

# ADMINISTRATION

## MASTER OF SCIENCE (M.S.)

### ORGANIZATIONAL LEADERSHIP 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 Organizational Leadership Specialization is designed to enhance the leadership skills of administrators in a variety of organizational settings. Course work provides an overview of contemporary theories on the practice of leadership, and aids the student in developing their own personal perspective on leading organizations in the role of administrator.

#### 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](http://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](http://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](http://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](mailto:msa@usd.edu)  
[www.usd.edu/msa](http://www.usd.edu/msa)

University of South Dakota  
Graduate School  
Phone: 605-677-6240  
Phone: 800-233-7937  
[grad@usd.edu](mailto:grad@usd.edu)  
[www.usd.edu/grad](http://www.usd.edu/grad)

## PROGRAM REQUIREMENTS

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### 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

### ORGANIZATIONAL LEADERSHIP SPECIALIZATION

#### REQUIRED COURSES.....12 HRS

LDR 501	Advanced Leadership Theory and Practice.....	3 hrs
Plus three of the following		
BADM 761*	Leadership Development.....	3 hrs
POLS 724	Organization and Management.....	3 hrs
SPCM 585	Communication and Conflict Resolution.....	3 hrs
SPCM 587	Team Building and Group Decision Making.....	3 hrs
TET 553	Personal and Organizational Transition and Change Management.....	3 hrs
TET 780	Contemporary Views of Organizational Development.....	3 hrs
TET 805	Leading Organizational Change.....	3 hrs

\* BADM 761, an online hybrid course, will be extended online and will culminate with a rich, five-day face-to-face experience. The online component of the course will take place first and the five-day residency will follow. The five-day residency will be an executive, conference style component delivered each year at alternating sites between Sioux Falls, S.D. and Rapid City, S.D.

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 Organizational Leadership  
(Thesis or Non-Thesis Option) Program Total: Minimum of 36 Credit Hours**



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