



UNIVERSITY COLLEGE
218 Brister Hall
Memphis, Tennessee 38152
901-678-2716
www.uc.memphis.edu

BACHELOR OF PROFESSIONAL STUDIES
Major in Individual Studies with Concentration in
LAW ENFORCEMENT ADMINISTRATION
2006-2007

The University of Memphis Jackson, Tennessee Campus

Advising guidelines for the Bachelor of Professional Studies (B.P.S.) degree with a concentration in Law Enforcement Administration are *designed for experienced law enforcement professionals* who wish to further their careers by completing a program of study designed to increase their skills in management, organizational relations, and communication; their knowledge of the contexts within which law enforcement administration fits; their understanding of workplace issues that can affect productivity; and their ability to manage diversity in the workforce.

Candidates for this degree program will be active duty or retired law enforcement officers at the municipal, county, or state levels, or military police and—in certain circumstances—those whose experience is in private security are eligible as well if they have completed an approval P.O.S.T. training course.

The program at the University of Memphis Jackson Center combines on-campus and online classes to meet the demands of working adults. It is assumed that students will have completed all general education classes plus principles of accounting before applying to the program. Some but not all of the courses required for this program are offered in an accelerated format. This is not an accelerated degree program.

For information on careers in this and other fields, students should consult the career counselor located in 211 Wilder Tower, 901-678-2068.

PROGRAM SUMMARY

| | |
|---|-------------------|
| General Education | 35-41 hours |
| Law Enforcement Concentration | 58 hours |
| College Requirements | 10 hours |
| General Electives | 11-17 hours |
| Minimum Number of Total Hours Required: | 120 credit hours* |

*Students must complete at least 60 hours from a 4 year institution.

*Students must complete at least 42 hours of upper division credit (3000 – 4000).

*Students must complete at least 30 of last 60 hours through The University of Memphis.

The University of Memphis is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. It is an Equal Opportunity/Affirmative Action university committed to education of a non-racially identified student body.

Detailed Program Summary

I. GENERAL EDUCATION

Students must complete the 35-41 hours of general education requirements as outlined in the attached general education grid. Please refer to the *Undergraduate Bulletin* section on “Graduation from the University” for a list of specific classes that will meet the General Education requirements. <http://academics.memphis.edu/bulletin/>

Students with majors in University College are exempt from the “American Heritage” general education requirements if they completed one year of American History in high school.

II. COORDINATED STUDY, Law Enforcement Administration Concentration

A. Organization and Administration (12 hours)

ACCT 2010 Fundamentals of Accounting (JSCC or Online)
JOUR 3400 Introduction to Public Relations (Online)
MGMT 3215 Management of Human Resources (U of M Jackson)

Pick one of these:

MGMT 3110 Organization & Management (U of M Jackson)
METH 4381 Principles of Supervision (U of M Jackson)

B. Team Work and Organizational Relations (6 hours)

Pick two of these:

COUN 4621 Human Interactions (U of M Jackson)
MGMT 4420 Organizational Behavior Business (U of M Jackson)
ORCO 3240 Organizational Communications (Online)

C. Written Communication (3 hours)

Pick one of these:

ENGL 3601 Technical and Professional Writing (Online)
ENGL 3250 Professional Communication (Online)
MGMT 3510 Business Communication (U of M Jackson)

D. Decision-Making (6 hours)

Group 1:

SOCI 3311 Social Statistics (U of M Jackson)

Group 2 - Pick one of these:

SOC 4510 Introduction to Social Research (Online)
CJA 3230 Police Organization and Administration (Online)

The course in Group 1 must be successfully completed before taking a class in group 2.

E. Professional Ethics (3 hours)

LEGL 2400 Legal Ethics (U of M Jackson)

F. Urban Issues (6 hours)

Pick two of these:

SOCI 3422 Racial and Ethnic Minorities (U of M Jackson)
SOC 3610 Juvenile Delinquency (Online)
SOC 4330 Population and Social Process (Online)

G. Public Policy Issues (6 hours)

Pick two of these:

PADM 3601 Introduction to Public Administration (U of M Jackson)
PADM 4226 Introduction to Nonprofit Organizations (U of M Jackson)
PADM 4401 Comparative Public Administration (Online)

H. Social Issues: (3 hours)

Pick one of these:

SOCI 3432 Sociology of Gender (U of M Jackson)
SOCI 4510 Social Deviance (Online)
SW 3200 Cultural Diversity (Online)

I. Behavioral Issues (3 hours)

Pick two of these:

SOC 3150 Social Psychology (Online)

PSYC 3210 Abnormal Psychology (Online)

J. Law Enforcement Service (10 hours)

Credit is earned through Experiential Learning or Military Credit.

Experiential Learning, UNIV 2900, UNIV 3900

Students must apply for Experiential Learning credit by providing portfolio documentation that a student has completed a law enforcement training program certified by the Tennessee Police Officer Standards and Training (P.O.S.T) Commission, or an equivalent program. Please confer with the College Advisor. A fee is charged for the posting of experiential learning credit. For information on how to apply for Experiential Learning and to view a handbook and PowerPoint Presentation: <http://www.uc.memphis.edu/experiential.htm>

III. College Requirements (10 hours)

A. Thematic Studies (6 hours)

Any UNIV 3500-3599 or UNIV 4500-4599

Students complete a total of 6 hours in a University College thematic studies course(s) of their choosing. These courses are designed to broaden a student's knowledge of significant themes in social, political, and religious history. Only specifically designated courses will meet this requirement. For a complete list of courses: <http://www.uc.memphis.edu/thematic.htm>

B. Senior Project (4 hours)

UNIV 4990 Project Planning Seminar/1 credit hour (U of M Jackson)

UNIV 4995 Senior Project/3 credit hours (Online)

The Senior Project is a student's culminating experience or capstone designed to synthesize and integrate the content of a student's program of study. The senior project is intended to fuse the two or more academic areas that comprise your coordinated study (major) into an academically-relevant example of scholarship. Students will complete either a thesis, task based or artistic project on a topic of their choice with approval of their Senior Project instructor. Students must select a topic by the end of their Junior year.

UNIV 4990 must be completed before UNIV 4995. The Senior Project is completed during a student's final semester. UNIV 4990 and UNIV 4995 cannot be taken during the same semester. For information on the Senior Project and to request a registration permit: http://www.uc.memphis.edu/Senior_Project.htm

ALL Sections of UNIV 4995 are taught online either through the Regents Online Degree Program or U of M Online. Students will be assigned to a section based on the topic they select. RODP sections have an additional fee.

IV. General Electives (11-17 hours)

Students must take enough electives hours to earn a minimum of 120 semester hours. 60 of these hours must be taken at a 4-year institution and a minimum of 30 of the last 60 hours must be complete at the University of Memphis. A minimum of 42 upper division hours are required.

University College - The University of Memphis
GENERAL EDUCATION REQUIREMENTS 2006-2007

| Required Courses | Course | Semester | Grade | Hours |
|--|---------------|----------|-------|-------|
| English Composition (6 hours): | | | | |
| ENGL 1010 (minimum C) (3) | | | | |
| ENGL 1020 (minimum C) (3) | | | | |
| Oral Communication and Rhetoric (3 hours): | | | | |
| COMM 2381 Oral Communication (3) | | | | |
| Mathematics (3 hours): pick any one of the following MATH 1420, 1830, 1910 or 2000 | | | | |
| Humanities (9 hours): | | | | |
| 1. Literature Course – ENGL 2201 or ENGL 2202 (3) | | | | |
| 2. | | | | |
| 3. | | | | |
| Social Science (6 hours): | | | | |
| 1. | | | | |
| 2. | | | | |
| Natural Science (8 hours): | | | | |
| 1. | | | | |
| 2. | | | | |
| Total General Education Hours Required | 35-41* | | | |

Refer to “Graduation from the University, General Education” in the Undergraduate Bulletin for courses which meet the above requirements. <http://academics.memphis.edu/bulletin/>

Consult the UC college advisors or faculty advisors if you have any questions about transfer credit equivalencies.

Needs to take American Heritage Requirement: Yes _____ No _____

University College students are *exempt* from the American Heritage requirement as long as they have completed one year of American History in high school.

Remedial/developmental courses to complete: Yes _____ No _____

If yes, list courses here:

High School Deficiencies to complete: Yes _____ No _____

If yes, list courses here:

B.P.S. in Law Enforcement Administration Academic Advising Summary

II. Coordinated Study (58 hrs)

A minimum grade of "C-" is required in each course and an overall major GPA of 2.25. An overall and U of M GPA of a 2.00 is also required.

| Required Courses | Course | Semester | Grade | Hours |
|--|--------|----------|-------|-------|
| A. Organization and Administration (12 hrs) ACCT 2010 JOUR 3400 MGMT 3215 <i>Choose one:</i> MGMT 3110* or METH 4381 | | | | |
| B. Team Work & Organizational Relations (6 hrs) <i>Choose two:</i> COUN 4621, MGMT 4420, ORCO 3240 | | | | |
| C. Written Communication (3 hrs) <i>Choose one:</i> ENGL 3250, ENGL 3601, MGMT 3510* | | | | |
| D. Decision-Making (6 hrs) <i>Choose one from each group:</i> Group 1: SOCI 3311 Group 2: SOC 4510 or CJA 3230 Course in group 1 must be completed before course in group 2 | | | | |
| E. Professional Ethics (3 hrs) LEGL 2400 | | | | |
| F. Urban Issues (6 hrs) <i>Choose two:</i> SOCI 3422, SOC 3610, SOC 4330 | | | | |
| G. Public Policy Issues (6 hrs) <i>Choose two:</i> PADM 3601, PADM 4226, PADM 4401 | | | | |
| H. Social Issues (3 hrs) <i>Choose one:</i> SOCI 3432, SOC 4510, SW 3200 | | | | |
| I. Behavioral Issues (3 hrs) <i>Choose one:</i> SOC 3150 or PSYC 3210 | | | | |
| J. Law Enforcement Service: (10 hrs) Experiential Learning | | | | |

III. College Requirements

| | | | | |
|--|--|--|--|--|
| A. Thematic Studies (6 hrs) <i>Choose any:</i> UNIV 3500-3599 or UNIV 4500-4599 | | | | |
| B. Senior Project (4 hrs) UNIV 4990, Project Planning Seminar UNIV 4995, Senior Project | | | | |
| III. General Electives (11-17 hrs) | | | | |
| | | | | |
| | | | | |
| Total Hours (120 minimum with at least 42 upper division hours and 60 hours from a 4 year institution.) | | | | |

* The Fogelman College of Business and Economics requires students to have Junior standing and a registration permit in order to register for all 3000/4000 level business classes. Students must request a registration permit online at the College of Business webpage, <http://ugad.memphis.edu>

THE UNIVERSITY OF MEMPHIS
UNIVERSITY COLLEGE
GENERAL REQUIREMENTS FOR GRADUATION, 2006-2007

- _____ Earn a minimum of 120 semester-hours. All students who are following the 2002-2004 catalogs must have a minimum of 124 semester-hours.
- _____ Complete all required course work in General Education, Major Concentration, College Requirements and Electives with the minimum required grade. Students must successfully complete courses listed in the coordinated study or interdisciplinary studies major with a C- or better.
- _____ Students must have an overall cumulative GPA of at least 2.0 including academic work at other colleges, a minimum University of Memphis GPA of 2.0, and a GPA of at least 2.25 in the major concentration.
- _____ At least 30 of the last 60 semester-hours of your degree program must be earned from The University of Memphis.
- _____ At least 60 semester-hours of your degree program must be taken at a four-year institution.
- _____ At least 42 (45 hours for RODP students) semester-hours of upper-division course work are required.
- _____ Apply to graduate one semester before you plan to graduate. See the University College homepage for deadlines and filing instructions. It is the student's responsibility to know and meet all deadlines. <http://www.uc.memphis.edu/graduation.htm>
- _____ Students may be randomly selected to take the Senior Test. If you are required to take this exam, you will be contacted. **Note:** RODP students are exempt from this test. Contact your University College advisor or graduation analyst about other possible exemptions.
- _____ 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 which includes signed evaluation forms and log of hours, and oral presentation of performance-based senior projects.
- _____ Students who are hoping to earn credit from an experiential learning portfolio must submit the portfolio as soon as possible after being accepted into University College. The portfolio review process can take up to 6 months. Portfolios must be submitted before a student can receive a permit for UNIV 4990, Project Planning Seminar. Portfolios must be evaluated before a student can receive a permit for UNIV 4995, Senior Project, and before a student can file the intent to graduate. Any required credit must be posted to your University of Memphis transcript before the graduation certification deadline.
- _____ All course substitutions must have prior approval from your academic college advisor. http://www.uc.memphis.edu/pdf/course_substitution_%20request_form.doc
- _____ An incomplete grade "I" must be changed to a final grade by the graduation certification deadline. If this change does not occur, you will be required to re-file your intent to graduate for the next semester.
- _____ Students must visit The University of Memphis commencement website at <http://saweb.memphis.edu/commencement/> and complete the required forms for graduation.

Participating in any 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's) responsibility to know and meet all graduation requirements and deadlines. Failure to meet any requirement will result in my being disqualified from graduation, and I must re-file my intent to graduate for the next semester. Also, if I decide to postpone my graduation, I must re-file my intent to graduate for the intended semester. <http://www.uc.memphis.edu/graduation.htm>

Student's Signature: _____ **Date:** _____