HUMAN RESOURCES TRACK A 0891
33 HOURS
PROGRAM OF STUDY CHECKSHEET
2019-2020

ADMINISTRATION
This track focuses upon the problem-solving and decision-making responsibilities of modern management and is aimed at providing broad-based preparation for careers in administration in either the public or private sector.

I. RESEARCH (6 hours)

HURES 5103 Human Services Research (Must be taken in the first 12 hours)
HURES 5123 Grant Proposal Writing (Needs to be taken after HURES 5103)

II. SPECIALIZATION (12 hours)

HURES 5043 Human Services Administration and Supervision
HURES 5263 Management Information Systems
HURES 5343 Personnel Supervision
HURES 5433 Organizational Leadership & Decision Making

III. MEASUREMENT & EVALUATION (3 hours)

HURES 5303 Program Evaluation

IV. HUMAN SERVICES PROCESSES (6 hours)

HURES 5253 Legal & Ethical Aspects of Case Management
HURES 5473 Framework for Job Placement and Development
HURES 5603 Human Growth and Development, A Multicultural Approach
HURES 5633 Career and Life-Style Development

V. PRACTICUM AND INTERNSHIP (3 hours)

HURES 5553 Practicum in Human Services

VI. APPROVED ELECTIVES (3 hours)
Students must select, with the advisor’s approval, sufficient 5000-level course to total 33 hours. Courses not taken in the above categories may be used as electives.

Student Signature   Date            Advisor’s Signature   Date
## HUMAN RESOURCES TRACK A 0891  
*PROPOSED COURSE ROTATION*

<table>
<thead>
<tr>
<th>Course Prefix, Number and Name</th>
<th>Semesters Offered</th>
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<tbody>
<tr>
<td>HURES 5043 Human Services Administration and Supervision</td>
<td>Fall &amp; Spring - W</td>
</tr>
<tr>
<td>HURES 5103 Human Services Research</td>
<td>Fall - BL/X - Ada &amp; Spring - BL/X/SWB</td>
</tr>
<tr>
<td>HURES 5123 Grant Proposal Writing</td>
<td>Fall - BL/X/SWB</td>
</tr>
<tr>
<td>HURES 5263 Management Information Systems</td>
<td>Fall - W</td>
</tr>
<tr>
<td>HURES 5303 Program Evaluation</td>
<td>Fall - W</td>
</tr>
<tr>
<td>HURES 5253 Legal &amp; Ethical Aspects of Case Management</td>
<td>Spring - BL/X/SWB</td>
</tr>
<tr>
<td>HURES 5343 Personnel Supervision</td>
<td>Fall - X/SWB</td>
</tr>
<tr>
<td>HURES 5433 Organizational Leadership &amp; Decision Making</td>
<td>Spring - X/SWB</td>
</tr>
<tr>
<td>HURES 5473 Framework for Job Placement &amp; Development</td>
<td>Spring - BL/X - Ada/McAlester</td>
</tr>
<tr>
<td>HURES 5553 Practicum in Human Services</td>
<td>Fall, Spring, &amp; Summer - TBD</td>
</tr>
<tr>
<td>HURES 5603 Human Growth and Development, A Multicultural Approach</td>
<td>Fall - W</td>
</tr>
<tr>
<td>HURES 5633 Career and Life-Style Development</td>
<td>Spring - BL/X - Ada/McAlester</td>
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**NOTE: Course are NOT necessarily in sequential order.**

*Some courses may be offered more often than advertised, while others may not be offered when advertised due to instructor availability.*

### Class Legion:
- A – 1st 8 Week Course
- B – 2nd 8 Week Course
- W – Web Course
- BL – Blended Course of Web and Live
- X – Live Course (Face to Face)
- IDS – Independent Study
- TBD – To Be Determined
- SWB – Synchronous Web Based Course