must meet the prerequisites for particular courses. Prerequisites are found in the course descriptions at the back of this *Bulletin*. MSA core course prerequisites may be met by either taking the appropriate course(s) within the three year period prior to enrolling in the MSA course or, in cases where tests are available, passing an appropriate test. Students should discuss prerequisites with their academic adviser.

Course work which is over seven years old may not be used towards the MSA degree. Course work which is over four years old may not be used toward the graduate certificate.

This program leads to an MSA degree and is identical to the program available on campus. Credit for course work in either program is interchangeable. For students interested in studying business administration, the College of Business Administration offers a Master of Business Administration degree. Courses with MSA designators may not be used towards an MBA degree, and courses with MBA designators may not be used toward the MSA degree.

Admission Requirements

To be admitted to the Master of Science in Administration degree program, a candidate must meet the requirements for regular admission to the College of Graduate Studies. Applicants who possess an undergraduate GPA less than 2.7 may be considered for conditional admission.

Advising

Upon admission, the student should make an appointment with an academic adviser. Students are required to meet with advisers to determine prerequisite(s) and to develop a recommended program plan which outlines courses the student will take to meet degree requirements. The recommended program plan will be sent to the MSA director for approval. Students are responsible for following the approved program plan and should not deviate from it without the permission of

the academic adviser and the MSA director. Students who take courses not listed on the program plan may be required to take additional course work.

Competency Assessment

Students must show prerequisite competence for MSA core courses by completing prerequisite course work within the past three years or by demonstrating proficiency through the appropriate competency assessment. Students should contact their academic advisers who will determine whether students will be able to use courses or competency assessments in meeting prerequisites.

If students choose the competency assessment approach to meeting the competency requirement, they must meet core course prerequisites by taking and achieving a passing score on appropriate competency assessments. The assessments are an evaluation of a student's readiness to perform the quantitative work required in MSA 600, 610, 634, 635, 640, 660, BIS 630 and BIS 634. Competency assessments in financial accounting, intermediate algebra, macro economics, and statistics will determine a student's preparation for graduate course work, and will point out any areas which need strengthening before enrollment in a particular core course.

The competency assessment is administered at the student's program center, and each takes approximately one to two hours to complete. Those students who do not demonstrate competency may improve their skills in several ways: through CMU-sponsored refresher workshops (15 or more contact hours); through self study using instructional materials provided by CMU, which include a textbook and assignments; through enrollment in an undergraduate level course at a local college.

Degree Requirements

All Master of Science in Administration degree students are required to take three core courses: MSA 600, MSA 634 or MSA 635, and MSA 640. Other core courses must be selected in consultation with the student's academic adviser.

To qualify for graduation, candidates for the Master of Science in Administration degree must meet all of the requirements found in the "Graduate Degree Requirements" section and the following requirements:

1. Earned a minimum of 36 semester hours of acceptable graduate credit (12-18 semester hours of which must be in the area of concentration).
2. Earned a minimum of 21 semester hours from Central Michigan University.
3. Submitted evidence of scholarship by meeting the Plan B paper requirement by completing the integrating experience (MSA 685). This includes all Institutional Review Board (IRB) requirements including the End of Data Collection Report.
4. Successfully completed these required courses: MSA 600, MSA 634 or MSA 635, MSA 640 and MSA 685.

5. Applied no more than 15 semester hours of College of Business Administration courses on the program plan. College of Business Administration courses are:
- Courses carrying designators ACC, BIS, BLR, FIN, HSA, MGT and MKT.
 - MSA 634 or MSA 635, MSA 660, and MSA 675.
 - Prior learning assessment credits identified as having business school content.
 - Courses transferred from a school of business or management which would be considered College of Business Administration courses at CMU.
6. Have an approved program plan on file (See page 37).

I. Administrative Core (15-21 semester hours)

Required Courses (9 semester hours)

- MSA 600 (3) Administrative Research and Report Methods*
 MSA 634 (3) Managerial Accounting Concepts* **OR**
 MSA 635 (3) Financial Management*
 MSA 640 (3) Quantitative Applications in Administrative Decision Making*

Other core courses (6-12 semester hours)

- MSA 610 (3) Environments in Administration*
 MSA 620 (3) Effective Administration and Organizational Behavior**

 MSA 650 (3) Organization Theory: Strategy and Structure
 MSA 660 (3) Marketing Administration*
 MSA 675 (3) Strategic Policy Administration*
 MSA 696 (3) Special Topics

*Has prerequisites

**Students may not count both MSA 620 and PSY 535 on a certificate or degree program.

II. Concentration Areas (12-18 semester hours)

On admission, the MSA candidate should make an appointment with an academic adviser who will develop a program plan which fits the MSA academic program requirements with the student's professional and academic goals. **The program plan serves as a road map guiding the student toward those goals. Students are responsible for following the program plan and should not deviate from the program plan without the permission of the academic adviser and the MSA director. Should they do so, they run the risk that the deviations will not be acceptable.**

III. Integrating Experience (3 semester hours)

The integrating experience consists of MSA 685, Integrative Analysis of Administration, which is one of the last courses taken by the student. As the final step in the degree program, students are required to research, analyze and provide a plan of action relevant to a problem or opportunity within their own organization or professional field.

Total: 36 semester hours

MSA Degree Concentrations

General Administration Concentration

(12-18 semester hours)

Statement of Purpose

The General Administration Concentration is designed to serve the needs of a very heterogeneous group of students. The intent is to offer a program of study which provides moderate structure through study in areas which are applicable to a wide variety of administrative settings. In addition, the student is afforded considerable flexibility in designing a program of study which avoids duplication of previous course work, training, or experience by allowing additional study in areas of choice.

Guide to Choosing Courses within the General Administration Concentration

Students are encouraged to complete courses listed within a broad range of categories. If not taken as part of the core curriculum, any one (1) MSA designator course may be completed to partially fulfill the requirements of the General Administration Concentration.

Students may substitute up to six (6) credits of courses on this concentration providing the courses are consistent with one or more of the categories listed below. The use of the substitutes must be recommended by the academic adviser and approved by the MSA director.

General Administration Concentration Courses (12-18 semester hours)

Information Systems and Analysis—*The integration of computer and production systems into administrative decision making.*

- BIS 601 (3) Management Information Systems
 CPS 603 (3) Computer Information Systems
 ECO 532 (3) Economic Forecasting
 IET 500 (3) Production Concepts
 MKT 555 (3) Market and Sales Forecasting

International Systems, Issues, and Problems—*The study of systems, issues, and problems which impact upon dynamic organizations operating within a global environment.*

- FIN 573 (3) International Finance
 IPC 667 (3) Advanced Studies in Intercultural Communication
 MGT 667 (3) International Business
 MKT 560 (3) International Marketing
 PSC 555 (3) International Law I

Legal and Political Systems—*The nature of legal and political systems and how they impact the operation of organizations and individual decision making.*

- ECO 515 (3) Collective Bargaining and Labor Law*
 PSC 514 (3) American Public Policy Making
 PSC 522 (3) Regulatory Processes and Administrative Law

Organizational Behavior/Human Resources Administration—*The study of individuals within the work organization and the systems and processes which affect their behavior.*

- IPC 665 (3) Seminar in Communication and Negotiation in Employee Relations
 MGT 643 (3) Personnel Management
 MGT 646 (3) Labor Relations Issues*
 PSC 711 (3) Public Personnel Administration Practice
 PSC 785 (3) Strategic Leadership
 PSY 535 (3) Organizational Psychology**

Organizational Communications—Improving communication of individuals and groups within and between organizations.

EAD	610	(3)	Grants and Fund Procurement
IPC	560	(3)	Communication and Change: The Diffusion of Ideas and Information
IPC	561	(3)	Communication in Conflict Management
IPC	667	(3)	Advanced Studies in Intercultural Communications
JRN	670	(3)	Public Relations Management
MKT	555	(3)	Market and Sales Forecasting

Social and Economic Systems—The nature of social and economic systems and how they constrain, control and impact the operational effectiveness of organizations.

ECO	603	(3)	Economic Effects of Urbanization and Technology
ECO	625	(3)	Market Structure and Government Policy
ECO	660	(3)	Public Finance and Fiscal Policy
IET	524	(3)	Technology and Environment
PHL	518	(3)	Professional Ethics
PSC	774	(3)	Strategic Planning for Public/Non-Profit Organizations
SOC	512	(3)	Industrial Sociology

*Students may not count both ECO 515 and MGT 646 on a certificate or degree program.

**Students may not count both MSA 620 and PSY 535 on a certificate or degree program.

Health Services Administration Concentration

(15-18 semester hours)

Statement of Purpose

The Health Services Administration Concentration is designed to provide the knowledge and skills required for directors, administrators and supervisors in health services.

Required (12 semester hours)

HSC	520	(3)	Health Services Administration*
HSC	570	(3)	Financial Aspects of Health Services Organizations
HSC	571	(3)	Legal Aspects of Health Services Organizations
HSC	607	(3)	Health Service Organizations: Origins, Systems and Applications

Electives (3-6 semester hours selected with adviser)

HSC	538	(3)	Development of Proposals and Reports in Health Administration
HSC	544	(3)	Biostatistics
HSC	545	(3)	Health Planning
HSC	572	(3)	Quality Improvement in Health Services
HSC	601	(3)	Computerized Health Care Systems*
HSC	617	(3)	Community and Public Health
HSC	680	(3)	Managed Care: Origins, Organizations and Operations
HSC	700	(3)	Program Evaluation in the Health Fields

*Advisers may recommend to the MSA director the substitution of another course for HSC 520, if the student has appropriate management experience.

Hospitality & Tourism Administration Concentration

(12-15 semester hours)

Statement of Purpose

The Hospitality & Tourism Administration Concentration is designed to enable students to examine suppliers of hospitality service including: hotel/resort facilities, passenger transportation carriers, food/beverage providers, and conference and event providers. Students are provided with background and competency in the following areas: hospitality

service provider processes and organization, governmental regulation of the industry and international tourism controls, managerial tools and techniques, and pricing considerations.

Hospitality & Tourism Administration Concentration Courses

Required (12 semester hours)

HSA	542	(3)	International Tourism
HSA	543	(3)	Hospitality Industry Organizations & Operations
HSA	544	(3)	Current Research Issues in Hospitality & Tourism
HSA	546	(3)	Management in the Hospitality Services Sector

Elective (0-3 semester hours):

One specialized course determined by the MSA director.

NOTE: No more than a total of 15 hours of College of Business courses may be used on the program.

Human Resources Administration Concentration

(12-18 semester hours)

Statement of Purpose

The Human Resources Administration Concentration provides a program of study for the student who is pursuing, or intends to pursue, a career in the field of Human Resources. The concentration is designed to provide students with an overall background in the field as well as in the specific areas of Labor Relations, Staffing, Training and Organization Development.

Guide to Choosing Courses

Students are required to take one course from Category A, preferably before taking other courses in the concentration. In order to produce the strongest preparation, it is recommended that students take one course from Categories B and C and two courses from Category D.

Human Resources Administration Concentration Courses:

Category A: Survey of Human Resources Administration

MGT	643	(3)	Personnel Management
PSC	711	(3)	Public Personnel Administration Practice

Category B: Labor Relations

ECO	515	(3)	Collective Bargaining and Labor Law* OR
MGT	646	(3)	Labor Relations Issues
IPC	665	(3)	Seminar in Communication and Negotiation in Employee Relations

Category C: Training and Organization Development

IPC	560	(3)	Communication and Change: The Diffusion of Ideas and Information*** OR
IPC	561	(3)	Communication in Conflict Management***
MGT	649	(3)	Seminar in Organizational Development
PSY	736	(3)	Strategies for Intervention in Social Systems

Category D: Staffing

ECO	614	(3)	Seminar in Labor Economics
MGT	645	(3)	Personnel Compensation Practice and Procedures
MGT	647	(3)	Employee Selection and Evaluation** OR
PSY	536	(3)	Personnel Psychology
PSY	636	(3)	Organizational Applications of Personnel Psychology

NOTE: No more than a total of 15 credit hours of College of Business courses may be used on the program plan. See MSA Degree Requirements on page 60.

* Students may not count both ECO 515 and MGT 646 on a certificate or degree program.

** Students may not count both MGT 647 and PSY 536 on a certificate or degree program.

***Students may not count both IPC 560 and IPC 561 within the HRA certificate or concentration.

Information Resource Management Concentration

(12-18 semester hours)

Statement of Purpose

The purpose of the Information Resource Management Concentration is to enable students to develop a comprehensive management approach to the introduction of information systems in an organization, in order to ensure that the information technology solution which is chosen will be the one deemed most appropriate.

Information Resource Management Concentration Courses

- CPS 603 (3) Computer Information Systems* **OR**
- BIS 601 (3) Management Information Systems
- BIS 630 (3) Systems Analysis and Design^{1**} **OR**
- CPS 510 (3) Software Systems Engineering
- BIS 634 (3) Information Resources Management¹
- BIS 635 (3) Business Systems Applications^{1***} **OR**
- CPS 612 (3) Software Project Management

One specialized course determined by the MSA director.

NOTE: No more than a total of 15 hours of College of Business course may be used on the program plan. See MSA Degree Requirements on page 60.

¹Has prerequisites.

*Students may not count both BIS 601 and CPS 603 on an IRM concentration or an IRM certificate.

**Students may not count both BIS 630 and CPS 510 on an IRM concentration or an IRM certificate.

***Students may not count both BIS 635 and CPS 612 on an IRM concentration or an IRM certificate.

NOTE: Above is the suggested order for IRM courses.

International Administration Concentration

(12-18 semester hours)

Statement of Purpose

The International Administration Concentration is designed to provide the appropriate educational background for students who are interested in practicing administration in international settings. Those who have administrative responsibilities with international dimensions, but work in the United States, would also find it helpful.

International Administration Concentration Courses

- ANT 506 (3) Comparative Cultural Systems
- ECO 655 (3) Seminar in International Economics
- FIN 573 (3) International Finance
- IPC 667 (3) Advanced Studies in Intercultural Communications
- MGT 667 (3) International Business
- MKT 560 (3) International Marketing
- PSC 551 (3) Seminar in International Relations
- PSC 555 (3) International Law I
- PSC 651 (3) Comparative Political and Economic Systems

When appropriate, other courses may be substituted with the approval of the MSA director.

Students will demonstrate a sensitivity to contemporary, cultural variations and the need for understanding them. This may be evidenced by graduate or undergraduate course work, experience or other appropriate means.

Leadership Concentration

(12-18 semester hours)

Statement of Purpose

The Leadership Concentration enables students to enhance their knowledge and skills in the areas of leadership, group dynamics, organizational change, management of conflict, negotiation, cultural diversity and communication.

Required (3 semester hours)

- PSC 785 (3) Strategic Leadership

Electives (9-15 semester hours):

- ECO 515 (3) Collective Bargaining and Labor Law **OR**
 - MGT 646 (3) Seminar in Labor Relations
 - IPC 560 (3) Communication and Change: The Diffusion of Ideas and Information
 - IPC 561 (3) Communication in Conflict Management
 - IPC 665 (3) Seminar in Communication and Negotiation in Employee Relations
 - IPC 667 (3) Advanced Studies in Intercultural Communications
 - MGT 649 (3) Seminar in Organizational Development
 - MSA 696 (3) Special Topics* (Possible topics: Cultural Diversity, Managing Information Technology)
 - PSY 531 (3) Group Dynamics
 - MSA 620 (3) Effective Administration and Organizational Behavior** **OR**
 - PSY 535 (3) Organizational Psychology*
- One specialized course determined by the MSA director.

When appropriate, other courses may be substituted with the approval of the MSA director

*Students may not count both ECO 515 and MGT 646 on a certificate or degree program.

**Students may not count both MSA 620 and PSY 535 on a certificate or degree program.

Public Administration Concentration

(15-18 semester hours)

Statement of Purpose

The Public Administration Concentration is designed to prepare students for careers in public sector administration. Broadly, the objectives of the program are to provide students with background and competency in five areas including: (1) the political, social, and economic environment of public administration; (2) public management processes; (3) public policy analysis; (4) research and analytic methods; and (5) organization theory and behavior.

Public Administration Concentration Courses

- PSC 514 (3) American Public Policy Making
- PSC 515 (3) Comparative Public Policy
- PSC 520 (3) American National Government and Politics
- PSC 522 (3) Regulatory Processes and Administrative Law
- PSC 561 (3) American State Government and Administration
- PSC 563 (3) Politics and Policy in Urban Communities
- PSC 565 (3) Managing Modern Local Government
- PSC 566 (3) Intergovernmental Relations in the United States
- PSC 585 (3) Computer Applications for Public Administrators
- PSC 610 (3) Foundations of Public Administration
- PSC 615 (3) Politics and Regulation of Health Care Policy
- PSC 710 (3) Seminar on Public Bureaucracies and Policy Formation
- PSC 711 (3) Public Personnel Administration Practice
- PSC 712 (3) Implementation and Reform of Public Programs
- PSC 713 (3) Public Budgeting and Finance
- PSC 714 (3) Program Analysis and Evaluation
- PSC 773 (3) Public Administration and Public Interest

- PSC 774 (3) Strategic Planning for Public/Non-Profit Organizations
- PSC 775 (3) Organization Theory in Public Administration
- PSC 780 (3) Research in Public Administration in Political Science
- PSC 785 (3) Strategic Leadership

Choice of one of the following three courses:

- ECO 515 (3) Collective Bargaining and Labor Law **OR**
- IPC 665 (3) Seminar in Communication and Negotiation in Employee Relations **OR**
- MGT 646 (3) Labor Relations Issues

Software Engineering Administration Concentration

(18 semester hours)

See College of Extended Learning Tuition section for information on additional tuition for the Software Engineering Administration program.

Statement of Purpose

The Software Engineering Administration Concentration provides software managers with concepts, analytical skills, and methods of software engineering management so that its graduates will be prepared to handle the development and management of large, complex software systems, including those embedded in other systems. Graduates are prepared for positions requiring the management of people and resources in software intensive organizations.

To be admitted to this concentration the student must have completed the equivalent of MTH 175, (MTH 132 or MTH 136), CPS 180, CPS 181, CPS 210, and CPS 340. In addition, the student must have completed one year of work in which her or his major assignment dealt with program design or development. Completion of a computer science major may be substituted for the one year experience.

Software Engineering Administration Concentration Courses

The concentration consists of six tightly integrated courses taught in a compressed weekend format. The curriculum begins with a course which introduces the student to the major issues in software engineering and how software engineering addresses those issues. The concentration continues with a course in software project management. This course provides analysis techniques and tools which manage and control the software development process. The remaining four courses continue to discuss the major software development activities in more detail.

- CPS 510 (3) Software Systems Engineering
- CPS 611 (3) Software Verification and Validation
- CPS 612 (3) Software Project Management
- CPS 613 (3) Specification of Software Systems
- CPS 614 (3) Principles and Applications of Software Design
- CPS 615 (3) Software Generation and Maintenance

Vehicle Design and Manufacturing Administration Concentration

(18 semester hours)

See College of Extended Learning Tuition section for information on additional tuition for the Vehicle Design and Manufacturing Administration program.

Statement of Purpose

The Vehicle Design and Manufacturing Administration (VDMA) Concentration prepares students to take leadership responsibility in vehicle design and manufacturing administration.

The Vehicle Design and Manufacturing Administration Concentration Courses (18 semester hours)

- IET 500 (3) Production Concepts
- IET 501 (3) Application of Industrial Management Principles
- MGT 542 (3) Inventory and Materials Management
- MGT 543 (3) Management and Control of Quality
- MKT 665 (3) Management of Integrated Logistics Systems
- MSA 610 (3) Environments in Administration

NOTE: No more than a total of 15 hours of College of Business courses may be used on the program plan. See MSA Degree Requirements on page 60.

NOTE: This concentration is available only for cohorts, not open enrollment. Students should check with their program administrator or adviser.

Graduate Certificate Programs

REFER TO PAGES 113-115 FOR SITES THAT OFFER GRADUATE CERTIFICATE PROGRAMS.

The Graduate Certificate in General Administration, Health Services Administration, Hospitality and Tourism Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, Public Administration, Software Engineering Administration or Vehicle Design and Manufacturing Administration is a 15-18 credit hour program designed for regularly admitted graduate students who desire advanced training in the field of administration. Credits earned in the certificate program may be applied toward the MSA degree, if they are both for the same concentration. Students may not use the same course on both the graduate certificate and the degree if the concentrations are different.

Students may substitute courses only upon approval of the MSA director. Students may use up to six transfer credits providing they meet the criteria for transfer credit outlined in this Bulletin. Prior learning credit may not be used on the graduate certificate program. Courses used on previous CMU graduate degrees or certificates may not be counted toward another certificate. Students may not use more than 12 credits of College of Business courses. Business courses taken on any certificate program will not apply to any business degree program at CMU. Course work which is over four years old may not be used towards a graduate certificate.

General Administration Certificate

(15 semester hours)

Guide to Choosing Courses

Students are encouraged to complete courses listed within a broad range of categories. If not taken as part of the core curriculum, any one (1) MSA designator course may be completed to partially fulfill the requirements of the General Administration Certificate.

Students may substitute up to six credits of courses on this certificate providing the courses are consistent with one or more of the categories listed below. The use of the substitutes must be recommended by the academic adviser and approved by the MSA director.

General Administration Certificate Courses

Information Systems and Analysis—The integration of computer and production systems into administrative decision making.

- BIS 601 (3) Management Information Systems
- CPS 603 (3) Computer Information Systems
- ECO 532 (3) Economic Forecasting
- IET 500 (3) Production Concepts
- MKT 555 (3) Market and Sales Forecasting

International Systems, Issues, and Problems—The study of systems, issues, and problems which impact upon dynamic organizations operating within a global environment.

- FIN 573 (3) International Finance
- IPC 667 (3) Advanced Studies in Intercultural Communications
- MGT 667 (3) International Business
- MKT 560 (3) International Marketing
- PSC 555 (3) International Law I

Legal and Political Systems—The nature of legal and political systems and how they impact the operation of organizations and individual decision making.

- ECO 515 (3) Collective Bargaining and Labor Law*
- PSC 514 (3) American Public Policy Making
- PSC 522 (3) Regulatory Processes and Administrative Law

Organizational Behavior/Human Resources Administration—The study of individuals within the work organization and the systems and processes which affect their behavior.

- IPC 665 (3) Seminar in Communication and Negotiation in Employee Relations
- MGT 643 (3) Personnel Management
- MGT 646 (3) Labor Relations Issues*
- PSC 711 (3) Public Personnel Administration Practice
- PSC 785 (3) Strategic Leadership
- PSY 535 (3) Organizational Psychology**

Organizational Communications—Improving communication of individuals and groups within and between organizations.

- EAD 610 (3) Grants and Fund Procurement
- IPC 560 (3) Communication and Change: The Diffusion of Ideas and Information
- IPC 561 (3) Communication in Conflict Management
- IPC 667 (3) Advanced Studies in Intercultural Communications
- JRN 670 (3) Public Relations Management
- MKT 555 (3) Market and Sales Forecasting

Social and Economic Systems—The nature of social and economic systems and how they constrain, control and impact the operational effectiveness of organizations.

- ECO 603 (3) Economic Effects of Urbanization and Technology
- ECO 625 (3) Market Structure and Government Policy
- ECO 660 (3) Public Finance and Fiscal Policy
- IET 524 (3) Technology and Environment
- PHL 518 (3) Professional Ethics
- PSC 774 (3) Strategic Planning for Public/Non-Profit Organizations
- SOC 512 (3) Industrial Sociology

*Students may not count both ECO 515 and MGT 646 on a certificate or degree program.

**Students may not count both MSA 620 and PSY 535 on a certificate or degree program.

Health Services Administration Certificate

(15 semester hours)

Required (12 semester hours)

- HSC 520 (3) Health Services Administration*
- HSC 570 (3) Financial Aspects of Health Services Organizations
- HSC 571 (3) Legal Aspects of Health Services Organizations
- HSC 607 (3) Health Service Organizations: Origins, Systems and Applications

Elective (3 hours selected with adviser)

- HSC 538 (3) Development of Proposals and Reports in Health Administration
- HSC 544 (3) Biostatistics
- HSC 545 (3) Health Planning
- HSC 572 (3) Quality Improvement in Health Services
- HSC 601 (3) Computerized Health Care Systems*

- HSC 617 (3) Community and Public Health
- HSC 680 (3) Managed Care: Origins, Organizations and Operations
- HSC 700 (3) Program Evaluation in the Health Fields

*Advisers may recommend to the MSA director the substitution of another course for HSC 520, if the student has appropriate management experience.

Hospitality & Tourism Administration Certificate

(15 semester hours)

Required (12 semester hours)

- HSA 542 (3) International Tourism
- HSA 543 (3) Hospitality Industry Organizations & Operations
- HSA 544 (3) Current Research Issues in Hospitality & Tourism
- HSA 546 (3) Management in the Hospitality Services Sector
- One specialized course determined by the MSA director.

Electives (3 semester hours)

NOTE: No more than a total of 12 hours of College of Business courses may be used on the Graduate Certificate.

Human Resources Administration Certificate

(15 semester hours)

Students are required to take one course from Category A, preferably before taking other courses in the concentration. In order to produce the strongest preparation, it is recommended that students take one course from Categories B and C and two courses from Category D.

Category A: Survey of Human Resources Administration

- MGT 643 (3) Personnel Management
- PSC 711 (3) Public Personnel Administration Practice

Category B: Labor Relations

- ECO 515 (3) Collective Bargaining and Labor Law* **OR**
- MGT 646 (3) Labor Relations Issues
- IPC 665 (3) Seminar in Communication and Negotiation in Employee Relations

Category C: Training and Organization Development

- IPC 560 (3) Communication and Change: The Diffusion of Ideas and Information*** **OR**
- IPC 561 (3) Communication in Conflict Management***
- MGT 649 (3) Seminar in Organizational Development
- PSY 736 (3) Strategies for Intervention in Social Systems

Category D: Staffing

- ECO 614 (3) Seminar in Labor Economics
- MGT 645 (3) Personnel Compensation Practice & Procedures
- MGT 647 (3) Employee Selection and Evaluation** **OR**
- PSY 536 (3) Personnel Psychology
- PSY 636 (3) Organizational Applications of Personnel Psychology

NOTE: No more than 12 hours of College of Business courses may be used towards the MSA graduate certificate.

* Students may not count both ECO 515 and MGT 646 on a certificate or degree program.

** Students may not count both MGT 647 and PSY 536 on a certificate or degree program.

***Students may not count both IPC 560 and IPC 561 within the HRA certificate or concentration.

Information Resource Management Certificate

(15 semester hours)

- CPS 603 (3) Computer Information Systems* **OR**
- BIS 601 (3) Management Information Systems
- BIS 630 (3) Systems Analysis and Design^{1**} **OR**
- CPS 510 (3) Software Systems Engineering
- BIS 634 (3) Information Resources Management¹
- BIS 635 (3) Business Systems Applications^{1***} **OR**
- CPS 612 (3) Software Project Management

One specialized course determined by the MSA director.

NOTE: No more than a total of 12 hours of College of Business courses may be used on the program plan.

¹Has prerequisites.

*Students may not count both BIS 601 and CPS 603 on an IRM concentration or certificate.

**Students may not count both BIS 630 and CPS 510 on an IRM concentration or certificate.

***Students may not count both BIS 635 and CPS 612 on an IRM concentration or certificate.

NOTE: Above is the suggested order for IRM courses.

International Administration Certificate

(15 semester hours)

When appropriate, other courses may be substituted with the approval of the MSA director.

Students will demonstrate a sensitivity to contemporary, cultural variations and the need for understanding them. This may be evidenced by graduate or undergraduate course work, experience or other appropriate means.

- ANT 506 (3) Comparative Cultural Systems
- ECO 655 (3) Seminar in International Economics
- FIN 573 (3) International Finance
- IPC 667 (3) Advanced Studies in Intercultural Communications
- MGT 667 (3) International Business
- MKT 560 (3) International Marketing
- PSC 551 (3) Seminar in International Relations
- PSC 555 (3) International Law I
- PSC 651 (3) Comparative Political and Economic Systems

Leadership Certificate

(15 semester hours)

Required (3 semester hours)

- PSC 785 (3) Strategic Leadership

Electives (12 semester hours)

- ECO 515 (3) Collective Bargaining and Labor Law* **OR**
- MGT 646 (3) Seminar in Labor Relations*
- IPC 560 (3) Communication and Change: The Diffusion of Ideas and Information
- IPC 561 (3) Communication in Conflict Management
- IPC 665 (3) Seminar in Negotiation in Employee Relations
- IPC 667 (3) Advanced Studies in Intercultural Communications
- MGT 649 (3) Seminar in Organizational Development
- MSA 696 (3) Special Topics* (Possible topics: Cultural Diversity, Managing Information Technology)
- PSY 531 (3) Group Dynamics
- MSA 620 (3) Effective Administration and Organizational Behavior** **OR**
- PSY 535 (3) Organizational Psychology**

One specialized course determined by the MSA director.

When appropriate, other courses may be substituted with the approval of the MSA director.

*Students may not count both ECO 515 and MGT 646 on a certificate or degree program.

**Students may not count both MSA 620 and PSY 535 on a certificate or degree program.

Public Administration Certificate

(15 semester hours)

- PSC 514 (3) American Public Policy Making
- PSC 515 (3) Comparative Public Policy
- PSC 520 (3) American National Government and Politics
- PSC 522 (3) Regulatory Processes and Administrative Law
- PSC 561 (3) American State Government and Administration
- PSC 563 (3) Politics and Policy in Urban Communities
- PSC 565 (3) Managing Modern Local Government
- PSC 566 (3) Intergovernmental Relations in the United States
- PSC 585 (3) Computer Applications for Public Administrators
- PSC 610 (3) Foundations of Public Administration
- PSC 615 (3) Politics and Regulation of Health Care Policy
- PSC 710 (3) Seminar on Public Bureaucracies and Policy Formation
- PSC 711 (3) Public Personnel Administration Practice
- PSC 712 (3) Implementation and Reform of Public Programs
- PSC 713 (3) Public Budgeting and Finance
- PSC 714 (3) Program Analysis and Evaluation
- PSC 773 (3) Public Administration and Public Interest
- PSC 774 (3) Strategic Planning for Public/Non-Profit Organizations
- PSC 775 (3) Organization Theory in Public Administration
- PSC 780 (3) Research in Public Administration in Political Science
- PSC 785 (3) Strategic Leadership

A choice of one of the following three courses:

- ECO 515 (3) Collective Bargaining and Labor Law **OR**
- IPC 665 (3) Seminar in Communication and Negotiation in Employee Relations **OR**
- MGT 646 (3) Labor Relations Issues

Software Engineering Administration Certificate

(18 credits)

See College of Extended Learning Tuition section for information on additional tuition for the Software Engineering Administration program.

To be admitted to this certificate program, the student must have completed the equivalent of MTH 175, (MTH 132 or MTH 136), CPS 180, CPS 181, CPS 210, and CPS 340. In addition, the student must have completed one year of work in which her or his major assignment dealt with program design or development. Completion of a computer science major may be substituted for the one year experience.

- CPS 510 (3) Software Systems Engineering
- CPS 611 (3) Software Verification and Validation
- CPS 612 (3) Software Project Management
- CPS 613 (3) Specification of Software Systems
- CPS 614 (3) Principles and Applications of Software Design
- CPS 615 (3) Software Generation and Maintenance

Vehicle Design and Manufacturing Administration Certificate

(18 credits)

- IET 500 (3) Production Concepts
- IET 501 (3) Application of Industrial Management Principles
- MGT 542 (3) Inventory and Materials Management
- MGT 543 (3) Management and Control of Quality
- MKT 665 (3) Management of Integrated Logistics Systems
- MSA 610 (3) Environments in Administration

NOTE: No more than a total of 15 hours of College of Business courses may be used on the program plan. See MSA Degree Requirements on page 60.

NOTE: This certificate is available only for cohorts, not open enrollment. Students should check with their program administrator or adviser.

Master of Arts (MA) Degrees: Education

REFER TO PAGES 113-115 FOR SITES THAT OFFER THIS DEGREE PROGRAM.

The Master of Arts degree in Education is designed to provide knowledge and skills for individuals required to function effectively in various positions of educational leadership. This is not a certification program for public school teachers, as it presumes the individual is already trained and qualified in the technical aspects of her or his field.

The MA degree in Education program requires the student to complete a core of 18 semester hours, which includes an integrating experience (Capstone Project). An additional 15 semester hours must then be completed with specific courses determined by the academic adviser. All candidates for the MA must complete a minimum of 33 semester hours.

Admission Requirements

Applicants holding a baccalaureate or equivalent degree from a college or university of recognized standing may be granted regular admission, provided they have an overall cumulative undergraduate grade point average of 2.7 or higher (on a 4.0 scale). Conditional admission may be granted when the applicant does not meet the requirements for regular admission and evidence exists to support the applicant's potential for success in the program. Admission decisions are governed by the policies of the College of Graduate Studies.

Degree Requirements

To qualify for graduation, candidates for the Master of Arts (MA) degree in Education must meet all of the following requirements found in the "Graduate Degree Requirements" and the following requirements:

1. Earned a minimum of 33 semester hours of acceptable graduate credit (15 semester hours of which must be in the area of concentration/emphasis).
2. Earned a minimum of 18 semester hours from Central Michigan University.
3. Submitted evidence of scholarship by meeting the Capstone Project requirements.

Total (33 semester hours)

I. Program Core (18 semester hours)

CED	655	(3)	Human Relations Skills
EDU	590	(3)	Microcomputers in Classroom Instruction
EDU	614	(3)	Advanced Educational Psychology
EDU	660	(3)	Methods of Educational Research
EDU	705	(3)	Theory and Practice of Curriculum Development
*EDU	776	(3)	Seminar: Issues in Education

*EDU 776 (3) Seminar: *Issues in Education - Following accepted guidelines toward the end of their degree program, students are required to research, analyze and provide a plan of action relevant to a problem or opportunity within their own organization or professional field.*

II. Concentration Areas (15 semester hours)

Adult Education Concentration

(15 semester hours)

This program is designed to provide knowledge and skills for individuals to function effectively in positions of leadership or teaching in the adult education environment. This is not a certification program for teachers or administrators but may be utilized for professional advancement.

EAD	622	(3)	Adult Literacy and Society
EAD	624	(3)	Planning for Instruction in Non-Traditional Settings
EAD	626	(3)	The Adult Learner
EAD	667	(3)	Administration of Community Education
EDU	613	(3)	Current Educational Issues

Coaching Concentration

(15 semester hours)

This program is designed to provide knowledge and skills for individuals to function as teachers and in coaching positions in schools. It is not a certification program for teachers or coaches but can satisfy the need for continuing certification of teachers. It is designed for educators who are seeking coaching skills, while at the same time, to enhance their teaching competencies.

Students will be required to complete PES 691 Independent Study (3) instead of EDU 776.

Advanced Coaching Courses

(5 required credits from the following)

PES	570	(2)	Advanced Coaching in Basketball
PES	572	(2)	Advanced Coaching in Baseball
PES	574	(2)	Advanced Coaching of Football
PES	690	(2)	Practicum

or other sports as determined by adviser

(10 required credits from the following)

PES	560	(3)	Principles and Foundations of Coaching
PES	582	(2)	Current Applications of Athletic Training Techniques
PES	606	(3)	Motor Learning and Human Performance
PES	611	(3)	Psychology of Sport

Community College Concentration

(15 semester hours)

(choose 5 of 6 areas)

This program is designed to provide knowledge and skills for individuals to function effectively in positions of leadership or teaching in a community college environment. This is not a certification program for teachers or administrators but may be utilized for professional advancement or as a base for a doctoral program in Community College Education.

CED	502	(3)	Student Development in Higher Education
EAD	676	(3)	Administration of Community Colleges
EAD	778	(3)	Contemporary Issues in Higher Education
EDU	602	(3)	Strategies and Techniques for Teaching
EDU	613	(3)	Current Educational Issues
EDU	655	(3)	The Community College

Guidance and Development Concentration

(15 semester hours)

(choose 5 of 6 areas)

This program is designed to provide knowledge and skills for individuals to function effectively in schools, businesses or in the nonprofit sector with special emphasis on managing relationships, making appropriate referrals and recognizing special needs of students, clients or co-workers. It is not a certification program for teachers, counselors or administrators as it presumes the participants are already certified and qualified in the technical aspects of their respective positions. It is designed for educators or practitioners who do not desire to be fully certified counselors but are seeking counseling skills to enhance their teaching competencies.

This noncertification program is designed to improve practitioners' skills in communicating with their students, colleagues, clients, and supervisors. The classes in this program focus directly on involving participants in skill-building and integration activities. Participants regularly test skills and ideas from courses taught at their work sites and refine the use of these skills through feedback from the instructor, supervisors, and other program participants. Many of the classes require that participants interact with their students, colleagues, clients, or supervisors outside of the university setting. EDU 776 is a capstone course in which participants conduct field or action-oriented research which is then reported in the form of a Plan B paper or project.

CED	504	(3)	Introduction to School Guidance
CED	517	(2)	Group Experience I
CED	580	(3)	Seminar in Current Issues
CED	610	(3)	Career Development Theories

- CED 640 (3) Standardized Tests
 CED 651 (3) Counseling with Children

This MA will not qualify the graduate for endorsement as a School Counselor.

Humanities Concentration

(15 semester hours)

This program is designed for teachers wanting to focus on the study of humanities, and for those more interested in synthesis than specialization. It provides an integrated study of the humanities in a cross-disciplinary format. Because the various areas of the humanities are naturally interrelated, this format emphasizes connection rather than fragmentation. The courses in the concentration are selected from traditional areas of humanities of history, literature, philosophy, relation, music and art.

Nine of the fifteen hours in the concentration will be a thematic focus such as: Images and Ideas of the Self, the Rise of the Industrial Age or the Humanities in the Postmodern World. These topics are meant to be exemplary only and will be planned by the student and adviser.

Students will be required to complete HUM 797 (3) Special Topics in Humanities instead of EDU 776.

One course each in English and History from the following (6 credits)

- ENG 635 (3) Seminar in English Literature
 ENG 636 (3) Seminar in Critical Problems
 ENG 656 (3) Seminar in American Literature
 ENG 665 (3) Seminar in World Literature
 HST 525 (3) The Industrialization of America
 HST 602 (3) Colloquium in U.S. History to 1865
 HST 603 (3) Colloquium in U.S. History Since 1865
 HST 717 (3) Seminar in the History of Twentieth Century America

One course in Philosophy or Religion from the following (3 credits)

- PHL 597 (3) Special Topics: Philosophical Problems of the Self
 REL 501 (3) Seminar in the Study of Religion

One course in Art, Broadcast & Cinematic Arts or Music from the following (3 credits)

- ART 597 (3) Special Studies
 ART 685 (3) Special Topics in Art History
 BCA 525 (3) Film Genre Study
 BCA 625 (3) Film and Video Theory and Criticism
 MUS 597 (3) Special Studies
 MUS 797 (3) Special Studies

Instructional Concentration

(15 semester hours)

This program is designed to provide knowledge and skills for individuals to function effectively in positions of leadership or the teaching environment. This is not a certification program for teachers or administrators but may be utilized for professional advancement.

- EDU 602 (3) Strategies and Techniques for Teaching
 EDU 613 (3) Current Educational Issues
 EDU 706 (3) Theory and Practice of Instruction
 EDU 765 (3) Seminar in Curriculum Problems
 EDU 770 (3) Practicum in Systematic Curriculum Development

Educational Technology

REFER TO PAGES 113-115 FOR SITES THAT OFFER THIS DEGREE PROGRAM.

The Educational Technology master's degree program prepares students with teaching certificates to provide instruction utilizing new learning technologies. The technologies addressed in this program include multimedia, telecommunications, and distance learning. While meeting the needs of the classroom teacher, this program also prepares individuals for technology leadership roles.

The degree program requires a minimum of 18 hours of required core courses, 9 hours of elective courses, 3 hours of history/philosophy of education courses and 3 hours of research courses. All candidates for the MA must complete the Educational Technology Seminar, resulting in a terminal project. Educational Technology projects must demonstrate effective uses of technology in K-12 classroom settings.

Admission Requirements

In addition to the university's general admission requirements, the student must have a valid K-12 teaching certificate or equivalent. Regular admission in the program requires an undergraduate grade point average of at least 2.7 (on a 4-point scale). Students with a GPA below 2.5 will not be considered for admission for the graduate program in teacher education. A maximum of 9 hours taken before signing the master's program may be counted on the program. Students must earn a B- or better in each graded course within the 9 hours taken.

Advisers for the master's program are assigned only after the student has been regularly or conditionally admitted to the College of Graduate Studies and has selected an option.

Required Core (18 semester hours)

- EDU 590 (3) Microcomputers in Classroom Instruction
 EDU 595 (3) Telecommunication in Education
 EDU 642 (3) Instructional Multimedia
 EDU 643 (3) Instructional Design
 EDU 707 (3) Seminar: Issues in Educational Technologies
 EDU 710 (3) Seminar: Terminal Project

Elective (9 semester hours)

- EAD 610 (3) Grants and Fund Procurement
 EDU 506 (3) Individualizing Instruction
 EDU 510 (3) Educational Media and Technology
 EDU 708 (3) Distance Education
 EDU 709 (3) Innovative Uses of Technology

Research (3 semester hours)

- EDU 614 (3) Advanced Educational Psychology
 EDU 660 (3) Methods of Educational Research
 EDU 662 (3) Applied Educational Measurement and Evaluation

Total: (Minimum 33 semester hours)

School Principalship

REFER TO PAGES 113-115 FOR SITES THAT OFFER THIS DEGREE PROGRAM.

The Department of Educational Administration and Community Leadership (EAD) provides courses and programs for graduate students preparing for leadership positions in schools and other community-based human service organizations. Opportunities for advanced specialized study are available in addition to preservice preparation programs. The Master of Arts degree in School Principalship is the EAD degree program offered through the College of Extended Learning.

Admission Requirements for Master of Arts Candidates

1. Applicants must meet the requirements for admission to the College of Graduate Studies.
2. Applicants must provide evidence of promise as an administrator by preparing and submitting an admission portfolio directly to the Department of Educational Administration and Community Leadership. The following items must be included in the contents of the portfolio:
 - a. A current resume identifying training, experience, and professional accomplishments;
 - b. Two letters of reference from individuals who can appropriately address the applicant's potential as an administrator;

- c. A one page statement addressing the applicant's beliefs about administration;
 - d. A one page statement of professional goals and actions the applicant intends to take to achieve them;
 - e. Identification of three to five significant activities which indicate experiences, abilities, and potential for administration. For each activity identified, the applicant should indicate the nature of the activity, type and number of persons involved, roles and responsibilities of the applicant, budget (if applicable), and a reflective statement addressing what learning occurred for the applicant.
3. Regular admission will be granted only after the admission portfolio has been reviewed and deemed acceptable by a committee of EACL faculty. Acceptability will be judged on the appropriateness of the contents of the admission portfolio relative to the degree program to which application is being made. The applicant's statements about beliefs, professional goals, and activities must show evidence of thoughtfulness, thoroughness, and congruence with the degree program to which the application is directed.

Any applicant whose portfolio has not been received at the time the Department of Educational Administration and Community Leadership acts upon the admission application may receive conditional admission. However, no more than twelve credits taken during conditional admission status will be counted towards a degree. It is advantageous for the applicant to submit the admission portfolio as early as possible.

Residency

Purpose: To provide the student with an appreciation of an identification with the university and the department and to further the opportunities to have direct contact with university support devices, faculty, and other students. Procedure: a student can satisfy the residency requirement by completing nine (9) semester hours in EAD prefixed courses on campus. Courses identified by the College of Graduate Studies as being included in the category of "courses of unspecified or variable credit" cannot be used to satisfy the residency requirement.

School Principalship

Additional Admission Requirements

Must have a valid Michigan elementary, middle-level, or secondary teaching certificate or equivalent.

Degree Requirements (24 semester hours)

EAD 600, 615, 660, 662, 663, 666, 699, or equivalents.

Concentration Courses (6 semester hours)

Elementary School Administration Concentration

EAD 670 and 690, or equivalents **OR**

Middle School Administration Concentration

EAD 671 and 691, or equivalents **OR**

Secondary School Administration Concentration

EAD 672 and 692, or equivalents.

Additional Requirements

Plan B is the professional portfolio that consists of additional evidence of significant scholarship and ability relating to competence in administration and leadership. Students must pass an oral examination over the evidence presented.

Humanities

REFER TO PAGES 113-115 FOR SITES THAT OFFER THIS DEGREE PROGRAM.

This 30-semester-hour program is designed to integrate the study of the Humanities in an interdisciplinary format. Because the various areas of the Humanities are naturally interrelated, they are best understood and appreciated from an interdisciplinary perspective. This degree program is appropriate for teachers in all areas of the Humanities, for preprofessional students, and generalists.

In order to ensure both coherence and the advantages of complementary disciplinary approaches in the program of studies, each student's course work must be approved in advance by a faculty adviser. Course work leading to the degree will be organized around a core (15-18 hours) of courses that are integrated by topic or theme (e.g., *The Rise of Industrial Society, Images and Ideas of Self, Moderns vs. Ancients, Romanticism and Classicism*).

Admission Requirements

Admission requirements are the same as those for admission to the College of Graduate Studies (baccalaureate degree and overall GPA of 2.5) and a minimum of 20 hours of course work in areas of the Humanities (history, literature, philosophy, etc.) with a GPA of 2.7.

Degree Requirements

To qualify for graduation, candidates for the Master of Arts (MA) degree in Humanities must meet all of the requirements found in the "Graduate Degree Requirements" and the following requirements:

1. A minimum of 30 semester hours of graduate credit in the Humanities including:
 - a. 6-9 hours of history
 - b. 6-9 hours of literature
 - c. 6-9 hours of course work in any of the following areas or in areas approved by the student's faculty adviser: art or music (nonstudio/nonperformance), religion, philosophy, cinema
 - d. 6 hours Plan A or B
2. A minimum of 15 semester hours of the above requirements must be in courses numbered 600 or above.

Plan A

Six (6) hours of Thesis HUM 799 1-6 (Spec) with oral defense.

Plan B

Six (6) hours of elective course work approved by faculty adviser, 3 hours of which may be in a curriculum development course (e.g., HST 601, ENG 615). Students electing Plan B must submit a paper prepared in connection with a seminar or as an independent study that will serve as evidence of the student's scholarship.

Representative Courses

ART 597 (3) Special Studies
 BCA 525 (3) Film Genre Study
 ENG 656C (3) Seminar in American Literature
 HST 602 (3) Colloquium in United States History to 1865
 MUS 797 (3) Special Studies
 PHL 597 (3) Special Topics: Philosophical Problems of the Self

Total: 30 semester hours

Counseling

REFER TO PAGES 113-115 FOR SITES THAT OFFER THIS DEGREE PROGRAM.

The Counselor Education faculty at Central Michigan University offer courses and programs designed to prepare students to work as counseling personnel in public and private schools, institutions of higher education, community-based social service agencies, and private practice. Many are offered nights and weekends to better accommodate the nontraditional student. Students who successfully complete the program for Counselor Education earn a Master of Arts degree in Counseling.

Faculty members include licensed professional counselors, nationally certified counselors, and licensed psychologists. Teaching excellence is a top priority of the faculty.

Each student participates in a supervised counseling experience (practicum) in the Human Development Clinic located in Rowe Hall. The Human Development Clinic provides counseling, special tutoring, and psychological assessment services for community residents, area school children, and Central Michigan University students. As a required part of their counseling education, advanced students ordinarily perform these services under the supervision of the Counselor Education faculty. Among the services provided are individual counseling for children, adolescents and adults; family and couples counseling; play therapy for children; referral help in finding appropriate services for identified problems; and consultation with community agencies and schools. In addition to serving the needs of referrals during the school year, the Human Development Clinic provides extensive counseling and consultative services during the summer months. The Human Development Clinic is administered by the Department of Counseling and Special Education.

NOTE: The off-campus delivery of this cohort program does not include practicum in the Human Development Clinic, course selection is prescribed, and Teacher Certification is no longer required by State law.

Admission Requirements

- Applicant screening meetings are conducted twice a year. Materials submission deadlines are February 1 and September 1.
- In addition to submitting the application, all transcripts, and written statement of purpose and general plans for graduate study, the applicant must arrange for a recent (not more than five years old) Miller Analogies (MAT) Test score to be sent directly to the Department of Counseling and Special Education. The MAT score, undergraduate GPA, and the applicant's statement of purpose and general plans for graduate study are all considered in determining admission. The MAT is available through testing centers such as the Center for Learning Assessment located on the CMU campus.
- Applicants chosen in the screening process will be initially admitted to the program on a Conditional basis. To be eligible for Regular Admission status, the student must first complete a minimum of 10 semester hours of course work in the Counselor Education program with a minimum 3.0 grade point.
- In addition to the above requirements, school counseling applicants must have or be eligible for Teacher Certification.

Degree Requirements

The candidate should decide on one of the following program options and complete their *Authorization of Degree Program* form with their assigned adviser after achieving Regular Admission status. Elective courses will be selected with the approval of the adviser. The faculty recommends taking the comprehensive examination during the semester the student intends to graduate.

Option: School Counseling

(48 semester hours)

The School Counseling Option is designed for students with Teacher Certification who wish to earn a School Counselor Endorsement. Potential work settings would include: elementary schools, middle schools, secondary schools, or K-12 schools. In addition, School Counseling graduates will meet the academic requirements for licensure as a professional counselor (LPC) in Michigan.

Core Requirements (33 semester hours)

- CED 610 (3) Career Development and Counseling **OR**
- CED 611 (3) Developmental Career Counseling
- CED 630 (3) Counseling Ethics and Professional Issues
- CED 640 (3) Standardized Tests
- CED 650 (3) Theories and Techniques of Group Counseling
- CED 660 (3) Counseling Techniques
- CED 677 (3) Theories of Counseling
- CED 690 (3) Supervised Experience in Counseling
- CED 691 (3) Internship in Counseling
- CED 695 (3) Research for Counseling and Special Education
- CED 765 (3) Professional Counseling and Consulting

Additional Option Requirements (10-13 semester hours)

- CED 504 (3) Introduction to School Counseling
- CED 515 (1) Basic Group Participation
- CED 651 (3) Counseling with Children
- Comprehensive Examination
- Plan A Thesis (CED 698, 6 credits) **OR**
- Plan B Paper (CED 670, Independent Study, 3 credits)

Electives (To bring total program credit hours to at least 48)

- CED 517 (2) Group Experience I
- CED 518 (2) Group Experience II
- CED 583 (3) Counseling Aspects of Sexuality
- CED 620 (3) Introduction to Multicultural Issues in Counseling
- CED 668 (3) Theory and Process of Family Therapy
- CED 670 (1-3) Independent Study
- CED 680 (3) Seminar: Professional Topics (Counseling and Special Education Action Series)
- CED 685 (3) Counseling Aspects of Grief and Loss
- Approved Special Education courses

Option: Professional Counseling

(48 semester hours)

This option prepares students who wish to qualify for licensure as professional counselors (LPC) in Michigan. Students will gain knowledge and experience in research, group techniques, counseling theories, ethics, counseling techniques, counseling philosophy, testing procedures, career development, and consulting. Practicum and internship experiences will complete the minimum requirements. Elective hours will allow the individual student to gain additional knowledge and experience in areas of particular interest. Students select CED 502 or CED 504 depending on their particular area of interest.

Core Requirements (33 semester hours)

- CED 610 (3) Career Development and Counseling **OR**
- CED 611 (3) Developmental Career Counseling
- CED 630 (3) Counseling Ethics and Professional Issues
- CED 640 (3) Standardized Tests
- CED 650 (3) Theories and Techniques of Group Counseling
- CED 660 (3) Counseling Techniques
- CED 677 (3) Theories of Counseling
- CED 690 (3) Supervised Experience in Counseling
- CED 691 (3) Internship in Counseling
- CED 695 (3) Research for Counseling and Special Education
- CED 765 (3) Professional Counseling and Consulting

Additional Option Requirements (7-10 semester hours)

- CED 502 (3) Student Development in Higher Education **OR**
- CED 504 (3) Introduction to School Counseling*
- CED 515 (1) Basic Group Participation
- Comprehensive Examination
- Plan A Thesis (CED 698, 6 credits) **OR**
- Plan B Paper (CED 670 Independent Study, 3 credits)

**Those students seeking Elementary or K-12 Endorsement must also take CED 651.*

Electives (To bring total program credit hours to at least 48)

- CED 517 (2) Group Experience I
- CED 518 (2) Group Experience II
- CED 583 (3) Counseling Aspects of Sexuality
- CED 620 (3) Introduction to Multicultural Issues in Counseling
- CED 668 (3) Theory and Process of Family Therapy
- CED 670 (1-3) Independent Study
- CED 680 (3) Seminar: Professional Topics (Counseling and Special Education Action Series)

Approved Special Education courses

Specialist in Education

General Educational Administration

REFER TO PAGES 113-115 FOR SITES THAT OFFER THIS DEGREE PROGRAM.

This degree is based upon the satisfactory completion of a minimum of 60 semester hours of graduate work beyond the bachelor's degree. During the course of this program, a student may apply for a master's degree when requirements for that degree are satisfied. A student who has already earned a master's degree before enrolling in a specialist program may in consultation with the adviser work out a program which includes previous graduate course work that is pertinent to his or her program. Since a specialist degree implies an understanding of a field in greater depth than that provided by a similar master's degree program, a student whose master's degree is not in the same precise area as the chosen specialist program should expect to do more than 30 semester hours of work beyond the master's degree.

Graduate students, under the specialist degree in general education administration, may select courses that will develop skills in school superintendency, agency administration, or other leadership positions. The student should consult an adviser to develop such a program.

Additional Admission Requirements

A valid Michigan teaching certificate or equivalent (if appropriate).

Degree Requirements

1. Courses in Educational Administration (40 semester hours)
EAD 600, 660, 663, 664, 666, 700, 760, 766, 773, 798, 770 or 772,
or equivalents

2. Additional Courses (20 semester hours minimum)

Selected in consultation with adviser.