

Community College Certificate

PROGRAM INFORMATION



The University of Memphis

Higher and Adult Education
Department of Leadership
UNIVERSITY OF MEMPHIS
COLLEGE OF EDUCATION,
HEALTH AND HUMAN SCIENCES
MEMPHIS, TN 38152-6172

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VISIT OUR WEB SITE:

<http://coe.memphis.edu/lead/CC-Certificate.htm>

A Tennessee Board of Regents Institution
An Equal Opportunity/Affirmative Action University

Careers

Potential careers are available as teachers or administrators in community college settings. Administrative positions may include: student services, academic affairs, business affairs, admissions, registrar, advising, etc. Teaching positions will depend upon the discipline which you are qualified to teach (English, Math, Nursing, etc).

Introduction

The Community College certificate is designed for individuals interested in either a teaching or an administrative position in a community college. Consisting of 18 hours of coursework, this program can be applied to or taken simultaneously with a Master of Science in Leadership or a Doctor of Education in Higher and Adult Education, or a related field. Students not pursuing a degree should apply for admission to the Graduate School as non-degree seeking.

Employment Opportunities

Students completing this certificate could be employed as teachers or higher education administrators in two-year private, for profit, or public colleges. Students might also consider administrative roles in community college system offices.

Course Requirements

This degree requires a minimum of 15 to 18 credit hours, including an internship.

The following courses are required for the certificate:

HIAD 7411-8411 Community Colleges

HIAD 7511-8511 Administration/Governance in Community Colleges

HIAD 7541-8541 Issues and Trends in Teaching Adults

HIAD 8415 IT Trends and Issues in Higher Education

HIAD 7060-8060 Internship Higher and Adult Education**

Revised 01/31/12; Maintained by Dr. Akey

LEAD 7500-8500 Adult Learning and Leadership

**May be waived for those with broad experience in community college teaching or administration.

The Department of Leadership as the Source for This Degree

Professors in the Higher and Adult Education program of the Department of leadership are qualified to teach courses leading to the degree because they have doctorates in this field of study as well as experience in higher education administration at the institution, state, and system levels. They are active researchers and hold leadership roles in state and national organizations. They also work collaboratively with Southwest Tennessee Community College. The Center for the Study of Higher Education administers the Community College Student Experiences Questionnaire (CCSEQ) and maintains the data base containing 20 years of research with the instrument.

What the Faculty Do for This Degree

Faculty members work with individual students to identify personal interests and career goals as well as providing advice on ways of achieving these goals. They supervise the degree program of each student, provide program leadership, and maintain relationships with key constituents. They are active in formative and summative evaluation processes to guarantee the program's integrity and currency.

Degree Recipients

The following persons are among the many who have received this degree:

Stephanie Eley, Speech Instructor, Northwest Mississippi Community College

Richie Lawson, Dean, Northwest Mississippi Community College

Admission Procedures

To be admitted to the certificate program, each student must be enrolled in a graduate program in Higher and Adult Education or a related field or be admitted by the Graduate School as a non-degree seeking student.

Graduate School Requirements for admission to degree programs
(Note: admission to a graduate program is not necessary if you enroll as a non-degree seeking student for the certificate only, but you must apply to the Graduate School for non-degree seeking status).

1. An application to the Graduate School
<http://academics.memphis.edu/gradschool/admproc.html>. A fee will be charged for submitting the application.
2. An official report of the Graduate Record Examination (GRE) scores. For questions regarding this test, or other information regarding the Graduate School, call Graduate School Admissions at 901-678-2911. The Testing Center at the university is 901-678-2428.
3. Official transcripts of any prior undergraduate and graduate courses.
4. Three letters from professional references.

Department of Leadership Requirements for admission to a graduate degree program

(Note: Admission to a graduate program is not necessary if you are only seeking the certificate. You can enroll in classes as a non-degree seeking student.)

The faculty recommend that you contact and work with Ms. Sarah Sutton (at (901) 678-3531) as you prepare your application. She will ensure that your application is complete. HIAD faculty review applications only twice a year; a complete application must be submitted by April 1 or November 1 to be considered for admission.

The following are the admission requirements of the Higher and Adult Education program:

1. Letter of application to the department, including a statement of goals and an indication of the concentration you wish to pursue

2. Current resume
3. Official transcripts
4. Current GRE scores
5. Three professional letters of reference

For a guide to applying to HIAD programs, please go to <http://www.memphis.edu/lead/pdf/HIAD-Guide.pdf>.

If you have questions about the process or about the program, feel free to contact: Dr. William Akey at wakey@memphis.edu or 901-678-3993.

Linkage to the Graduate School Web Page

For detailed information about graduate education in the College of Education, Health and Human Sciences click on: <http://coe.Memphis.edu/graduate-programs.htm>.