

THE UNIVERSITY OF
MEMPHIS®

JACKSON CENTER

15-Month Option

Master of Arts In Liberal Studies

Focus in

Strategic Leadership

Earn Your Degree in 15 Months

Designed for Busy Adults

Evening and Weekend Classes

Smaller Class Size

NO GRE or MAT Exam Required

Classes Located In Jackson

The University of Memphis
Jackson Center
(731) 427-4725

Dear Prospective **Strategic Leadership** student,

We appreciate your interest in this innovative graduate degree program and feel that it will fulfill your personal and professional education goals. This degree is designed for the busy working adult, to provide coursework that will enhance management and leadership skills.

The **Strategic Leadership** degree is interdisciplinary and accelerated. The courses have been carefully selected from several academic units and the courses are taught in a non-industry-specific format. Highly qualified instructors teach these classes and students will benefit from in-class discussions with colleagues from diverse career areas. Courses are offered in a one-day per week and one weekend per month format. The Strategic Leadership coursework offers the following knowledge components:

- Communication skills
- Project planning and implementation
- Organizational structures
- Teamwork/productivity
- International expertise
- Public relations knowledge

This graduate degree program is offered in a non-cohort format. The degree may be completed in four semesters, but students can choose take courses at a slower pace.

The total program is 33 semester hours and students may transfer in up to 9 hours from another program. (Transfer hours will be evaluated/approved by the department.) Each student will complete a special project as his or her culminating experience in this program. All classes are offered in Jackson.

We believe this program will provide you with outstanding leadership and management. Please feel free to contact our office if you would like to discuss this exciting graduate degree program in **Strategic Leadership**.

Sincerely,

Jean Moore Ashmore, Ed.D.
Director, Jackson Center



Jackson Center

2046 North Parkway
Jackson, TN 38301

(731) 427-4725 Phone
(731) 422-2169 Fax

Thank you for your interest in our program! We have developed the Accelerated Strategic Leadership program to fit your busy schedule. Please take a few minutes to review the information included in this packet.

The Master of Arts in Liberal Studies program is a graduate degree offered to students who seek intellectual enrichment in and critical appreciation of those issues, which touch our lives. This unique program is not a specialized course of study undertaken solely to enhance career expertise. Rather, it is a challenging intellectual experience - an opportunity for each student to create an individualized course of study relevant to his or her interests.

Grounded in the values of liberal education, this program offers students an opportunity to engage issues of significance to their time and place by pursuing cross-disciplinary study that goes beyond the boundaries of traditional graduate education. It is designed for mature adults with a broad range of experience in the everyday world, who bring to their graduate study an awareness of the limits of their college and professional education and training, and who also bring intellectual curiosity about the unanswered questions that confront any inquiring mind.

Experience with other graduate liberal studies programs around the country shows that students entering and succeeding in them are most often characterized by a willingness to explore multiple perspectives and to undertake the demanding task of integrating and relating various disciplinary approaches to common subject matter. Additionally, successful students in such programs should have the ability to write effectively and to read critically.

This program will provide students with an alternative to specialized, technical and applied graduate study in a format compatible with adult lifestyles. Classes will be taught at times convenient for those who work. This program is an opportunity to return to school for the kind of education one may have desired, but not sought out, when career preparation was a pressing necessity.

Proposed Course Schedule Grid

Strategic Leadership courses are scheduled in an accelerated format, which allows busy working adults to complete this graduate degree in four semesters, or 15 months. Students are not required to finish this degree this quickly, however, and may take up to six years to complete this degree.

The accelerated courses are scheduled in two seven-week terms, or sessions, with a third class offered in a weekend format.

First Seven Weeks session	Second Seven Weeks session
One night per week 5:00 pm – 9:45 pm	One night per week 5:00 pm – 9:45 pm
Weekend Class: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> X X X X </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> FS FS FS FS </div>	

Weekend classes are typically scheduled one weekend per month. Classes meet on Friday evenings from 5:30 pm – 8:30 pm, and on the following Saturday from 8:30 am – 3:30 pm.

During the summer term students will only have two classes: One in the seven week format, and one weekend class.

Course Requirements and Guidelines

The Masters of Arts in Liberal studies requires a total of eleven courses. Four courses are required of all students (UNIV classes). The other seven courses will be selected from an approved list of classes (below). Students may transfer in up to nine hours from another graduate program, but will be asked to submit course descriptions to University College with an explanation as to why these courses will “fit” into their Strategic Leadership program.

The Strategic Leadership program has a list of courses that are approved for this focal area, so that some flexibility exists to accommodate student preferences. Students are required to adhere to the following guidelines when selecting courses:

Communications (6 hours)

ENGL 7807	Workshop: Government and Corporate Writing
MGMT 7173	Executive Communications

Project Planning (3 hours)

TECH 7105	Project Planning & Scheduling
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International (3 hours)

Pick One:

POLS 7302	Seminar in Comparative Politics
POLS 7501	Seminar in International Relations

Organizational/Workplace Structure (9 hours)

Pick Three:

COUN 6781	Strategies for Crisis Intervention
JOUR 7450	Public Relations Management (online)
METH 6381	Principles of Supervision
PADM 7605	Human Resources Administration
PADM 7661	Contemporary Perspective of Public Administration
SOCI 7511	Theories of Deviance
SOCI 7655	Sociological Foundations of Community Studies
SOCI 7811	Formal Organizations

UNIV College Component (12 hours)

UNIV 7000	Foundations of Liberal Studies
UNIV 7100	Research
UNIV 7200	Seminar – Organizational Development
UNIV 7996	Special Project

Course Descriptions

MGMT 7173 Executive Communication (3 hours)

Theory of communication essential to management with written, oral, and interpersonal applications; use of case problems to develop effective, efficient, and ethical communication strategies; impact of communication technology; intercultural communications; collection, analysis, and organization of primary and secondary data, followed by written and oral presentations.

JOUR 7450 Public Relations Management (3 hours)

Development and management of public relations practice, department, or consultancy through study of planning and decision-making techniques; aspects of public relations practice that differ significantly from other enterprises; development of proposals and presentations; and management of financial and human resources.

SOCI 7655 Foundations of Community Studies (3 hours)

Ecological, interaction, and social system perspectives for community analysis; contemporary applications of theories within context of American society; implications of current changes for community life and social stratification, leadership and power structure, social differentiation and integration, community development, and ideology.

ENGL 7807 Government and Corporate Writing (3 hours)

Textual and contextual analysis of the kinds of writing produced most often in government, law and business; practice in writing correspondence reports, briefs, manuals, and proposals.

PADM 7661 Contemporary Perspective of Public Administration (3 hours)

Theoretical and applied aspects of public and nonprofit leadership addressed in a holistic approach: focus on the most current literature and public debate; leadership examined from various perspectives reflected across the curriculum; administrative theory, public law, finance, ethics, research methods, and public policy.

POLS 7501 Seminar in International Relations (3 hours) **OR**

POLS 7302 Seminar in Comparative Politics (3 hours)

Selected topics in international politics and foreign policy.

TECH 7105 Project Planning & Scheduling (3 hours)

Contemporary methods used in project planning and scheduling; emphasis on critical path method (CPM) with computer application; solution of actual problems stressed.

PADM 7605 Human Resources Administration (3 hours)

Policies, methods, and techniques utilized in public and health organizations; special attention is given to problems reflecting contemporary demands upon human resource systems, capacity to diagnose problems, select the most efficient means of addressing them, and plan appropriate courses of action developed through case studies.

METH 6381 Principles of Supervision (3 hours)

Functions of supervisory personnel; reports and oral presentations.

SOCI 7511 Theories of Deviance (3 hours)

Seminar in the sociological approaches to the study of deviance and social disorganization with an emphasis on current sociological theory and research.

UNIV 7000 Foundations of Liberal Studies (3 hours)

This course provides an overview to the Liberal Studies concept, and focuses upon issues of globalization, culture, civilization, and explores future issues and trends.

UNIV 7100 Research in Liberal Studies (3 hours)

Methods of inquiry and research appropriate to graduate liberal studies.

UNIV 7200 Seminar (Increasing Organizational Productivity) (3 hours)

Examination of the theories and methodologies used to diagnose organization problems, determine their causes, and select, implement, and evaluate interventions to mitigate the problems and increase organizational productivity. Students acquire a knowledge base and specific skills employed by organizational psychologists to help effect organizational improvements. The course involves lecture, discussion and group projects.

UNIV 7996 Special Project in Liberal Studies

Supervised research based upon knowledge and skills learned in the MALS program. Creative or performance component is acceptable. Students are encouraged to select a Special Project topic that allows them to synthesize learning gained during the program. Students will produce a scholarly document, which will be presented to their Chairperson and a second reader.

Students are encouraged to identify their Special Project topic *VERY EARLY* in this program. As each graduate class will require a paper, these papers can explore the course topic as it pertains to the Special Project topic. These papers, in turn, can be incorporated into the Special Project paper.

Students are encouraged to identify an instructor (or other person) to serve as their Chairperson. The Chairperson must be approved by the MALS program before students begin their special project.

Students must submit signed documentation to University College to obtain a permit to enroll in UNIV 7996. Students will schedule a day and time with the Jackson Center to present their special project. Signed paperwork must be submitted to both the Graduate school as well as to University College. Check the deadlines for this paperwork for the semester you seek to complete your special project.

Do not wait until the final seven weeks term to begin working on your special project. The Graduate School deadline is several weeks prior to the end of the semester, which will cut off this amount of time from the seven weeks session.

Note: Students should file their intent to graduate paperwork before final exam week in the semester PRIOR to the semester in which they seek to graduate.

Program Requirements:

- Thirty Three (33) semester hours are required for this degree (24 must be 7000 level courses).
- Nine (9) of the 33 hours consist of M.A.L.S. core courses required of all students: UNIV 7000, UNIV 7100, UNIV 7200.
- Twenty-One (21) of the 33 hours comprise the Coordinated Study. These seven courses are selected from a list of approved liberal studies courses from The College of Arts and Sciences and/or The College of Communication and Fine Arts. The list of approved courses is included in the packet.
- Three (3) of the thirty three hours consist of a Special Project (UNIV 7996) at the end of the program study.
- Successful complete an oral presentation of the Special Project and an Oral Comprehensive Examination.

Admissions:

Application for admission to the program consists of several steps that must be completed before entrance to program will be granted. Because the first two take the place of a standardized test, the applicant should give them the utmost attention. Acceptable performance at these two steps is crucial to being admitted.

Complete the following:

- _____ Graduate Application and Fee
- _____ University College Application
- _____ Interview
- _____ Essay
- _____ 2 Professional Letters of Recommendation
- _____ Official Transcripts

- **Interview:** *First step* in the application process. Instructions for preparing for the interview are included in this packet. The applicant should be well prepared for the interview. To schedule an interview, call (901) 678-5087 or (731) 427-4725.
 - *Interviews last approximately one (1) hour.*
 - *Do not come to the interview unprepared.*
 - *Your level of preparation is an indication of your level of interest in being admitted to the program.*

During the interview, you may expect to discuss the following:

- (1) Your academic & professional experiences that you think have prepared you for this program;
- (2) The definition and purpose of “Liberal Learning”;
- (3) Your personal & intellectual goals that you think can be met only by this graduate program;
- (4) The program of study you want to pursue, emphasizing the program theme and the courses that will develop that theme;
- (5) Reasons why you think you should be admitted to the program.

- **Essay:** *Second step.* The applicant must write an essay to demonstrate ¹ excellent writing skill and ² a familiarity with the concept of *Liberal Studies* and the *humanistic perspective* by discussing the influence it may have on your program. Please review the Program Requirements in this packet before beginning your essay. The Essay is part of the Application Packet that will be turned in at the time of interview.

Application Essay

- **Format**

Writing the essay is the second step in applying to the Master of Arts in Liberal Studies Program. Bring your completed essay with you to the interview. Completing the essay before the interview will help you be prepared for the interview questions.

The essay must be a minimum of 5 pages (1200 words) in length. It must be typed, double-spaced, size 12-font only. The format to be used for the cover sheet is in this packet. The criteria used to evaluate the essay are attached also. You should use these criteria as a checklist before submitting your essay. Essays containing numerous grammatical errors will be rejected.

The content of your essay must cover the following points. Essays omitting one or more of these points will be rejected. Do not list these items numerically in your essay as though you were answering an essay exam. Instead, demonstrate your skills in writing an essay by organizing your answers to these items in a coherent statement.

- **Content**

- I. Introduce yourself with a brief autobiographical description.
- II. Discuss the academic and professional experiences that you think have prepared you for this program.
- III. Define “Liberal Learning” and discuss it in its primary use.
- IV. Identify and discuss your personal and intellectual goals that you think can be met only by the Master of Arts in Liberal Studies Program.
- V. Define “Humanistic Perspective” and discuss its expected influence on your coursework.
- VI. List and discuss the reasons you think you should be admitted to the program. Make your most persuasive case.

If you are admitted to the program, a copy of this essay will be sent to your Faculty Advisor when that assignment is made. The essay should be neat and correct in every respect.

Evaluation Criteria

- **Content**
 - I. Does the essay address each of the points asked for?
 - II. Is the purpose of the essay clearly stated?
- **Organization**
 - I. Does the introduction prepare the reader for the content?
 - II. Does the organization follow the prescribed format?
 - III. Is the organization easy to follow?
 - IV. Is there a clear transition from one sentence to another and from one paragraph to another?
 - V. Are all the details related to the purpose of the essay?
- **Diction**
 - I. Are words used accurately?
 - II. Is the language appropriate to the purpose of the paper and to the intended reader?
- **Sentence Structure**
 - I. Is each sentence a complete thought?
 - II. Are the sentences separated by end punctuation?
- **Form**
 - I. Is the paper neat in appearance?
 - II. Are all words spelled correctly?
 - III. Are punctuation marks and capital letters correctly used?

Applications & Letters of Recommendation

- **Applications:** *Third step.* Submit two (2) applications. The applications are included in this packet. The applications are a part of the Application Packet that will be turned in at the time of interview.
 - I. The University of Memphis Graduate application (include \$35 fee)
 - II. The Master of Arts in Liberal Studies Program application
- **Letters of Recommendation:** *Fourth step.* Submit two letters of recommendation to the Master of Arts in Liberal Studies Program. The letters of recommendation are a part of the Application Packet that will be turned in at the time of interview.
- **Deadline for Interview & Application Packet:**
Fall semester - August 1st;
Spring semester - December 1st.
These deadlines will be enforced without exception.

www.memphis.edu

The University of Memphis, a Tennessee Board of Regents Institution, is an Equal Opportunity/Affirmative Action University. It is committed to education of a non-racially identifiable student body.

EXAMPLE OF COVERSHEET FOR APPLICATION ESSAY

Application Essay for the
Master of Arts in Liberal Studies Program

Your Name

Date