



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

**Bachelor of Professional Studies**  
**Major in Individual Studies with a Concentration in**  
**CORRECTIONAL ADMINISTRATION**  
**2006-2007**

**Persons Served by these Guidelines**

Advising guidelines for the Bachelor of Professional Studies (B.P.S.) degree with a concentration in Correctional Administration are designed for experienced correctional 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 correctional administration fits; their understanding of workplace issues that can affect productivity; and their ability to manage diversity in the workforce. In most cases, candidates for this degree program will be active duty or retired law enforcement or correctional employees at the municipal, county, or state levels.

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

**PROGRAM SUMMARY**

General Education	35-41 hours
Coordinated Study	42 hours
College Requirements	10 hours
General Electives	27- 33 hours
Minimum Number of Total Hours Required	120 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** (35-41 hours)

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: Concentration in Correctional Administration** (42 hours)

#### **A. Organization and Administration (*Required Core*)** (12 hours)

CJUS 4126 Criminal Justice Administration and Management

#### **Select any three from the following:** (9 hours)

ACCT 2010 Fundamentals of Accounting  
CJUS 3426 Corrections in America  
MGMT 3110 Organization and Management  
POLS/PADM 3601 Public Administration  
METH 4381 Principles of Supervision  
JOUR 3400 Introduction to Public Relations  
MGMT 3215 Management of Human Resources

#### **B. Team Work and Organizational Relations** (Choose two, 6 hours)

COMM 3342 Communication and Leadership  
COMM 4011 Communication in Organizations  
COUN 4621 Human Interactions  
MGMT 4420 Organizational Behavior in Business  
LEGL 3482 Labor Law (Prerequisite: Permission of Assistant Dean for Paralegal Studies)  
PSYC 3508 Industrial and Organizational Psychology

#### **C. Written Communication** (Choose one, 3 hours)

ENGL 3601 Technical and Professional Writing  
ENGL 3604 Persuasive Writing  
JOUR 3421 Public Relations Writing  
MGMT 3510 Business Communication

#### **D. Decision-Making** (Choose one from **1** and one from **2** for a total of 6 hours)

##### **1. (Statistics) – Choose one course**

CJUS 3129 Statistical Methods in Criminal Justice  
POLS 4101 Political Statistics (same as PADM 4101)  
SOCI 3311 Social Statistics  
PSYC 3001 Psychological Statistics

##### **2. (Research Methods) – Choose one course**

CJUS 3130 Research Methods in Criminal Justice  
POLS 3213 Introduction to the Study of Public Policy  
SOCI 3322 Methods of Social Research  
PSYC 3000 Research Methods in Psychology

#### **E. Professional Ethics** (Choose one, 3 hours)

CJUS 4130 Ethical Dilemmas in Criminal Justice  
PHIL 3511 Ethics  
UNIV 3540 Ethics and Professionalism

**F. Urban and Public Policy Issues** (Choose two, 6 hours)

POLS	4222	Urban Politics
POLS	4223	Issues in Urban Politics
SOCI	3112	Contemporary Social Problems
SOCI	4631	Cities in Change

**G. Social Issues** (Choose one, 3 hours)

COMM	4373	Interracial Communication
SOCI	3422	Racial and Ethnic Minorities
SOCI	3432	Sociology of Gender
SOCI	3701	Individual and Society
SOCI	4442	Sociology of Poverty
SOCI	4460	Black and White Women in the South

**H. Behavioral Issues** (Choose one, 3 hours)

CJUS	3541	Criminology
PSYC	3102	Abnormal Psychology
PSYC	3106	Social Psychology
PSYC	3507	Alcohol, Drugs, and Behavior
COUN	4781	Strategies for Crisis Intervention

**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 hour
UNIV 4995	Senior Project	3 hours

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. Students will complete either a thesis, task based or artistic project on a topic of their choice with approval of their Senior Project instructor.

UNIV 4990 must be completed before UNIV 4995. The Senior Project is completed during a student's final semester. UNIV 4990 and UNIV 4995 can not be taken during the same semester. For information on the Senior Project: [http://www.uc.memphis.edu/Senior\\_Project.htm](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** (36-42 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 completed at the University of Memphis. A minimum of 42 upper division hours are required.

## I. GENERAL EDUCATION REQUIREMENTS 2006-2007 University College

Required Courses	Course	Semester	Grade	Hours
<b>English Composition (6 hours):</b>				
ENGL 1010 (minimum C) (3)				
ENGL 1020 (minimum C) (3)				
<b>Oral Communication and Rhetoric (3):</b>				
COMM 2381 Oral Communication (3)				
<b>Mathematics (3 hours):</b> pick any one of the following MATH 1420, 1830, 1910, or 2000				
<b>Humanities (9):</b>				
1. Literature Course – ENGL 2201 or ENGL 2202 (3)				
2.				
3.				
<b>Social Science (6 hours):</b>				
1.				
2. We recommend that Correctional Administration majors take any two of the following to meet the Social Science requirement: POLS 1100, SOCI 1111, PSYC 1200, CSED 2101, or UNIV 2304.				
<b>Natural Science (8):</b>				
1.				
2.				
<b>Total General Education Hours Required</b>	<b>35-41*</b>			

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:

**BPS in Correctional Administration  
Academic Advising Summary**

Required Courses	Course	Semester	Grade	Hours
<b>General Education (35-41 hrs)</b>				
<b>II. Coordinated Study (42 hrs) A minimum grade of 2.0 (C-) required in each course in the coordinated study and a minimum of 2.25 GPA in Coordinated Study is required. A minimum overall and U of M GPA of 2.00 is required.</b>				
<b>Organization and Administration</b>				
<b>A. Required Core (12 hrs)</b> CJUS 4126 required <b>Choose three of the following:</b> ACCT 2010, CJUS 3426, JOUR 3400, MGMT 3110*, MGMT 3215*, PADM/ POLS 3601, or METH 4381	<b>CJUS 4126</b>			
<b>B. Team Work &amp; Organizational Relations (6 hrs) Choose two:</b> COMM 3342, COMM 4011, COUN 4621, MGMT 4420*, LEGL 3482, PSYC 3508				
<b>C. Written Communication (3 hrs) Choose one:</b> ENGL 3601, ENGL 3604, JOUR 3421, MGMT 3510				
<b>D. Decision-Making (6 hrs) Choose one from each group:</b> <b>Group 1:</b> CJUS 3129, POLS/PADM 4101, SOCI 3311, PSYC 3001 <b>Group 2:</b> CJUS 3130, SOCI 3322, PSYC 3002, POLS 3213				
<b>E. Professional Ethics (3 hrs) Choose one:</b> CJUS 4130, PHIL 3511, UNIV 3540				
<b>F. Urban &amp; Public Policy Issues (6 hrs)</b> Choose two of the following: POLS 4222, POLS 4223, SOCI 3112, SOCI 4631				
<b>G. Social Issues (3 hrs) Choose one:</b> COMM 4373, SOCI 3422, SOCI 3432, SOCI 4422, SOCI 4460, SOCI 3701				
<b>H. Behavioral Issues (3 hrs) Choose one:</b> CJUS 3541, PSYC 3102, PSYC 3106, PSYC 3507, COUN 4781,				
<b>III. College Requirements</b>				
<b>A. Thematic Studies (6 hrs)</b> Any UNIV 3500-3599 or UNIV 4500-4599				
<b>B. Senior Project (4 hrs)</b> <b>UNIV 4990</b> , taken next to last semester <b>UNIV 4995</b> , taken during the last semester				
<b>IV. Electives:</b>				
<b>Total Hours (120 minimum)</b>				

\* 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 ([www.ugad.memphis.edu](http://www.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 and the Senior Project 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](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:** \_\_\_\_\_