



**218 Brister Hall  
Memphis, TN 38152  
901-678-2716**

<http://memphis.edu/univcoll/>

**Bachelor of Professional Studies  
Major in Professional Studies  
Concentration in Alcohol and Drug Abuse Services**

**Persons Served by These Guidelines**

Those seeking a degree with a concentration in Alcohol and Drug Abuse Services will provide services to those disabled by alcohol and drug abuse, including abusers, family, friends, colleagues and associates. Typical careers in A&D Services include administrators, providers of social and public services in hospitals, social service agencies, employee assistance programs, churches, non-profit organizations, etc. Some may wish to continue their education in graduate-level programs in Counseling.

Students interested in other human service programs should consult the University College guidelines for Human Services or Non-Profit Development and Administration or meet with representatives from the Division of Social Work (901-678-2616).

For additional 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	51-58 hours
III. College Requirements	9 hours
IV. Electives	12-25 hours

**Total minimum hours required: 120\***

\*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.

\* Students must complete at least 9 graded hours in the major at 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 hrs)

Students must complete the 35-41 hours of general education requirements as outlined in the attached general education grid. Please refer to the General Education website at <http://www.memphis.edu/gened/> for specific requirements. Students with majors in University College are exempt from the History general education requirements if they completed one year of History in high school.

### **II. Coordinated Studies: Alcohol & Drug Abuse Services** (51-58 hours)

Many upper-division (3000/4000-level) courses have prerequisites that must be met prior to being permitted to register for those courses. You are responsible for knowing and satisfying all course prerequisites. For specific information about courses and the prerequisites they may have, please view course descriptions at: <http://memphis.edu/ugcatalog/coursedescrip/index.php>. Some (not all) pre-requisites are listed below.

Many courses also require permits from the department that teaches the course. For example, SWRK and CJUS courses will always need permits from those respective departments. University College staff cannot issue permits for courses taught in other departments. ALL 3000/4000 level classes taught by the College of Business (ACCT, ECON, FIR, MGMT, MKTG) require a permit; students must request a permit online at: <https://fcbeacad.memphis.edu/ugad/permits/>

#### **A. Professional Core, Required Course: (3 hrs) Choose One Course:**

SWRK 2911 Social Response to Human Need  
COUN 4621 Human Interactions

#### **B. Alcohol and Drug Core (6 hrs) Choose two courses:**

ANTH 4531 Alcohol, Drug, Culture  
CJUS 3152 Drug Addiction and Alcoholism  
COUN 4783 Alcohol and Drug Abuse Services  
PSYC 3507 Alcohol, Drugs and Behavior (Pre-req: PSYC 1200)

#### **C. Statistical Methods (3 hrs) Choose one course:**

EDPR 4541 Fundamentals of Applied Statistical Methods  
PSYC 3001 Psychological Statistics (4 hrs)  
SOCI 3311 Social Statistics

#### **D. Professional Writing (3hrs) Choose one course:**

ENGL 3601 Technical and Professional Writing  
ENGL 3604 Persuasive Writing  
MGMT 3510 Business Communication (pre-requisite: MIS 2749)

#### **E. Electives - Alcohol and Drug Abuse Studies (9 hrs)**

##### **Credit may be earned as follows:**

1. Taking additional approved courses.
2. By submitting an experiential learning portfolio describing prior learning in A&D Services, not used to meet the internship requirement (see below).

**Students choose one area of concentration to complete in Social and Public Services (Group F) or Administrative Services (Group G).**

**F. Concentration: Social and Public Services (27 hrs)** Courses in this concentration stress issues related to individual development and social behavior, as well as societal responses and aspects of public policy.

##### **Group 1. Choose one course:**

CJUS 4533 Juvenile Delinquency: Theory and Process  
COUN 4781 Strategies/Crisis Intervention  
PSYC 3102 Abnormal Psychology (Pre-req: PSYC 1200)  
SOCI 3501 Sociology of Deviant Behavior  
SOCI 4852 Sociology of Mental Illness

**Group 2. Choose three courses:**

- PSYC 3103 Child Psychology (Pre-req: PSYC 1200)  
 PSYC 3106 Social Psychology (Pre-req: PSYC 1200)  
 PSYC 3506 Human Sexuality (Pre-req: PSYC 1200)  
 SOCI 3432 Sociology of Gender  
 SOCI 3831 Marriage and the Family  
 SWRK 3902 Human Behavior and Social Environment  
 (Prerequisites: SWRK 2911 & BIOL 1010/1011 or permission of instructor).

**Group 3. Choose two courses:**

- ECON 3411 Economics of Social Issues  
 POLS 3213 Introduction to Public Policy (Pre-req: POLS 1100)  
 SOCI 3422 Racial and Ethnic Minorities  
 SOCI 4442 Sociology of Poverty  
 SOCI 4541 Sociology of Aging  
 SOCI 4851 Medical Sociology

**Group 4. Internship (9 hrs)**

Students completing a concentration in Social and Public Services will complete 450 hours of supervised therapeutic experience. These hours may be earned in two ways, as follows:

1. UNIV 2110 Field Experience and UNIV 4110 Internship  
 Each may be taken in 3 or 6 credit hour increments. Students are responsible for securing their own internship placements. For help in identifying possible internship experiences, contact Career Services at 678-2239.
2. Submission and evaluation of an Experiential Learning Portfolio documenting significant work or volunteer experience in an A&D setting. Please note that credit is not guaranteed and additional fees apply. For information visit:  
<http://memphis.edu/univcoll/experiential-learning.php>

**G. Concentration: Administrative Services (27 hrs)** Courses in this concentration are basic to management and administration needed to operate an A&D facility. Students must have Junior standing in order to take any upper division courses from the College of Business. All upper division courses taught by the College of Business (ACCT, ECON, MGMT, MKTG) require students to obtain a registration permit in order to register for classes. Request the permit online at <https://fcbeacad.memphis.edu/ugad/permits/>

**Group 1. Choose one course:**

- MGMT 3110 Organization and Management  
 PADM 3601 Public Administration

**Group 2. Choose two courses:**

- ACCT 2010 Fundamentals of Accounting I  
 ECON 2110 Introduction to Macroeconomics  
 ECON 2120 Introduction to Microeconomics

**Group 3. Choose three courses:**

- ACCT 3011 Business Law  
 ECON 4740 Health Care Economics  
 FIR 3810 Principles of Risk and Insurance  
 MGMT 3215 Management of Human Resources  
 MGMT 4260 Employee Staffing and Development  
 MGMT 4420 Organizational Behavior in Business  
 MKTG 3010 Principles of Marketing  
 PADM 4207 Health Politics and Policy  
 PADM 4226 Introduction to Nonprofit Organizations

Student Name: \_\_\_\_\_

UUID \_\_\_\_\_

**Group 4. Choose one course:**

ECON 3411 Economics of Social Issues  
POLS 3213 Introduction to Public Policy (Pre-req: POLS 1100)  
SOC 3422 Racial and Ethnic Minorities  
SOC 4442 Sociology of Poverty  
SOC 4541 Sociology of Aging  
SOC 4851 Medical Sociology

**Group 5. Internship (6hrs)**

Students with a concentration in Administrative Services must complete 300 hours of experience in an approved setting. These hours may be earned in the following ways.

1. UNIV 4110, Internship, may be taken in 3 or 6 credit increments. Students are responsible for securing their own internship placements. For help in identifying possible internship experiences, contact Career Services at 678-2239.
2. Submission and evaluation of an Experiential Learning Portfolio documenting significant work or volunteer experience in an A&D setting. Please note that credit is not guaranteed. Additional fees apply. For information visit:  
<http://memphis.edu/univcoll/experiential-learning.php>

### **III. University College Requirements**

**A. Thematic Studies (6 hrs)**

Any UNIV 3500-3599 or UNIV 4500-4599 course, CSED 4300, CSED 4205, PHIL 3514

Students complete a total of 6 credit 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. Students can complete one 6 credit hour class or two 3 credit hour courses. For a complete list of courses:  
[http://memphis.edu/univcoll/courseinfo/thematic\\_studies.php](http://memphis.edu/univcoll/courseinfo/thematic_studies.php)

**B. Senior Project (3 hours)**

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 complete a 15 page research paper on a topic related to their degree program. The senior project can only be completed during a student's final/graduating semester. An instructor is assigned by the Assistant Dean of University College, and the topic for the Senior Project is approved by the instructor. For more information about the Senior Project:  
[http://memphis.edu/univcoll/senior\\_project.php](http://memphis.edu/univcoll/senior_project.php)

**ALL** sections of UNIV 4995 are taught online either through the Regents Online Degree Program (RODP) or U of M Online. Students will be assigned to a section based on their coordinated study/areas of study/areas of emphasis/concentration. RODP sections have an additional fee.

### **IV. Electives**

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 (3000 – 4000 level courses)
- A minimum of 9 graded hours in the major must be completed at the University of Memphis

Student Name: \_\_\_\_\_

UUID \_\_\_\_\_

## I. UNIVERSITY COLLEGE GENERAL EDUCATION REQUIREMENTS

Required Courses	Course	Semester	Grade	Hours
<b>English Composition (6 hours):</b>				
ENGL 1010 (minimum C-) 3 hours				
ENGL 1020 (minimum C-) 3 hours				
<b>Oral Communication and Rhetoric (3 hours):</b>				
COMM 2381 Oral Communication				
<b>Mathematics (3 hours):</b> pick any one of the following MATH 1420, 1530, 1710, 1730, 1830, 1910 or 2000				
<b>Humanities (9 hours):</b>				
1. Literature Course – ENGL 2201 or ENGL 2202 (3 hours)				
2.				
3.				
<b>Social Science (6 hours):</b>				
1.				
2.				
PSYC 1200 is recommended				
<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](http://memphis.edu/ugcatalog/graduation/gened.php) for courses which meet the above requirements. <http://memphis.edu/ugcatalog/graduation/gened.php>

Consult the UC college advisors or faculty advisors if you have any questions about transfer credit equivalencies.

Exempt from History General Education Requirement: Yes \_\_\_\_\_ No \_\_\_\_\_

University College students are *exempt* from the History requirement as long as they have completed one year of 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:

Student Name: \_\_\_\_\_

UID \_\_\_\_\_

### Alcohol and Drug Abuse Services -Academic Advising Summary

Required Courses	Course	Semester	Grade	Hours	
<b>II. Coordinated Study (51 hrs)</b> A minimum grade of C- required in each course and a minimum 2.25 major gpa.					
<b>A. Professional Core:</b> Choose one: SWRK 2911 or COUN 4621					
<b>B. Alcohol &amp; Drug Core:</b> Choose two: ANTH 4531, CJUS 3152, COUN 4783, PSYC 3507					
<b>C. Statistical Methods:</b> Choose one: EDPR 4541, PSYC 3001, SOCI 3311					
<b>D. Professional Writing:</b> Choose one: ENGL 3601, ENGL 3604, MGMT 3510					
<b>E. Alcohol &amp; Drug Abuse Services Electives (9 hrs)</b> [see attached guidelines for specific requirements]					
<b>CHOOSE ONE AREA of Concentration (Group F or G)</b>					
<b>F. Concentration: Social and Public Services</b> <b>Group 1</b> – Choose 1: CJUS 4533, COUN 4781, PSYC 3102, SOCI 3501, SOCI 4852  <b>Group 2</b> – Choose 3: PSYC 3103, PSYC 3106, PSYC 3506, SOCI 3432, SOCI 3831, SWRK 3902  <b>Group 3</b> – Choose 2: ECON 3411, POLS 3213, SOCI 3422, SOCI 4442, SOCI 4541, SOCI 4851  <b>Group 4:</b> UNIV 2110, 4110 or Experiential Learning (9 hours)	<b>Group 1.</b>				
	<b>Group 2.</b>				
	<b>Group 2.</b>				
	<b>Group 2.</b>				
	<b>Group 3.</b>				
	<b>Group 3.</b>				
	<b>Group 4</b>				
	<b>Group 4</b>				
	<b>Group 4</b>				
	<b>G. Concentration: Administrative Services*</b> <b>Group 1</b> – Choose 1: MGMT 3110, PADM 3601 <b>Group 2</b> – Choose 2: ACCT 2010, ECON 2110, ECON 2120 <b>Group 3</b> – Choose 3: ACCT 3011, ECON 4740, FIR 3810, MGMT 3215, MGMT 4260, MGMT 4420, MKTG 3010, PADM 4207, PADM 4226 <b>Group 4</b> – Choose 1: ECON 3411, POLS 3213, SOCI 3422, SOCI 4442, SOCI 4541, SOCI 4851 <b>Group 5:</b> UNIV 4110 or Experiential Learning (6 hours)	<b>Group 1.</b>			
		<b>Group 2.</b>			
		<b>Group 2.</b>			
<b>Group 3.</b>					
<b>Group 3.</b>					
<b>Group 3.</b>					
<b>Group 4</b>					
<b>Group 5</b>					
<b>Group 5</b>					
<b>Group 5</b>					
<b>III. College Requirements</b>					
<b>A. Thematic Studies (6 hrs)</b> UNIV 3500-3599 or UNIV 4500-4599 CSED 4205, CSED 4300, PHIL 3514					
<b>B. Senior Project (3 hrs)</b> UNIV 4995 (3 hrs) to be taken during the student's last semester.	UNIV 4995				
<b>IV. Electives</b> (varies to reach 120 total hours)					
Students must have a total of 42 upper division hours to graduate.	<b>Total Hours – 120 minimum</b>				

ALL 3000/4000 level classes taught by the College of Business require a permit. *Students request permits at the Fogelman College of Business and Economic webpage at <https://fcbeacad.memphis.edu/ugad/permits/>*

Many upper-division (3000/4000-level) courses have prerequisites that must be met prior to being permitted to register for those courses. You are responsible for knowing and satisfying all course prerequisites. For specific information about courses and the prerequisites they may have, please view course descriptions at: <http://memphis.edu/ugcatalog/coursedescrip/index.php>