



## 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 Pre-School and Childcare Administration 2006-2007**

#### **Persons Served by These Guidelines**

Persons following the Pre-School and Childcare administration guidelines will seek careers in the administration of early child care centers, both for-profit and non-profit; private and public pre-kindergarten programs; Head Start; pre-schools; parent's day out programs; before and after school care; and centers for children with special needs. In addition to the core content of early childhood professional knowledge, these guidelines contain course work to develop skills in fiscal management, recruiting and hiring personal, health and safety management, and marketing and public relations.

**This Program DOES NOT lead to teacher licensure. Students interested in gaining a teaching license should contact the College of Education at 678-2728 or visit their website at: [www.coe@memphis.edu](http://www.coe@memphis.edu).**

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
Total minimum hours required for graduation	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

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: Pre-School & Child Care Administration Concentration

#### A. Child Development and Learning\* (24 hrs, take all)

EDPR 2111 – Development Across the Life Span  
SPED 2000- Issues of Human Diversity  
SPED 4900 – Consultation with School/Family/Community  
EDPR 4301 – Early Childhood Development  
ECED 3555 – Observation/Assessment infant/early childhood Dev.  
ECED 4500 – Emergent Literacy & Language Development  
ECED 4510 – Foundations of Early Childhood Education  
ECED 4515 – Teach and Learning in Early Childhood Educ.

\*Approved substitutions for Child Development and Learning Courses:

SPED 4900 = CSED 3401 (Parenthood Education) or CSED 4211 (Readings in Child Dev. and Family Relations) or PSYC 4034 (Children’s Social Relationships)  
EDPR 4301 = CSED 3302 (Child and Adolescent Development)  
ECED 3555 = PSYC 3103 (Child Psychology) or PSYC 4034 (Children’s Social Relationships)  
ECED 4500 = ENGL 3401 (Children’s Literature)  
ECED 4510 = CSED 4101 (Pre-school Curriculum)  
ECED 4515 = PSYC 3305 (Learning and Memory) or ICL 3000 (Principles of Teaching)

#### B. Families and Culture: (9 hrs) Pick ONE course from EACH group 1-3

1. SOCI 3401 Social Inequality  
SOCI 3422 Racial and Ethnic Minorities  
SOCI 4420 Racial Inequality  
SOCI 4442 Sociology of Poverty
2. ANTH 3511 Culture, Kin and Family  
ANTH 4411 Urban Anthropology  
HIST 4831 History of American Family  
HIST 4863 History of Childhood in America  
SOCI 3831 Marriage and Family
3. HIST 4851 History Women in America  
SOCI 4460 Black and White Women in the South  
UNIV 2304 Gender and Society  
SOCI 3432 Sociology of Gender

#### C. Program Administration

##### 1. Fiscal Management (9 hours, take all)

ACCT 2010 Fundamentals of Accounting I  
ACCT 2020 Fundamentals of Accounting II  
MIS 2749 Introduction to Business Microcomputer Applications

##### 2. Human Resource Management (6 hours, take all)

MGMT 3110, Organization and Management

##### 3. Health and Safety (5 hours, take all)

NUTR 2202 Nutrition  
EXSS 3306 School, Health, Safety and First Aid

**4. Marketing and Public Relations** (3 hours, take 1)

MKTG 3010 Principles of Marketing  
JOUR 3400 Introduction to Public Relations

**5. Regulatory Relations** (3 hours)

UNIV number to be determined. Course is under development

**6. Internship**

UNIV 4110 Internship

Persons with prior pre-school experiences may apply for credit through the Experiential Learning process.

For information, visit: <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 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. 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 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 complete at the University of Memphis. A minimum of 42 upper division hours are required.

For course descriptions, see the *Undergraduate Bulletin* at <http://academics.memphis.edu/bulletin/>

# I. GENERAL EDUCATION REQUIREMENTS 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. PSYC 1200, SOCI 1111, CSED 2101, or UNIV 2304 are recommended.				
<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 Pre-School and Childcare Administration**  
**Academic Advising Summary**

<b>II. Coordinated Study (62 hrs)</b> A minimum grade of "C-" 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.				
<b>Required Courses</b>	<b>Course</b>	<b>Semester</b>	<b>Grade</b>	<b>Hours</b>
<b>A. Child Development and Learning*</b> (24 hrs, take all) EDPR 2111 – Development Across the Life Span SPED 2000- Issues of Human Diversity SPED 4900 – Consultation with School/Family/Community EDPR 4301 – Early Childhood Development ECED 3555 – Observation/Assessment infant/early childhood Dev. ECED 4500 – Emergent Literacy & Language Development ECED 4510 – Foundations of Early Childhood Education ECED 4515 – Teach and Learning in Early Childhood Educ.	<b>EDPR 2111</b>			
	<b>SPED 2000</b>			
	<b>SPED 4900</b>			
	<b>EDPR 4301</b>			
	<b>ECED 3555</b>			
	<b>ECED 4500</b>			
	<b>ECED 4510</b>			
	<b>ECED 4515</b>			
<b>B. Families and Culture:</b> (9 hrs) Pick ONE course from EACH group <b>Group A:</b> SOCI 3401, SOCI 3422, SOCI 4420, SOCI 4442 <b>Group B:</b> ANTH 3511, ANTH 4411, HIST 4831, HIST 4863, SOCI 3831 <b>GROUP C:</b> HIST 4851, SOCI 4460, UNIV 2304 , SOCI 3432				
<b>C. Program Administration (29)</b> 1. Fiscal Management: ACCT 2010, ACCT 2020, and MIS 2749 (Students may take COMP 1200 or IDT 3600 in place of MIS 2749) 2. Human Resource Management: MGMT 3110 and MGMT 3215 3. Health And Safety Management: NUTR 2202 and EXSS 3306 4. Marketing and Public Relations: JOUR 3400 <i>or</i> MKTG 3010 5. Regulatory Relations: UNIV number to be determined 6. Internship or Experiential Learning: UNIV 4110 <i>or</i> UNIV 3900 (3 hours)	<b>ACCT 2010</b>			
	<b>ACCT 2020</b>			
	<b>MIS 2749</b>			
	<b>MGMT 3110</b>			
	<b>MGMT 3215</b>			
	<b>NUTR 2202</b>			
	<b>EXSS 3306</b>			
	<b>MKTG/JOUR</b>			
	<b>UNIV</b>			
	<b>UNIV 4110</b>			
<b>III. College Requirements</b> <b>A. Thematic Studies (6 hrs)</b> Any 6 hours from UNIV 3500-3599, UNIV 4500-4599, CSED 4205, CSED 4300, CSED 4304, or PHIL 3514. UNIV 3535 is suggested as 3 of these hours.				
<b>B. Senior Project (4 hrs)</b> UNIV 4990 Planning Seminar (completed next to last semester) UNIV 4995 Senior Project (completed final semester)	<b>UNIV 4990</b>			
	<b>UNIV 4995</b>			
<b>IV. General Electives</b> <b>Minimum of 120 hours required for graduation</b> <b>Electives as needed</b>				

\*Approved substitutions for Child Development and Learning Courses:

SPED 4900 = CSED 3401 (Parenthood Education) or CSED 4211 (Readings in Child Dev. and Family Relations) or PSYC 4034 (Children's Social Relationships)

EDPR 4301 = CSED 3302 (Child and Adolescent Development)

ECED 3555 = PSYC 3103 (Child Psychology) or PSYC 4034 (Children's Social Relationships)

ECED 4500 = ENGL 3401 (Children's Literature)

ECED 4510 = CSED 4101 (Pre-school Curriculum)

ECED 4515 = PSYC 3305 (Learning and Memory) or ICL 3000 (Principles of Teaching)

All upper division courses taught by the College of Business (MGMT and MKTG) require junior standing (60 earned hours) and a registration permit. Students must request the permit at <https://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](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:** \_\_\_\_\_