Master of Science in Human Services A Management Program for Human Services Professionals

Nova University

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MASTER OF SCIENCE IN HUMAN SERVICES

A MANAGEMENT PROGRAM FOR HUMAN SERVICES PROFESSIONALS

NOVA UNIVERSITY
FRIEDET SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
MASTER OF SCIENCE IN HUMAN SERVICES DEGREE

Curriculum Profile

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMP 5011</td>
<td>Community Needs and Social Support Systems</td>
<td>3</td>
</tr>
<tr>
<td>GMP 5020</td>
<td>Organization Behavior and Development</td>
<td>3</td>
</tr>
<tr>
<td>GMP 5218</td>
<td>Theory and Practice in Working with Individuals</td>
<td>3</td>
</tr>
<tr>
<td>GMP 5219</td>
<td>Theory and Practice in Working with Groups</td>
<td>3</td>
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<tr>
<td>GMP 5220</td>
<td>Interpersonal and Intergroup Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>GMP 5400</td>
<td>Grants and Contracts</td>
<td>3</td>
</tr>
<tr>
<td>GMP 5460</td>
<td>Administrative Law</td>
<td>3</td>
</tr>
<tr>
<td>GMP 5491</td>
<td>Management Practices in the Nonprofit Sector</td>
<td>3</td>
</tr>
<tr>
<td>GMP 5800</td>
<td>Program Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>GMP XXXX</td>
<td>Elective</td>
<td>3</td>
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<tr>
<td>GMP XXXX</td>
<td>Elective</td>
<td>3</td>
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<tr>
<td>GMP 5100</td>
<td>Master’s Project or Workshop</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
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<tr>
<td>GMP 5109</td>
<td>Internship</td>
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</tbody>
</table>

CREDITS: 3

Elective Courses: Students take three elective courses which may come from the following fields: health systems, human resource management, criminal justice, or public administration. Courses required for one master's degree program in the Center for the Study of Administration may be taken as an elective in another program. Students may take their elective courses all within one field or from two or three fields, depending on the student's areas of interest. Elective courses are listed in the master's bulletin of the center.

Specializations: Several degree specialization options have been developed to support increased training and professionalization in response to needs of human services managers and of future entrants into the field. Specialization options require the selection of four related electives from any one of the following major areas:

- Computer Systems Management
- Criminal Justice
- Human Resource Management
- Health Systems Management
- Public Management

Specializations are made available in field-based clusters when a minimum of ten students in the cluster collectively agree to pursue a common degree concentration.
MASTER OF SCIENCE IN HUMAN SERVICES

PROGRAM OBJECTIVES
The master of science in human services program is a professional degree program designed to provide educational opportunities to someone currently employed in a public or private human services setting. It is also for someone seeking to obtain academic training for a professional role in the field but who does not have previous experience. Curriculum is based on competencies considered essential for the caseworker, middle-line manager, or casework supervisor to be able to provide appropriate, comprehensive services to individuals and groups seeking aid within the broad human services delivery system. Coursework provides the student with theoretical knowledge and a practical skill base in casework, the human services delivery system, community interaction, management, and various specialty areas.

PROGRAM PHILOSOPHY
The master of science in human services program emphasizes an activist, interventionist mission to serve the professional developmental and educational needs of a broad segment of the public and private sector institutions. The program focuses on the role of the individual as a change agent in the human services management process. The over-riding goal of the program is to enhance the organizational effectiveness and quality of managerial and premanagerial personnel.
PROGRAM SCHEDULE

The program utilizes the nontraditional weekend format with classes meeting on Friday evenings and Saturdays, both on campus and at locations convenient to the student's home. Classes are scheduled in thirteen-week blocks or semesters, with each course meeting every second or third weekend (five weekends per semester). Students generally enroll in two courses per block. The entire degree program may be completed in as few as 18 months. Courses are scheduled in logical sequence so that a student is able to track her/his entire program at the time of admission to the program. The program can be delivered on location to a minimum of 25 students. The master's project or internship can be started any time after six courses are completed in the program, not including any transfer-in credit.

FACULTY

All human services courses are conducted by professors and instructors with advanced academic qualifications as well as extensive practical experience in human services management. A national core adjunct faculty augments Nova's full-time professional staff. The diverse backgrounds and years of experience of the faculty facilitate in-depth discussion across a broad spectrum. A special effort is made to integrate practical with the theoretical points of view.

DEGREE REQUIREMENTS

The successful completion of forty specified credit hours of study is required for the master of science degree in human services. A master's project, internship, or capstone workshop dealing with productivity improvement management skills and techniques is included in the forty credits.

PROGRAM ADMINISTRATION

Applicant must--

1. have earned a baccalaureate degree from an accredited college or university.
2. have earned three semester hours of undergraduate work in psychology or organization behavior.
3. provide three letters of recommendation that have been written directly to the Center that indicate the applicant's ability to do graduate work.
4. provide an official transcript of his or her undergraduate record at each college or university attended. Applicants with graduate work from other institutions must submit official transcript of all such work.

5. provide a five-hundred-to-one-thousand word essay explaining his or her professional experience and/or goals and how it is believed the degree program being applied for will contribute to personal professional development.

6. submit completed application forms accompanied by a $30 nonrefundable application fee.

**PROGRAM TUITION AND FEES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (non-refundable)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Registration Fee (per term)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Tuition per credit hour</td>
<td>$195.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

*Tuition and fees are subject to change without notice.

**FINANCIAL ASSISTANCE**

Nova University operates several programs which provide student financial aid to assist a number of students in meeting direct and indirect educational expenses. Details of the various programs are available from the Office of Financial Aid. Call 475-7411.

Students who may be eligible for Veterans Administration benefits are invited to consult the VA counselor at the University.

In many cases tuition is reimbursed by employers. The Registrar's Office will assist in this process.

**TRANSFER POLICY**

Master of Science in human services applicants are permitted to transfer up to six credits (2 courses) from work completed in master's programs at other regionally accredited institutions. The credits in question must have been completed within the last five years with a grade of "B" or better and bear an equivalent course content and level to the Nova course work. Application for transfer credit must be made at the time of admission to the program. Credit is accepted as elective credit only.
REQUIRED COURSES AND MASTER'S PROJECT, INTERNSHIP, OR OPTIONAL WORKSHOP DESCRIPTIONS FOR THE MASTER OF SCIENCE IN HUMAN SERVICES PROGRAM

GMP 5011 Community Needs and Social Support Systems 3 cr. The interrelation of economic, political, and social systems with community and individual needs. Information and referral strategies are discussed.

GMP 5020 Organization Behavior and Development 3 cr. This course links the classical substance of organization and management with the analysis of reorganization elements and dimension of human behavior in the work environment.

GMP 5218 Theory and Practice in Working with Individuals 3 cr. Methods and principles of helping individuals solve problems and improve functioning in society. Information gathering, intervention strategies, and interviewing techniques are included.

GMP 5219 Theory and Practice in Working with Groups 3 cr. Methods and principles of helping individuals, in a group context, solve problems and function more effectively in society. Family intervention strategies are discussed.

GMP 5220 Interpersonal and Intergroup Dynamics 3 cr. A detailed examination of how we communicate and react to others, as well as feedback from the process by which our feelings are expressed. The twin goals of experience enhancement and increased awareness will be developed through both conceptual and experiential approaches. Students must participate in group experiences. Prerequisites: GMP 5011 and 5020.

GMP 5400 Grants and Contracts 3 cr. The development and refinement of skills in grant writing and grant maintenance. The student will initiate and finalize an actual grant proposal for submission to a national, state, or local funding agency for consideration as a requirement of the course. The rationale and mechanics involved in setting up different sections of proposals will be dealt with in depth.

GMP 5460 Administrative Law 3 cr. Examination of the public administrative environment from a legal perspective. The course deals with the Administrative Procedures Act and its impact on public administration. Selected topics include the administrative process, administrative procedure and judicial review, rules and rule making, discretion and its control, tort liability of government and its office. A case law approach is followed in this course.

GMP 5491 Management Practice in the Nonprofit (Public Service) Sector 3 cr. An analysis of managerial techniques in the administration of charitable and religious organizations. Financial and personnel policy development in the nonprofit sector. Course will include application of managerial techniques to the public sector, also.

GMP 5800 Policy Analysis and Program Evaluation 3 cr. The course is tailored to give students the opportunity to design and carry out an evaluation of an agency or business policy from the perspective of its technical and political feasibility. The course will provide practical experience to students under the guidance of trained policy evaluators from both the public and private sectors.

GMP 5100 Master’s Project 4 cr. The development and preparation of an independent research project. Prerequisite: Completion of six courses in the program not including transfer-in credit.
GMP 5109 Internship (Field Placement). 4 cr. A supervised internship within the field of human services. This must be separate and distinct from the student’s employment role. **Prerequisite:** Completion of six courses in the program not including transfer-in credit.

GMP 5102 Productivity Improvement Workshop 4 cr. Workshop Description: In this workshop students will learn innovative techniques essential to improved productivity when applied in profit and nonprofit organizations. The workshop will emphasize a set of practical operating guides that can lead to an increase in productivity through planning, evaluating, and motivating. Specific techniques will be addressed: techniques that can be incorporated into formal efforts of productivity improvement in any organizational environment. Students will learn how to conduct productivity audits and make productivity-effectiveness analyses. Students will apply practical solutions to existing productivity problems and become familiar with microcomputer applications that can enhance gains in productivity.

There is a complete list of elective courses in the school's master's bulletin given to each student upon enrollment in the program.
MASTER OF SCIENCE IN HUMAN SERVICES DEGREE
Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314
(305) 475-7681 or 1-800-541-6682 x 7681

Nova University programs are approved by the coordinators for Veterans Approval, State of Florida, Department of Education, for veterans' educational benefits. The University is authorized under Federal Law to enroll nonimmigrant alien students. The Nova University general policies on Student Relations are on file in the Office of the Registrar.

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin.