



**The University of Memphis  
University College  
218 Brister Hall  
901-678-2716  
[www.uc.memphis.edu](http://www.uc.memphis.edu)**

**Bachelor of Professional Studies  
Major in Individual Studies with Concentration in  
Health Services Administration  
2006-2007**

**Persons Served By These Guidelines**

Persons following the Health Services Administration guidelines will be experienced health care professionals or para-professionals who have usually completed non-baccalaureate programs in a health specialty and who want to move into roles as administrators in a health care setting. The areas they represent include but are not limited to the following: nursing, medical laboratory technology, radiological technology, respiratory therapy, and cardiovascular technology.

Students who wish to pursue this guideline but who do not have a health care specialty will work in consultation with their academic advisor to select a series of health-related courses that they will take in place of the specialty.

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

**Program Summary**

I. General Education	35-41 hours
II. Coordinated Study	63 hours
III. College Requirements	10 hours
IV. Electives	6-12 hours
<b>Minimum Total Required Hours</b>	<b>120 hours*</b>

\*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:** Students must earn a grade of “C-” or better in all Coordinated Study classes and a major grade point average of at least 2.25.

**A. Professional Core (24 hours)** take each class as indicated below

ACCT 2010, Fundamentals of Accounting I

ACCT 2020, Fundamental of Accounting II

MIS 2479, Introduction to Microcomputer Business Applications

MGMT 3110\*\*, Organization and Management

ECON 4740\*\*, Health Care Economics

**Group 1**, Statistical and Research Methods (take one course)

PADM/ POLS 4101, Political Statistics

EDPR 4541, Fundamentals of Applied Statistical Methods

SOCI 3311, Social Statistics

**Group 2**, Professional Writing (take one course)

ENGL 3601, Technical and Professional Writing

ENGL 3604, Persuasive Writing

MGMT 3510\*\*, Business Communications

**Group 3**, Health Care Systems (take one course)

HADM 4101, Health Systems

PADM 4207, Health Politics and Policy

**B. Interpersonal Communications** (take 2 classes)

COMM 4011, Communications in Organizations

COMM 4012, Health Communications

COMM 4341, Interpersonal Communications

COMM 4342, Small Group Communications

COUN 4621, Human Interactions

**C. Policy and Social Context:** (take 2 classes)

ECON 3411\*\*, Economics of Social Issues

PADM 4208, Mental Health Policy and Law

PADM 4209, Aging Policy and Law

PHIL 3514, Biomedical Ethics

POLS 3213, Introduction to the Study of Public Policy

PSYC 3101, Psychology of Personality

PSYC 3102, Abnormal Psychology

PSYC 3507, Alcohol, Drugs and Behavior

PUBH 4707 International Health Problems & Issues (This course offered online format only)

SOCI 3401, Social Inequality

SOCI 3422, Racial and Ethnic Minorities: A Socio-Historical Approach

SOCI 3432, Sociology of Gender\* or UNIV 2304

SOCI 3831, Marriage and Family\* or SOCI/CSED 2101

SOCI 4442, Sociology of Poverty

SOCI 4851 Medical Sociology

SOCI 4852, Sociology of Mental Illness

\*UNIV 2304, Gender and Society, may be taken in place of SOCI 3432 and

SOCI/CSED 2101, Family in Global Perspective, may be taken in place of SOCI 3831 as long as it will not leave the student short of the required 42 upper division hours.

**D. Human Resource Management** (take 1 class)

MGMT 3215\*\*, Human Resource Management

MGMT 4251\*\*, Labor Relations

MGMT 4260\*\*, Employee Staffing and Development

**E. Financial and Risk Management** (take 1 class)

ACCT 3130\*\*, Legal, Social, Political Environment of Business

FIR 3410\*\*, Business Finance

FIR 3810\*\*, Principles of Risk and Insurance

FIR 4820\*\*, Life and Health Insurance

FIR 4870\*\*, Risk Management

\*\* Junior Standing, registration permit, and prerequisites or permission of instructor required. Students must request their own registration permit through the Fogelman College of Business and Economics webpage: <https://ugad.memphis.edu/>

**F. Health Care Specialty** (21 hours)

These represent professional preparation in a health care field such as nursing, medical laboratory technology, radiological technology, respiratory therapy, or cardiovascular technology. Transfer courses from an accredited institution must be presented.

Students who do not have a health care specialty will work in consultation with their academic advisor to select a series of health related courses that they will take in place of the specialty.

**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
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UNIV 4995	Senior Project	3 hours
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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.

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 and to request a registration permit: [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** (6-12 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. 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.

# UNIVERSITY COLLEGE

## GENERAL EDUCATION REQUIREMENTS 2006-2007

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 hours):</b>				
1. Literature Course – ENGL 2201 or ENGL 2202 (3)				
2.				
3.				
<b>Social Science (6 hours):</b>				
1.				
2.				
<b>Natural Science (8 hours):</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:

## B.P.S. in Health Services Administration Advising Checklist

Required Courses	Course	Semester	Grade	Hours
<b>II. Coordinated Study (63 hours)</b> Students must earn a grade of “C-” or better in all Coordinated Study classes and a major grade point average of at least 2.25.				
<b>A. Professional Core (24Hours)</b>  <b>Take one class from each of the following groups:</b> <b>Group 1, Statistical &amp; Research Methods:</b> PADM/POLS 4101, EDPR 4541, SOCI 3311 <b>Group 2, Professional Writing:</b> ENGL 3601, ENGL 3604, MGMT 3510 <b>Group 3, Health Care Systems:</b> HADM 4101, PADM 4207	ACCT 2010			
	ACCT 2020			
	MIS 2749			
	MGMT 3110*			
	ECON 4740*			
	1.			
	2.			
	3.			
<b>B. Interpersonal Skills (take 2 courses):</b> COMM 4011, COMM 4012, COMM 4341, COMM 4342, COUN 4621				
<b>C. Policy and Social Context (take 2 courses):</b> ECON 3411, PADM 4208, PADM 4209, PADM 4226, PHIL 3514, POLS 3213, PSYC 3101, PSYC 3102, PSYC 3507, PUBH 4707, SOCI 3401, SOCI 3422, SOCI 3432, SOCI 3831, SOCI 4442, SOCI 4851, SOCI 4852. (UNIV 2304 may be taken in place of SOCI 3432 and CSED 2101 may be taken in place of SOCI 3831 only if a student will have enough upper-division hours.)				
<b>D. Human Resource Management* (take 1 course):</b> MGMT 3215, MGMT 4251, MGMT 4260				
<b>E. Financial &amp; Risk Management* (take 1 course)</b> ACCT 3130, FIR 3410, FIR 3810, FIR 4820, FIR 4870				
<b>F. Health Care Specialty Area (21 Hours) Choose courses from the following list. (C- minus or better)</b> ANTH 4511, ANTH4541, CLAS3021, COMM4012, ECON4740; EDPR2111; EXSS3306; HADM4101; HIT1010;HMSE1100 or HPRO2100; HMSE2102, NUTR 2202, 3202,4602; PADM4207; PHIL3514; PSYC3512;PUBH4707; SOCI4851,4852; UNIV4110 (Internship in Health Care Facility – Students must complete internship contract at <a href="http://www.uc.memphis.edu/forms.htm">http://www.uc.memphis.edu/forms.htm</a> ); Any BIOL or CHEM courses not used to satisfy General Education requirements; ANY NURS courses Others may apply. Credit hours for courses may vary. <b><u>Consult advisor regarding this requirement.</u></b>  <b>Student responsible for knowing course prerequisites (consult bulletin).</b>				
<b>Thematic Studies (6 hours)</b> Choose two, 3 hour courses or one, 6 hour course from: UNIV 3500-3599 or 4500-4599 or CSED 4205 or CSED 4300 or PHIL 3514				
<b>Senior Project (4)</b> <b>UNIV 4990</b> (1 hour, taken next to last semester) <b>UNIV 4995</b> (3 hours, taken in the last semester)				
<b>Elective Hours</b> as needed to complete 120 hours with a minimum of 42 upper division hours, 60 hours from a 4 year institution, and at least 30 of the last 60 hours at the University of Memphis.				

\* Permit and Junior Standing required for all upper-division Business classes. Students must request permit from 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 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:** \_\_\_\_\_