

EDUCATION FOR TODAY'S LEADERS

PURPOSE

This cross-disciplinary program provides the primary tools and organizational skills necessary to more effectively perform administrative roles. Course work focuses on the practical application of theory and developing an intellectual framework for analyzing and successfully addressing challenges associated with the administrative environment. This program values past work experience and benefits people from a variety of different backgrounds including health care, government, non-profit agencies, law enforcement and social services.

The MSAS program is designed for people currently in full-time employment. Therefore, course schedules are created around normal working hours. Further, the program is generally designed to allow students to take six hours of course work per semester (including summer). This enables students to complete the program within a two to three year period.

The Master of Science (M.S.) degree in Administrative Studies is offered online with the following specialization options: Alcohol and Drug Studies, Health Services Administration, Interdisciplinary Studies, Long-Term Care Administration and Organizational Leadership.

The M.S. degree in Administrative Studies is offered face-to-face at University Center in Sioux Falls with the following specialization options: Human Resources, Interdisciplinary Studies and Organizational Leadership.

The M.S. degree in Administrative Studies is offered face-to-face at Higher Education Center—West River in Rapid City with the following specialization options: Criminal Justice, Human Resources, Interdisciplinary Studies and Organizational Leadership.

The courses required for the Human Resources specialization are offered via videoconference technology at Capital University Center in Pierre, S.D., and the Tri-State Graduate Center in Sioux City, Iowa. The MSAS core is not available through face-to-face instruction at these locations; however, the core requirements may be completed through online instruction.

MSAS DEGREE REQUIREMENTS (36 hours minimum)

The Master of Science in Administrative Studies program has a central “core” of at least 24 hours in coursework that must be taken by all students. The core requirements are supplemented by 12 hours of coursework in a particular area of emphasis called a “specialization”. Currently, the MSAS program offers specializations in Organizational Leadership, Human Resources, Health Services Administration, Long-Term Care Administration, Alcohol and Drug Studies, Criminal Justice (Rapid City only) and Interdisciplinary.

CRIMINAL JUSTICE SPECIALIZATION (Rapid City Campus only)

This master’s degree program emphasizes its cross-disciplinary nature and provides tools and managerial skills necessary to more effectively perform administrative and leadership roles with criminal justice organizations. The Criminal Justice specialization provides education in criminal law, fundamentals of criminal procedures, police administration and an in depth look at criminal justice policy studies. The Criminal Justice specialization requires a minimum of 12 hours of specified course work.

ADMISSION

Requirements for admission:

1. Baccalaureate degree or an equivalent degree from an institution with full regional accreditation for that degree.
2. A minimum undergraduate grade point average of 2.7 on a 4.0 scale.
3. Three years administrative work experience.
4. Three years since receiving an undergraduate degree.

Provisional admission may be granted to applicants who do not meet the conditions for full admission but who give evidence that they may be capable of doing graduate-level work. During or prior to the application for admission, students may register for and take up to six hours of classes as “special students.” Admission materials will be reviewed once all required materials have been received.



THE CURRICULUM

MSAS REQUIRED CORE COURSES.....24 HRS

MSAS 763	Professional Writing for Administration.....	3 hrs
MSAS 764	Research in Administrative Practice.....	3 hrs
POLS 769	Administrative Thought and Ethics.....	3 hrs
POLS 722	Budgetary and Fiscal Management.....	3 hrs
POLS 733	Administrative Law and Government.....	3 hrs
SPCM 754	Managerial Communication.....	3 hrs
	Advisor Approved Elective.....	3 hrs
MSAS 786	MSAS Capstone.....	3 hrs
	OR	
POLS 798	Thesis in Political Science.....	6 hrs

CRIMINAL JUSTICE SPECIALIZATION

REQUIRED COURSES..... 12 HRS

CJUS 525	Police Administration.....	3 hrs
CJUS 531	Criminal Law.....	3 hrs
CJUS 533	Criminal Procedures.....	3 hrs
CJUS 790	Seminar in Criminal Justice Policy Studies.....	3 hrs

The minimum hours required for a degree is 36 hours, half of which must be at the 700 level or above.

No more than nine hours from an accredited institution may be transferred into the MSAS degree program.

FOR MORE INFORMATION

MSAS PROGRAM OFFICE

Master of Science in Administrative Studies
The University of South Dakota
414 East Clark Street
Vermillion, SD 57069-2390
Telephone: 605-677-6405 or 888-493-9256
Fax: 605-677-6968
E-mail: msas@usd.edu
Web site: www.usd.edu/msas

GRADUATE SCHOOL

The University of South Dakota
414 East Clark Street, Vermillion, SD 57069-2390
Telephone: 605-677-6287
Fax: 605-677-5202
E-mail: gradsch@usd.edu
Web site: www.usd.edu/gradsch

CONTINUING EDUCATION

The University of South Dakota
414 East Clark Street, Vermillion, SD 57069-2390
Telephone: 605-677-6240 or 1-800-233-7937
Fax: 605-677-6118
E-mail: ceinfo@usd.edu
Web site: www.usd.edu/ce

SIOUX FALLS

University Center
The University of South Dakota
2205 Career Avenue, Sioux Falls, SD 57102
Telephone: 605-367-5640 or 1-866-220-7058
Fax: 605-367-5643
E-mail: info@sduniversitycenter.org
Web site: www.sduniversitycenter.org

PIERRE

Capital University Center
809 East Dakota, Pierre, SD 57501
Telephone: 605-773-2160
Fax: 605-224-8577
E-mail: Ron.Woodburn@sdstate.edu
Web site: www.cucpierre.com

RAPID CITY

Higher Education Center–West River
Ellsworth Air Force Base
The University of South Dakota
515 West Boulevard, Rapid City, SD 57701
Telephone: 605-394-6720 or 800-874-7518
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E-mail: Brad.Henrich@usd.edu

SIOUX CITY

Tri-State Graduate Center
1520 Morningside Avenue, Sioux City, IA 51106
Telephone: 712-274-1277 or 1-800-630-1160
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E-mail: radloffc@tri-state-grad.org
Web site: www.tri-state-grad.org