



Student ID # _____

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.

Semester & Grade

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***

<u>Course Prefix, Number and Name</u>	<u>Semesters Offered</u>
HURES 5043 Human Services Administration and Supervision	Fall & Spring - W
HURES 5103 Human Services Research	Fall - BL/X - Ada & Spring - BL/X/SWB
HURES 5123 Grant Proposal Writing	Fall - BL/X/SWB
HURES 5263 Management Information Systems	Fall - W
HURES 5303 Program Evaluation	Fall - W
HURES 5253 Legal & Ethical Aspects of Case Management	Spring - BL/X/SWB
HURES 5343 Personnel Supervision	Fall - X/SWB
HURES 5433 Organizational Leadership & Decision Making	Spring - X/SWB
HURES 5473 Framework for Job Placement & Development	Spring - BL/X - Ada/McAlester
HURES 5553 Practicum in Human Services	Fall, Spring, & Summer - TBD
HURES 5603 Human Growth and Development, A Multicultural Approach	Fall - W
HURES 5633 Career and Life-Style Development	Spring - BL/X - Ada/McAlester

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.*

<p>Class Legend: 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</p>
