

MASTER OF SCIENCE IN ADMINISTRATION

HUMAN RESOURCES SPECIALIZATION

“The coursework in this program gave me the foundational knowledge and technical skills to excel in the human resources profession. The curriculum is solid and practical to the work environment. The professors are engaging and the class discussions and projects are challenging and relevant.”

Barbara Cole
Manager of Employment Services
The University of South Dakota

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 Human Resources option provides education in supervision of personnel, leadership, and human resource management.

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.

Once accepted, students can register online through WebAdvisor at www.usd.edu/webadvisor or through the online form located at <https://www.usd.edu/cde/registration>.

TUITION RATES

For the most up-to-date online course tuition information, please visit: www.usd.edu/cde/tuition-rates.cfm



ADMISSION REQUIREMENTS

Minimum 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.

Note: There is no required admissions test, no prerequisite course work or degree and no exclusion based on current employment status.

Applicants must submit:

- 250-word statement of purpose
- Resume
- 3 Letters of Recommendation
- Official transcripts from all institutions attended

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/msa or contact a higher education service site that is appropriate for you:

**Sioux City, Iowa,
Vermillion area & Worldwide**
Division of Continuing Education
1-800-233-7937
605-677-6240
cde@usd.edu

Rapid City & Pierre area
University Center - Rapid City
Contact: Benjamin Krush
605-718-4112
UC-RC@usd.edu

MSA Department
1-888-493-9256
605-677-6405
msa@usd.edu

Sioux Falls area
University Center
1-866-220-7085
info@sduiversitycenter.org

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PROGRAM REQUIREMENTS AND COURSE ROTATIONS

Required Core Courses (21 credit hours)

Course/No.	Course Title	Site	Rotation
MSAS 763	Professional Writing for Administration (3 cr)	Online	Every Fall
MSAS 764	Research in Administrative Practice (3 cr)	Online	Every Summer
MSAS 786	MSAS Capstone (3 cr)	Online	Every Semester
POLS 722	Budgetary and Fiscal Management (3 cr)	Online	Every Summer
POLS 733	Administrative Law and Government (3 cr)	Online Sioux Falls	Every Fall, Every Spring Fall Odd Years
POLS 769	Administrative Thought and Ethics (3 cr)	Online Sioux Falls	Every Sp., Every Summer Fall Even Years
SPCM 754	Managerial Communication (3 cr)	Online Rapid City Sioux Falls	Every Spring Summer Odd Years Spring Odd Years

Human Resources Required Courses (12 credit hours) - select four of the following courses

Course/No.	Course Title	Site	Rotation
COUN 705	Career Development for Human Resource Professionals (3 cr)	Online	Every Fall
POLS 723	Public Personnel Management (3 cr)	Online Rapid City	Every Summer Spring Odd Years
SPCM 575	Human Resource Training & Development (3 cr)	DDN*	Fall Odd Years
SPCM 585	Communications & Conflict Resolution (3 cr)	TBA	TBA
SPCM 587	Team Building & Group Decision Making (3 cr)	Sioux Falls Rapid City	Every Spring Summer Even Years
SPCM 744	Managing Cultural Diversity (3 cr)	DDN* Rapid City	Spring Odd Years Spring Even Years

*Originating DDN site is Sioux Falls, SD; Receiving DDN sites include Pierre, SD, Rapid City, SD and additional statewide sites upon request.

Required Advisor-Approved Elective (3 credit hours)

Course/No.	Course Title	Site	Rotation
	Advisor-Approved Elective (3 cr)	Online	Every Semester

MSA Human Resources Program Total: Minimum 36 credit hours required

***If you are a prospective student with a disability and need assistance or accommodations during the admission/application process, please contact the Director of Disability Services, 119B Service Center North, USD, Vermillion, SD 57069. Phone: 605-677-6389 Fax: 605-677-3172 E-mail: disabilityservices@usd.edu**

This document is available in alternative forms upon request. For assistance, call Disability Services at USD at: 605-677-6839 or email disabilityservices@usd.edu. The University of South Dakota is an equal opportunity, affirmative action institution committed to increasing the diversity of its faculty, staff and students.



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SOUTH DAKOTA