



**University College
218 Brister Hall
Memphis, Tennessee 38152
901-678-2716
www.uc.memphis.edu**

**Bachelors of Professional Studies
Major in Individual Studies with concentration in
Technology Management Services
2006-2007**

Persons Served by these Guidelines

Advising guidelines in Technology Management Services are designed for those who wish to gain knowledge of a technical nature while at the same gaining skills in management, organizational relations, and communications; their knowledge of contexts within which the management of technology fits; their understanding of workplace issues that can effect productivity; and their ability to manage diversity in the workforce.

Students pursuing this degree program combine classes from a technical field such as, but not limited to: architecture, computer science, construction technology, engineering, environmental studies, manufacturing, chemistry, biology, physics, geology and math with course work in management, communications and organizational relations.

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	54 hours
College Requirements	10 hours
General Electives	<u>15-21</u> hours
Minimum Total Number of 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 (54 Hours)

A. Technology Concentration 24 hours (12 hours must be upper division)

This includes courses taken from such departments as Engineering, Engineering Technology, Manufacturing Engineering, Architecture, Mathematics, Construction Technology, Computer Science, Biology, Chemistry, Physics, Geology, and approved Geography courses.

It is assumed that students will take all technology concentration courses from one area. Students wishing to take a combination of classes from the above areas need permission of the University College Dean. A limited number of classes from Management Information Systems (MIS/ISDS) is allowed but can not make up the entire content of the technology concentration.

Management Services (30 hours)

A. Administration and Supervision (3 hours, take one class from)

MGMT 3110, Organization and Management

METH 4381, Principles of Supervision

PADM 3601, Public Administration

B. Organizational Systems (3 hours, take one class from)

MGMT 3215, Management of Human Resources

MGMT 4420, Organizational Behavior in Business

PADM 4226, Introduction to Nonprofit Organizations

PSYC 3508, Industrial & Organizational Psychology

C. Marketing and Public Relations (3 hours, take one class from)

MKTG 3010, Principles of Marketing

JOUR 3400, Public Relations

D. Administrative Skills (3 hours, take one class from)

ACCT 2010, Fundamentals of Accounting I

MIS 2749, Business Microcomputer Applications

MIS 2755, Introduction to Management Information Systems

MIS 2770, Computer Hardware/Software

E. Statistical & Research Methods (3 hours, take one class from)

SOCI 3311, Social Statistics

EDPR 4541, Fundamentals of Applied Statistical Methods

ISDS 3711, Analytical Tools for Business Decisions

MATH 1601, Statistical Reasoning

MATH 4611, Introduction to Applied Statistics

F. Team and Organizational Relations (3 hours, take one class from)

COMM 4011, Communications in Organizations
COMM 4342, Small Group Communication
COMM 4373, Interracial Communication
COMM 4375 Intercultural Communication
COUN 4621, Human Interactions
COUN 4781, Strategies for Crisis Intervention

G. Written Communication (3 hours, take one class from)

ENGL 3601, Technical and Professional Writing
ENGL 3602, Writing and Editing in the Professions
ENGL 3603, Engineering Communications
ENGL 3604, Persuasive Writing
MGMT 3510, Business Communications

H. Social & Cultural Context (3 hours, take one class from)

SOCI 3422, Racial and Ethnic Minorities
SOCI 3432, Sociology of Gender
SOCI 3831, Marriage and Family
SOCI 4631, Cities in Change
SLS 3105, Sport and Leisure as Popular Culture
COMM 3861, Television and Culture
CJUS 4180, Corporate and White Collar Crime
CJUS 4235, Private and Industrial Security
ANTH 4412, Neighborhood Development and Poverty
ANTH 3511, Culture, Kin and Family

I. Political & Economic Context (3 hours, take one class from)

ACCT 3130, Legal/Political/Social Environment of Business
ECON 3411, Economics of Social Issues
ECON 4130, Government regulation of Business
HIST 4824, Business History
POLS 4510, Politics in a Global Economy
GEOG 3430, Economic Geography

J. Technology & Culture (3 hours, take one class from)

ANTH 3711, Culture and Technology
ANTH 4200, Culture and Environment
COMM 4014, Computer Mediated Communication
HIST 3035, Technology and Culture in American History
PHIL 3512, Science, Technology and Human Values
PHIL 3514, Biomedical Ethics

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 together 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 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 (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.

Students must earn a minimum 2.25 GPA and a grade of "C-" in all classes in the Coordinated Study. Students must also have an overall GPA of 2.00 in order to graduate.

Please note that no more than 21 hours from the College of Business may be applied towards the Coordinated Study. This includes courses from ACCT, FIR, MGMT, MKTG, ECON, and MIS.

EXPERIENTIAL LEARNING <http://www.uc.memphis.edu/experiential.htm>

Students who feel they have completed college-level learning in a non-collegiate setting have the opportunity to apply for Experiential Learning credit. Students submit Experiential Learning Portfolios which are evaluated by faculty who determine the appropriate amount of credit to be awarded. It is NOT guaranteed that a student will receive any credit. Please see the College Advisor and the University College webpage for more information. It can take up to 6 months for a portfolio to be evaluated. Please note that Experiential Learning may NOT be used to fulfill General Education and other required course work. Experiential Learning may only be used to fulfill the technology concentration, elective hours, the required 60 hours from a four-year institution and towards the required 30 hours from U of M.

UNIVERSITY COLLEGE

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):				
COMM 2381 Oral Communication (3)				
Mathematics (3 hours): pick any one of the following MATH 1420, 1830, 1910, or 2000				
Humanities (9):				
1. Literature Course – ENGL 2201 or ENGL 2202 (3)				
2.				
3.				
Social Science (6 hours):				
1.				
2.				
Natural Science (8):				
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:

Technology Management Services Advising Grid, 2006 - 2007

II. Coordinated Study A minimum grade of "C-" required in each course and an overall major GPA of 2.25.					
Required Courses	Course	Semester	Grade	Hours	
A. Technology Concentration: 24 hours total, a minimum of 12 hours must be upper division Taken from such departments as Engineering, Engineering Technology, Manufacturing Engineering, Architecture, Mathematics, Construction Technology, Computer Science, Biology, Chemistry, Physics, Geology, and approved Geography courses. It is assumed that students will take all technology concentration courses from one area. Students wishing to take a combination of classes from the above areas need permission of the University College Dean. A limited number of classes from Management Information Systems (MIS/ISDS) is allowed but <u>can not</u> make up the entire content of the technology concentration.					
Management Services: 30 hours, One course from each group B. Administration Supervision -3 hours, pick one: MGMT 3110, METH 4381, PADM 3601 C. Organizational Systems: 3 hours, pick one MGMT 3215, MGMT 4420, PADM 4226, PSYC 3508 D. Marketing and Public Relations: 3 hours MKTG 3010, JOUR 3400 E. Administrative Skills: 3 hours, pick one ACCT 2010, MIS 2749, MIS 2755, MIS 2770 F. Statistical & Research Methods: 3 hours, pick one SOCI 3311, EDPR 4541, ISDS 3770, MATH 1601, MATH 4611 G. Team & Organizational Relations: 3 hours, pick one COMM 4011, 4342, 4373, 4375 or COUN 4621 or 4781 H. Written Communication: 3 hours, pick one ENGL 3601, ENGL 3602, ENGL 3603, ENGL 3604, MGMT 3510 I. Social & Cultural Context: 3 hours SOCI 3422, SOCI 3432, SOCI 3831, SOCI 4631, SLS 3105, COMM 3861, CJUS 4180, CJUS 4235, ANTH 4412, ANTH 3511 J. Political & Economic Context: 3 hours, pick one ACCT 3130, ECON 3411, ECON 4130, HIST 4824, POLS 4510, GEOG 3430 K. Technology & Culture: 3 hours, pick one ANTH 3711, ANTH 4200, COMM 4014, HIST 3035, PHIL 3512, PHIL 3514					
Thematic Studies: 6 hours Any UNIV 3500-3599, UNIV 4500-4599, CSED 4205, CSED 4300, CSED 4304, or PHIL 3514					
Senior Project: 4 hours UNIV 4990 Project Planning Seminar (next to last semester) UNIV 4995 Senior Project (final semester)	UNIV 4990				
	UNIV 4995				
General Electives: Hours as needed to reach a minimum of 120 total earned hours with at least 42 upper division hours (3000 – 4000 level). Transfer students must have at least 60 hours from a 4 year institution and at least 30 hours from The University of Memphis.					

All upper division classes from the College of Business (ACCT, ECON, FIR, MGMT, MKTG, MIS/ISDS) require Junior standing and a registration permit. Contact the College of Business for a registration permit.

No more than 21 hours from the College of Business are allowed in coordinated study.

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:** _____