

ADMINISTRATION

MASTER OF SCIENCE (M.S.)

HUMAN RESOURCES SPECIALIZATION

PROGRAM DESCRIPTION:

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 Master of Science in Administration 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 Human Resources Specialization provides education in supervision of personnel, leadership and human resource management. Within the Human Resource Specialization, a minimum of 12 hours of course work from a specified group of classes is required.

ADMISSION REQUIREMENTS:

Applicants must meet the admission requirements of the Graduate School and specific requirements of the administration program. Graduate School requirements can be accessed online at www.usd.edu/grad.

To be eligible for the Master of Science in Administration, applicants must:

- Provide a current résumé.
- Provide a typed educational goals statement of at least 250 words. The statement should provide an introduction of yourself, outline your educational and career goals, and explain the reasons you chose the Master of Science in Administration graduate degree to achieve your goals.
- There is no admissions test or prerequisite course work required.

APPLICATION DEADLINE:

Six weeks before classes start



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GETTING STARTED:

Prospective graduate students may apply through the Graduate School at www.usd.edu/grad/how-to-apply.cfm.

The Graduate School forwards completed applications to the appropriate academic department for review. The department will then recommend the admission status of the applicant to the Dean of the Graduate School, who will make the final decision on admission.

NON-DEGREE PURSUANT STATUS:

To experience the University of South Dakota as a non-degree pursuant student, the University offers graduate students the option of learning under a non-degree pursuant classification. Up to nine credit hours earned as a non-degree pursuant student may be applied to a graduate degree from USD at the discretion of the academic department.

Please note: Enrollment in a course does not guarantee acceptance into the program.

Enrolling as a non-degree pursuant student is easy. Simply complete the online registration form at <https://www.usd.edu/cde/registration> during the registration session open to the public.

FOR MORE INFORMATION:

For more information, please visit www.usd.edu/grad or contact:

University of South Dakota
MSA Department
605-677-6405
1-888-493-9256
Fax: 605-677-6968
msa@usd.edu
www.usd.edu/msa

University of South Dakota
Graduate School
Phone: 605-677-6240
Phone: 800-233-7937
grad@usd.edu
www.usd.edu/grad

PROGRAM REQUIREMENTS

MSA 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

HUMAN RESOURCES SPECIALIZATION REQUIRED COURSES.....12 HRS

Select any four of the following courses:

COUN 742	Career and Life Span Development.....	3 hrs
POLS 723	Public Personnel Management.....	3 hrs
SPCM 575	Human Resource Training and Development.....	3 hrs
SPCM 585	Communication and Conflict Resolution.....	3 hrs
SPCM 587	Team Building and Group Decision Making.....	3 hrs
SPCM 744	Managing Cultural Diversity.....	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 MSA degree program.

**Master of Science in Administration with a Specialization in Human Resources (Thesis or Non-Thesis)
Program Total: Minimum of 36 Credit Hours**



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