



**University College**  
**218 Brister Hall**  
**Memphis, Tennessee 38152**  
**901-678-2716**  
[www.memphis.edu/univcoll](http://www.memphis.edu/univcoll)

**Bachelors of Professional Studies**  
**Major in Professional Studies with a Concentration in**  
**Organizational Leadership**

## **General Information**

Organizational Leadership is designed (1) to promote understanding of the nature of bureaucratic organizations and the fundamentals of administrative leadership; (2) to allow students to reflect upon national and international organizational context and upon significant social and cultural issues raised in those contexts; and (3) to promote skills in formal and interpersonal communication, including sensitivity to personal problems that have an impact upon the quality of work.

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	33 hours
III. College Requirements	9 hours
IV. Electives Vary	37-43 hours
Total Minimum Required Hours	120 hours*

\*Students must complete at least 60 credit 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

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, (Professional Core and Organizational Leadership Concentration)

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

TECH 4381, Principles of Supervision (same as METH 4381)  
MGMT 3110, Principles of Supervision and Management  
PADM/POLS 3601, Public Administration

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

MGMT 3215, Human Resources Management  
MGMT 4420, Organizational Behavior in Business  
PADM/POLS 4226, Nonprofit Organizations

**C. Team and Organizational Relations** (3 hours) take one class from

COMM 4011, Communications in Organizations  
COMM 4342, Small Group Communication  
COMM 4373, Interracial Communications  
COMM 4375, Intercultural Communications  
COUN 4621, Human Interactions

**D. Statistical and Research Methods** (3 hours) take one class from

EDPR 4541, Fundamentals of Applied Statistical Methods  
POLS 4101, Political Statistics (same as PADM 4101)  
PSYC 3001, Psychological Statistics (Pre-requisite PSYC 1200)  
SOC 3311, Social Statistics

**E. Written Communications** (3 hours) take one class from

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

**F. Political and International Context** (3 hours) take one class from

ACCT 3011, Business Law  
ACCT 3130, Legal, Social, Political Environment of Business  
ECON 4130, Government Regulation of Business (Pre-requisite ECON 2120)  
ESCI 3430, Economic Geography  
HIST 3212, Latin American Nations  
HIST 3274, Modern Islamic World  
HIST 3291, Modern East Asia  
HIST 3302, Modern Europe, 1800 –Present  
HIST 3881, African-American History (formerly HIST 4881)  
POLS 3213, Introduction to Public Policy (Pre-requisite POLS 1100)

POLS 3302, Western European Government and Politics (Pre-requisite POLS 1301)  
POLS 3306, Latin American Government and Politics (Pre-requisite POLS 1301)  
POLS 3309, Government and Politics of Middle East (Pre-requisite POLS 1301)  
POLS 3509, Contemporary Problems in International Relations (Pre-requisite POLS 1501)  
POLS 4307, Government and Politics of Communist China (Pre-requisite POLS 1301)

**G. Organizational Leadership Concentration** (15 hours)

**Take 5 courses, no more than 3 courses from any one area.**

ACCT 301\*1 Business Law  
ACCT 3130\*, Legal, Social, Political Environment of Business  
COUN 4611, Introduction to Counseling  
COUN 4621\*, Human Interactions  
COUN 4781, Strategies for Crisis Intervention  
COUN 4783, Alcohol and Drug Abuse Services  
ECON 3411, Economics of Social Issues  
ENGL 4372, Major African American Authors through the Harlem Renaissance  
ENGL 4373, Major African American Authors Since the Harlem Renaissance  
ENGL 4451, Studies of Women in Literature  
HADM 4101, Health Systems  
HIST 3881\*, African American History (formally HIST 4881)  
HIST 4851, History Women in America  
JOUR 3400, Introduction to Public Relations  
LEAD 3350, The Adult Learner  
TECH 4381\*, Principles of Supervision (same as METH 4381)  
MGMT 3110\*, Principles of Supervision and Management  
MKTG 3010, Principles of Marketing  
PADM/POLS 3601\*, Public Administration  
PADM/POLS 4226\*, Nonprofit Organizations  
PSYC 3101, Psychology of Personality (Pre-requisite PSYC 1200)  
PSYC 3102, Abnormal Psychology (Pre-requisite PSYC 1200)  
PSYC 3106, Social Psychology (Pre-requisite PSYC 1200)  
SLS 3105, Sports & Leisure as Popular Culture  
SOC 3422, Racial and Ethnic Minorities  
SOC 3432, Sociology of Gender  
SOC 4460, Black and White Women in the South  
SOC 4631, Cities in Change  
UNIV 4110, Internship\*\*

\*These courses may be used to fulfill one requirement only for group A-G.

\*\* Students who do not have a significant amount of work or volunteer experience at a supervisory level, usually two years, **MUST** take UNIV 4110 (internship) for one of their Group G classes. The determination of whether or not UNIV 4110 is required will be made by the Academic Advisor in consultation with the Assistant Dean of the University College.

### **III. College Requirements (9 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. To view a list of courses: [http://www.memphis.edu/univcoll/courseinfo/thematic\\_studies.php](http://www.memphis.edu/univcoll/courseinfo/thematic_studies.php).

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

UNIV 4995 Senior Project 3 hours [Completed during final semester]

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

The Senior Project is completed during a student's final semester. Information on the Senior Project and to request a registration permit, go to: [http://www.memphis.edu/univcoll/senior\\_project.php](http://www.memphis.edu/univcoll/senior_project.php)

**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 a small additional fee.

### **IV. General Electives (37-43 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.

#### **Optional Minor**

Students are encouraged to take advantage of the large number of general electives required in this major by completing a minor. Students may be able to complete minors in Communications, English, History, Management, Marketing, Nonprofit Administration, Political Science, Public Administration, Sociology, and many other areas. For more information on available minors, consult the University of Memphis *Undergraduate Bulletin*: <http://www.memphis.edu/catalog/>

#### **Optional Credit through experiential Learning**

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 (<http://www.memphis.edu/univcoll/experiential-learning.php>) for more information. 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 elective hours, the required 60 hours from a four-year institution and the required 30 hours from the U of M.

# I. UNIVERSITY COLLEGE

## GENERAL EDUCATION REQUIREMENTS

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 hours):</b> COMM 2381 Oral Communication (3)				
<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)				
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](http://academics.memphis.edu/bulletin/) for courses which meet the above requirements. <http://academics.memphis.edu/bulletin/> and click the “Graduation from the University” link.

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 Organizational Leadership Academic Advising Summary

Required Courses	Course	Semester	Grade	Hours
<b>II. Coordinated Study (33 hrs) (Professional Core) :</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>A. Administration and Supervision (3):</b> take one course from MGMT 3110, PADM/POLS 3601. TECH (METH) 4381				
<b>B. Organizational Systems (3):</b> take one course from MGMT 3215, MGMT 4420, PADM/POLS 4226				
<b>C. Statistical &amp; Research Methods (3):</b> take one course from EDPR 4541, POLS/PADM 4101, PSYC 3001, SOCI 3311				
<b>D. Written Communication (3):</b> take one course from ENGL 3601, 3604, JOUR 3421, MGMT 3510				
<b>E. Team &amp; Organizational Relations (3):</b> take one course from COMM 4011, 4342, 4373, 4375, COUN 4621				
<b>F. Political &amp; International Context (3):</b> take one course ACCT 3011, ACCT 3130, ECON 4130, ESCI 3430, HIST 3212, HIST 3291, HIST 3302, HIST 3881, POLS 3213, POLS 3302, POLS 3304, POLS 3306, POLS 3309, POLS 3509, POLS 4305, POLS 4307				
<b>G. Organizational Leadership Concentration (15):</b> <b>Take any 5 courses from:</b> ACCT 3011*, ACCT 3130*, COUN 4611, COUN 4621*, COUN 4781, COUN 4783, ECON 3411, ENGL 4372, ENGL 4373, ENGL 4451, HADM 4101, HIST 3881*, HIST 4851, JOUR 3400, LEAD3350, TECH 4381*, MGMT 3110*, MKTG 3010, PADM 3601*, PADM 4226* PSYC 3101, PSYC 3102, PSYC 3106, SLS 3105, SOCI 3422, SOCI3432, SOCI4460, SOCI 4631, UNIV4110  Students who do not have a significant amount of work or volunteer experience must take UNIV 4110 as one of their Group G classes. Only 3 hours of internship credit may count towards group G.				
<b>III. College Requirements</b>				
<b>A. Thematic Studies (6)</b> Any course numbered UNIV 3500-3599 or UNIV 4500-4599, CSED 4205, CSED 4300, CSED 4304, or PHIL 3514				
<b>B. Senior Project (3)</b> UNIV 4995, take final/graduating semester	UNIV 4995			
<b>IV. General Electives:</b> Hours vary but students must earn enough hours to reach 120 total earned hours with at least 60 hours from a four-year institution.				

\*These courses may be used to fulfill ONE requirement only for groups A-G.

No more than 21 hours from the College of Business may be applied towards the Coordinated Study. This includes courses from ACCT, FIR, ISDS, HPRM, MGMT, MKTG, ECON and MIS.

All upper division courses taught by the College of Business require junior standing (60 earned hours) and a registration permit. Students must request the permit electronically at <https://fcbeacad.memphis.edu/ugad/permits/>

# THE UNIVERSITY OF MEMPHIS / UNIVERSITY COLLEGE

## GENERAL REQUIREMENTS FOR GRADUATION

\_\_\_\_\_ Earn a minimum of 120 semester-hours.

\_\_\_\_\_ Complete all required coursework 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 or a 2.0 for RODP students 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 coursework are required.

\_\_\_\_\_ Students must earn at least nine graded hours in the major at the University of Memphis.

\_\_\_\_\_ Students must complete a preliminary graduation checkout appointment with their advisor the semester prior to graduation by the published deadline. Students cannot file for graduation until they have completed a preliminary graduation checkout.

\_\_\_\_\_ Apply for graduation one semester before you plan to graduate. See the University College graduation website for deadlines and filing instructions at <http://www.memphis.edu/univcoll/graduationinfo.php>. It is the student's responsibility to know and meet all deadlines.

\_\_\_\_\_ Students may be randomly selected to take the Senior Test. If you are required to take this exam, you will be contacted. **Note:** RODP and other distance 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 presentations 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 six months. 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 Form. 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.memphis.edu/univcoll/forms.php>

\_\_\_\_\_ 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.

\_\_\_\_\_ Students who DO NOT meet all graduation requirements will be notified by e-mail through their University of Memphis e-mail account.

**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 Form 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.memphis.edu/univcoll/graduationinfo.php>

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_