

**The University of Memphis - University College
Bachelor of Professional Studies**

ORGANIZATIONAL LEADERSHIP
(Accelerated Program Option) (Jackson/Dyersburg)

**THE UNIVERSITY OF
MEMPHIS®**

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The University of Memphis

University College

Organizational Leadership Accelerated Program

GENERAL INFORMATION

Organizational Leadership is designed ¹ to promote understanding of the nature of bureaucratic organizations and the fundamentals of administrative leadership; ² to allow students to reflect upon national and international organizations contexts and upon significant social and cultural issues raised in those contexts; and ³ to promote skills in formal and interpersonal communication, including sensitivity to personal problems that have an impact upon the quality of work.

Organizational Leadership is not an introductory program. It is assumed that all students entering the program will have completed a two- year degree or portions of a four-year degree and will have experience in supervisory positions.

The Accelerated Program in Organizational Leadership offered through The University of Memphis Jackson Center is a unique opportunity to complete this Bachelor of Professional Studies concentration in as few as 15 months. In order to complete the program in 15 months, students must have completed all general education requirements and elective hours, including some hours from a four-year institution before beginning the program. Students who enter the program without meeting these requirements will take longer to finish the degree.

ADMISSION

1. To be admitted to this program, you must first be admitted to The University of Memphis. This process can be initiated and completed through The University of Memphis Jackson Center/Dyersburg Office. To be considered for admission to this program, you must qualify to be admitted as a degree-seeking student. (Complete: ¹Degree-Seeking Undergraduate Application & Fee, ²University College Application, and ³submit all Transcripts to Memphis)
2. You will then complete a University College application. This application should be submitted to The University of Memphis Jackson Center /Dyersburg Office or mailed to the main campus.
3. The University College admissions committee will make all admission decisions.

The University of Memphis is an Equal Opportunity/Affirmative Action University.
It is committed to the education of a non-racial identifiable student body.

PROGRAM DEVELOPMENT

1. The University of Memphis Jackson Center/Dyersburg Office is responsible for arranging for courses to be delivered on a schedule, which will make it possible for students to graduate within 15 months of the time they begin their program. That office will publish the course cycle well in advance of each registration period.
2. Students, who do not wish to take a full course load each registration period, do not have to do so. It will be entirely acceptable for students to attend part-time if personal circumstances require that they do so.
3. In order to complete the program in 15 months, students must take a minimum of 12 credit hours (4 classes) each semester. Students must also have completed all the general education and elective hours, including a number of upper division credit hours from a four-year institution.

CREDIT FOR EXPERIENTIAL LEARNING

Students who feel they have completed college-level learning in non-collegiate settings have the opportunity to apply for Experiential Learning credit. Students submit Experiential Learning Portfolios, which are evaluated by faculty who determine the appropriate amount of credit to be awarded. It is not guaranteed that a student will receive any credit. Experiential Learning credit may only be used to fulfill elective hours, 60 hours from a four-year institution, or 30 hours from The University of Memphis.

<http://www.uc.memphis.edu/experiential-learning.php>

ADVISING

1. Personnel at The University of Memphis Jackson Center/Dyersburg Office are available to answer general questions. *All questions regarding program requirements and transfer courses need to be discussed with your academic advisor who will come to Jackson at least once a semester for in-person advising.* The advisors are:
 - Ms. Sara Williams (sjwillia@memphis.edu),
 - Ms. Dorothy Hale (dmhale@memphis.edu),
 - Ms. Tracy Robinson (tprobsn@memphis.edu)
2. Students close to completing the Organizational Leadership degree need to contact Ms. Karen Jackett, the University College Graduation Analyst, by phone (901-678-2716) or e-mail (mkmiller@memphis.edu), for a Graduation Checkout. This needs to be done *at least one semester before graduation.*

Organizational Leadership Course Descriptions

The Organizational Leadership concentration is designed to enhance skills in organizational leadership by requiring study in organization and administration, organizational relations, and national and international contexts within which organizations function.

Administration and Supervision

(Pick One Course)

- **PADM 3601 Public Administration (3 Hrs)** examines concepts and practices of management in national, state, and local executive departments and analyzes bureaucracy, administrative theory, budgeting, personnel, and administrative leadership.
- **METH 4381 Principles of Supervision (3 Hrs)** treats functions of supervisory personnel.

Organizational Systems

- **MGMT 3215 Management of Human Resources (3 Hrs)** studies human resource planning, job analysis, staffing, development, compensation, employee/labor relations, union representation, and EEO issues.

Statistical and Research Methods

- **SOCI 3311 Social Statistics (3 Hrs)** is an application of basic statistical concepts and techniques to social analysis.

Team and Organizational Relations

(Pick One Course)

- **COMM 4011 Communication in Organizations (3 Hrs)** deals with information flow, communication systems, and communication breakdown in business, government, and institutions.
- **COUN 4621 Human Interactions (3 Hrs)** includes communication skills for working in groups, one-to-one relationships, and identification and referral of persons to appropriate resources.

Written Communication

(Pick One Course)

- **MGMT 3510 Business Communication (3 Hrs)** concerns itself with effective writing for business and the professions, including letters, reports, and memoranda. Consideration is given to business ethics and intercultural communication.
- **JOUR 3421 Public Relations Writing (3 Hrs)** emphasizes on communication tactics; plan, write, and produce public relations tools; audience and media selection; print and electronic media.

Political and International Contexts

- **POLS 3509 Contemporary Problems in International Relations (3 Hrs)** focuses on studies or problems of world politics.

Social and Cultural Context of Leadership

(Pick Five Courses)

- **ACCT 3130 Legal, Social Political Environment of Business (3 Hrs)** emphasizes on legal, social, and political environment in which business and its executives exist; legal, social, and political forces that affect business operations; lectures and case discussions. *(Formerly FIR 3130)*
- **COUN 4611 Introduction to Counseling (3 Hrs)** treats the history, principles, and administration of counseling services in community agencies, schools, business, and industry.
- **JOUR 3400 Introduction to Public Relations (3 Hrs)** development, scope, and modern role of public relations; emphasis on problem solving, lectures, and application of major public relations tools and practices.
- **PADM 4226 Nonprofit Organizations (3 Hrs)** critical understanding of historical development and impact of public sector, dynamic environment of nonprofit organization and current issues of importance to nonprofit decision makers.
- **SOCI 3422 Racial and Ethnic Minorities (3 Hrs)** studies how inequality is institutionalized in such areas as employment, education, political participation, and social relations and how subordinate groups resist oppression and initiate social change.
- **SOCI 3432 Sociology of Gender (3 Hrs)** treats traditional concepts of masculinity and femininity and modifications of these, socialization for masculine and feminine roles through the life cycle, and class, race, occupational, and other institutional differences in sex roles.
- **UNIV 4110 Internship (3 – 12 Hrs)** supervised training in work related to student's educational objectives. May be repeated for a maximum of 12 credit hours.

Project Planning Seminar/Senior Project

- **UNIV 4990 Project Planning Seminar (1 Hr)** Selected and individualized methodology related to identifying, planning, conducting, analyzing, and reporting research related to the culminating senior project.
- **UNIV 4995 Senior Project (3 Hrs)** Academic research or other creative activity resulting in tangible project to demonstrate synthesis of student's Coordinated Study.

See the current undergraduate catalog at www.memphis.edu for current year academic information

Course Rotation Schedule

Subject to Change

Jackson Center

Fall First 7 Week Session

UNIV 4990 (final semester)	1
SOCI 3311	3
COUN 4611	3
METH 4381	3

Fall Second 7 Week Session

UNIV 4995 (final semester)	3
PADM 4226	3
MGMT 3510	3

Spring First 7 Week Session

SOCI 3422	3
MGMT 3215	3

Spring Second 7 Week Session

ACCT 3130	3
COUN 4621	3

Summer 7 Week Session

SOCI 3432	3
POLS 3509	3

Thematic Studies (6 Hours Total)

UNIV 35-any	
UNIV 45-any	

Dyersburg Office

Fall First 7 Week Session

UNIV 4990 (final semester)	1
COMM 4011	3
COUN 4611	3

Fall Second 7 Week Session

UNIV 4995 (final semester)	3
POLS 3601	3
SOCI 3422	3

Spring First 7 Week Session

SOCI 3311	3
POLS 3213	3
COUN 4621	3

Spring Second 7 Week Session

SOCI 3432	3
POLS 3509	3

Summer 7 Week Session

MGMT 3215	3
MGMT 3510	3

Thematic Studies (6 Hours Total)

UNIV 35-any	
UNIV 45-any	

*Classes also available on-line in full sessions through Regents On-line Degree Program
www.tn.regentsdegrees.org/campus/memphis*

The University of Memphis and University College Graduation Requirements

2006-2007

- ____ Earn a minimum of 120 credit hours.
- ____ Complete all required course work in General Education, Major Concentration, and Elective areas.
- ____ Have an overall cumulative GPA of at least 2.0 in all courses.
- ____ Have a GPA of at least 2.25 in the Major Concentration courses.
- ____ Students creating a degree program through the Individualized Studies program **MUST** receive approval of the Baccalaureate Contract no later than 14 days prior to the last day of classes of the semester **before** they plan to graduate. (Baccalaureate Contract approval takes 3 to 4 weeks)
- ____ Earn a minimum of 60 credit hours from a four-year institution.
- ____ 30 of the 60 four-year institution hours must be U of M hours.
- ____ Earn a minimum of 42 major credit hours (3 & 4 thousand levels)
- ____ Apply for graduation . It is the student's responsibility to know and meet all deadlines. See the University College website for deadlines. (www.uc.memphis.edu)
- ____ Get a Graduation Checkout **at least** one semester before planned graduation. Call University College (901-678-2716) to schedule a Graduation Checkout.
- ____ Submit your Special Project to your Chair person for grading.
- ____ Upon final approval, submit a bound copy (no three ring binders) of the Special Project to University College by posted deadline.
- ____ Complete all other requirements specified in your concentration such as, but not limited to, the posting of experiential learning and transfer credit, completion of internship hours.

Participating in the commencement ceremony does not equal graduation from The University of Memphis.
Degrees are only awarded once all graduation requirements are fulfilled.

I understand that it is my (the student) responsibility to know and meet all graduation requirements and deadlines.

Signature

Date

Additional Information

Transfer Credit Requests

Students who take classes at other institutions **MUST** get the course pre-approved before enrolling in the course. Jackson Center/Dyersburg Office pre-articulated courses do not need pre-approval. Approval is obtained by completing a “Request for Transfer Credit” form, which is available at The U of M Jackson Center. After completing the TCR form, request an Official Transcript be sent to the Jackson Center/Dyersburg Office to be matched with the TCR form. The University College Advisor will obtain the required signatures and complete the process to post courses to U of M transcript. If a student does not obtain prior approval or if it is not a pre-articulated course, The University of Memphis may not post the hours.

Obtaining Registration permits

Some classes require registration permits. If a class requires a permit, it will be noted on Tiger Web in the yellow box directly below the course listing on the schedule of classes. Permits for most classes can be obtained by contacting the U of M Jackson Center.

Permits for UNIV 4990 and UNIV 4995 are issued **ONLY** by The University College. To obtain these permits, complete a “Topic Approval Form” available at The University College Webpage (www.uc.memphis.edu). Once UNIV 4990 is completed and a “Special Project Contract” has been submitted, a permit for UNIV 4995 will be issued.

Final Note

The staff and faculty at the U of M Jackson Center/Dyersburg Office are here to assist you in every way possible. Please feel free to contact our office with questions, concerns, or comments. We applaud your investment of time and energy and the decision to complete your degree, and look forward to working with you.

UNIVERSITY COLLEGE • SELF-ADVISING SHEET

For Jackson State Transfer Students – JSCC Course Numbers are Listed
Non-Jackson State Transfer Students – Please ask for alternative Sheet with U of M Course Number

GENERAL EDUCATION REQUIREMENTS 2005-2006

Required Courses	Course	Semester	Grade	Hours
English Composition (6 hours)				
ENGL 1010 English Composition I				3
ENGL 1020 English Composition II				3
Oral Communication & Rhetoric (3 hours)				
SPE 211 Fundamentals of Speech				3
Mathematics (3 hours)				
Pick One: MATH 1410 Foundations of Mathematics I, MATH 1420 Foundations of Mathematics II, MATH 1830 Elementary Calculus, MATH 1910 Calculus I, MATH 2000 (U of M) Experiences in Mathematics				3
Humanities (9 hours)				
Pick One: ENGL 2201 Literary Heritage ENGL 2202 Literary Heritage: African American Emphasis				3
AND Two: (JSCC) ART 1010 Art History I, ART 1020 Art History II, ART 1030 Art Appreciation, MUS 1030 Music Appreciation, THEA 1030 Intro to Theatre				3
OR Two: (U of M) ART 2030, COMM 1850, HIST 1110 World Civilization I, MUS 1030 Music Appreciation, PHIL 1101 Classical Issues in Philosophy, POLS 1101 Introduction to Ancient Political Thought, THEA 1030 Introduction to Theatre, UNIV 2850 Religions/Abraham: Judaism, Christianity, Islam, UNIV 3580, Hebrew and Greek Legacy, UNIV 3581 Faith, Reason, and Imagination				3
Social Science (6 hours)				
Pick Two: (JSCC) ECO 211 Principles Econ I, ECO 212 Principles Econ II, PHED 2050 Health/Wellness, POLS 1100 US Gov/Politics I, POLS 1200 Gov/Politics II, PSY 101 Psychology I, PSY 102 Psychology II, SOC 201 Intro Sociology I, SOC 202 Social Problems				3
OR Two: (U of M) ANTH 1100 Human Origins and Variation, ANTH 1200 Cultural Anthropology, ECON 2110 Introduction to Macroeconomics, ECON 2120 Introduction to Microeconomics, GEOG 1301 Survey of World Regions, POLS 1100 American Government, POLS 1301 Governments of the World, POLS 1501 International Relations, PSYC 1200 General Psychology, SOCI 2101 The Family in Global Perspective, UNIV 2304 Gender and Society				3 3
Natural Science (8 hours)				
Pick Two: BIOL 1110 General Biology I, BIOL 1120 General Biology II, BIOL 2010 Anatomy and Physiology I, BIOL 2020 Anatomy/Physiology II, CHEM 1110 General Chemistry I, CHEM 1120 General Chemistry II, PHYS 2010 General Physics I, PHYS 2020 General Physics II				4 4
TOTAL GENERAL EDUCATION HOURS				35 – 41*

**University College students are exempt from the American Heritage requirement ONLY
if they have completed 1 year of American History in High School.*

Organizational Leadership

Major Courses

The Organizational Leadership concentration is designed to enhance skills in organizational leadership by requiring study in organization and administration, organizational relations, and national and international context within which organizations function.

Administration and Supervision *(Pick One)*

- PADM 3601 Public Administration
- METH 4381 Principles of Supervision

Organizational Systems

- MGMT 3215 Management of Human Resources

Statistical and Research Methods

- SOCI 3311 Social Statistics

Team and Organizational Relations *(Pick One)*

- COMM 4011 Communication in Organization
- COUN 4621 Human Interactions

Written Communication *(Pick One)*

- MGMT 3510 Business Communication
- JOUR 3421 Public Relations Writing

Political and International Contexts

- POLS 3509 Contemporary Problems in International Relations

Social and Cultural Context of Leadership *(Pick Five)*

- ACCT 3130 Legal, Social Political Environment of Business *(Formerly FIR 3130)*
- COUN 4611 Introduction to Counseling
- JOUR 3400 Introduction to Public Relations
- PADM 4226 Nonprofit Organizations
- SOCI 3422 Racial and Ethnic Minorities
- SOCI 3432 Sociology of Gender
- UNIV 4110 Internship *(3-12 Credit Hours)*

Thematic Studies *(6 Credit Hours)*

- UNIV 35XX Any 3500 level UNIV class
- UNIV 45XX Any 4500 level UNIV class

Project Planning Seminar

- UNIV 4990 Project Planning Seminar

Senior Project

- UNIV 4995 Senior Project

*See the current Undergraduate Catalog at www.memphis.edu for up to date academic information.

*Check with your advisor for your elective requirement.

**UNIVERSITY COLLEGE
UNDERGRADUATE APPLICATION**

www.uc.memphis.edu

Indicate your desired area of study by marking the appropriate space below

Degree Concentrations	Regents Online Degree Programs	Jackson, Tennessee Degree Programs	Individualized Degree Program
<input type="checkbox"/> BPS - Alcohol & Drug Abuse Services <input type="checkbox"/> BLS - American Studies <input type="checkbox"/> BPS - Asian Studies & International Trade <input type="checkbox"/> BPS - Child Development <input type="checkbox"/> BPS - Commercial Aviation <input type="checkbox"/> BPS - Correctional Administration <input type="checkbox"/> BPS - Dance Education <input type="checkbox"/> BPS - Disability Studies & Rehabilitation Services <input type="checkbox"/> BPS - Family & Consumer Studies <input type="checkbox"/> BPS - Fire Administration <input type="checkbox"/> BPS - Fire Prevention Technology <input type="checkbox"/> BPS - Health Services Administration <input type="checkbox"/> BPS - Human Services <input type="checkbox"/> BLS - Judaic Studies <input type="checkbox"/> BPS - Law Enforcement Administration <input type="checkbox"/> BPS - Merchandising – Fashion <input type="checkbox"/> BPS - Merchandising – Home Furnishings <input type="checkbox"/> BPS - Nonprofit Development & Administration <input type="checkbox"/> BPS - Organizational Leadership <input type="checkbox"/> BPS - Paralegal Services <input type="checkbox"/> BPS - Preschool & Childcare Administration <input type="checkbox"/> BLS - Religion in Society <input type="checkbox"/> BPS - Technology Management Services	<input type="checkbox"/> BLS - Interdisciplinary Studies (Design Your Own Degree) <input type="checkbox"/> BPS - Information Technology <input type="checkbox"/> BPS - Organizational Leadership BLS – Bachelor of Liberal Studies	<input type="checkbox"/> BPS - Law Enforcement Administration <input type="checkbox"/> BPS - Organizational Leadership <input type="checkbox"/> BPS - Paralegal Services BPS – Bachelor of Professional Studies	Design Your Own Degree <input type="checkbox"/> BLS or <input type="checkbox"/> BPS (Minimum 2.50 GPA is required to apply).

PLEASE NOTE: APPLICATIONS TO THE UNIVERSITY COLLEGE WILL NOT BE APPROVED FOR STUDENTS NEEDING TWO OR MORE DEVELOPMENTAL STUDIES COURSES (DSP) – DSP STUDENTS MUST BE ADVISED BY ACADEMIC COUNSELING – 212 WILDER TOWER

NAME: _____ **DATE:** _____

UNIVERSITY ID #: _____ **SOCIAL SECURITY #:** _____

E-MAIL ADDRESS: _____ (U of M account preferred)

STREET ADDRESS: _____ **HOME PHONE # :** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CELL #: _____ **FAX #:** _____

EMPLOYER: _____ **PHONE #:** _____

Are you enrolled at the U of M this semester? Yes No If no, state the date you plan to enroll: _____

Last date enrolled at the U of M: _____ Current major: _____

Are you currently registered with the Office of Student Disability Services? Yes No

Return completed application to:
University College
218 Brister Hall
Memphis, TN 38152
Phone: 901.678.2716
Fax: 901.678.4913

By signing this application, I understand that my major will be changed to the major selected above.

Signature: _____ **Date:** _____