

# MASTER OF SCIENCE IN ADMINISTRATION

## INTERDISCIPLINARY STUDIES SPECIALIZATION

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"The instructors have a perfect balance of academic credentialing and real world experience, making the classes timely and relevant. Couple the faculty with this top-notch program and a student can go as far as their commitment and desire will take them."

Michael Gramlick  
Fire Apparatus Operator  
Sioux Falls Fire Rescue

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### 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 Interdisciplinary Studies specialization is structured to allow students to craft an individual track suited to their specific needs.

### 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.

Once accepted, students can register online through WebAdvisor at [www.usd.edu/webadvisor](http://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](http://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](http://www.usd.edu/msa) or contact a higher education service site that is appropriate for you:

**Sioux Falls, Sioux City,  
Vermillion area & Worldwide**  
Division of Continuing Education  
1-800-233-7937  
605-677-6240  
[cde@usd.edu](mailto:cde@usd.edu)

**MSA Department**  
1-888-493-9256  
605-677-6405  
[msa@usd.edu](mailto:msa@usd.edu)

**Rapid City & Pierre area**  
University Center - Rapid City  
Contact: Benjamin Krush  
605-718-4112  
[UC-RC@usd.edu](mailto:UC-RC@usd.edu)

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UNIVERSITY OF  
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# PROGRAM REQUIREMENTS AND COURSE ROTATIONS

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## 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 Rapid City	Every Summer Spring Odd Years, SP 2011
MSAS 786	MSAS Capstone (3 cr)	Online	Every Semester
POLS 722	Budgetary and Fiscal Management (3 cr)	Online Rapid City	Every Summer Fall Even Years
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 Spring, Every Summer Fall Even Years
SPCM 754	Managerial Communication (3 cr)	Online Rapid City Sioux Falls	Every Spring Summer Odd Years Spring Odd Years

## Required Advisor-Approved Elective (3 credit hours)

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

## Interdisciplinary Studies Required Courses (12 credit hours)

Subject to the approval of the program director, the individual track requires students to work with their advisor to design a specialization consisting of 12 credit hours to suit the student's specific interest from coursework available in the area of study.

Students are required to submit a list of proposed specialization courses along with an explanation of the appropriateness of the designed track in terms of career and personal development. Selected coursework should be interdisciplinary in nature or come from different fields that integrate to represent a cohesive theme.

## MSA Interdisciplinary Studies 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: [dservice@usd.edu](mailto:dservice@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](mailto: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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