PROPOSAL

GRADUATE CERTIFICATE IN ORGANIZATIONAL LEADERSHIP AND SUPERVISION

DEPARTMENT OF MARKETING, HUMAN RESOURCES, AND MANAGEMENT

SCHOOL OF MANAGEMENT

TO BE OFFERED AT

PURDUE UNIVERSITY CALUMET

Proposal Received in the Graduate School

October 2008

Final Revisions Received

December 2008
Proposal for Graduate Certificate program in Organizational Leadership and Supervision (OLS) at Purdue University Calumet

I. Overview

a. Title of the proposed graduate certificate program. Organizational Leadership and Supervision (OLS)

b. Purpose of the program. This program is intended to provide additional education for the post-baccalaureate student in Organizational Leadership and Supervision or for the experienced supervisor/manager who holds a baccalaureate in another area. This certificate would increase the skills and knowledge of the OLS graduate, and/or enhance the leadership and supervisory skills and knowledge of the current supervisor/manager.

Statement of need

The need for this program is supported by the Occupational Outlook Handbook, which estimates that the occupations for OLS areas of Human Resources, Training and Labor Relations Managers and Specialists is expected to grow faster than average.


The screen shot supporting this information appears at the end of this document.

Need for graduate certificate program in the region

Only 16.2% of adults in Lake County have obtained a BA or higher degree, compared with 19.4% for the state overall. According to the 2000 census data, only 5.5% of adults 25 or older in Lake County have attained a graduate or professional degree.

http://www.stats.indiana.edu/profiles/pr18089.html (Lake County information)

Compared with a 7.2% rate for graduate and professional degrees in the state, and 8.9% for the nation, the region is below both state and national averages.

http://www.stats.indiana.edu/sip/

Need is also supported by a review of enrollment data for IUPUI Fort Wayne, concerning the OLS graduate enrollment. OLS graduate enrollments in the OLS Master’s program average 20-26 students. Since the Purdue University Calumet campus is located in an area of equal or greater population and industry, there is a great likelihood that the demand will meet or exceed the demand at IPFW in OLS.
Further, the OLS program graduates approximately 10-15 students per year, who are potential candidates for enrollment.

The target audience
The target audience consists of holders of a baccalaureate degree in Organizational Leadership and Supervision and/or the experienced supervisor/manager (2 years of supervisory/managerial experience) who holds a baccalaureate in another area.

The number of students expected to participate in the program
The anticipated enrollment is expected to build to approximately 25 students over the course of 3-4 years.

Relation to relevant existing certificate programs, if any
There are no existing graduate OLS certificates program at Purdue University Calumet.

Fraction of students who are expected to participate in the program who will also be concurrently working toward a graduate degree at Purdue University Calumet
This number is expected to be 8-10 of the anticipated enrollment of 25, or about 35%.

c. Proposed date of initiation of the certificate program. Upon approval (estimated Fall 2009)

d. Whether certificate is graduate or postbaccalaureate. This is a graduate certificate (75% or more graduate level courses—500 level or higher).

II. Admission requirements

A. Items which are specified by the Graduate School
   1. Bachelors degree from an accredited institution.
   2. Minimum undergraduate GPA of 3.0/4.0 with the possibility of conditional admission for applicants who do not meet this requirement.
   3. Minimum English proficiency for applicants whose native language is not English, with the possibility of allowing exceptions, including substitution of alternate criteria. TOEFL Paper based 550, Computer based 213, Internet based: 77, with minimum scores as follows; Reading 19, Listening 14, Speaking 18, Writing 18); IELTS overall band score of 6.5.

B. Additional Items specified for the certificate program
   1. Students who are currently admitted to a degree program are eligible to earn a certificate. Such students may:
      a. complete the certificate if it is in their field of study; or
      b. complete the certificate if it is not in their field of study with two years of supervisory or managerial level experience.
III. Completion requirements

A. Items which are specified by the Graduate School

1. The certificate shall require 12 credit hours, taken for a letter grade.
2. No more than 12 credit hours earned in non-degree status, including credit hours earned toward completion of a single certificate or more than one certificate, may be applied toward a graduate degree.
3. Courses that have been certified as undergraduate excess may be used to satisfy requirements for a certificate.

B. Items which are left to the discretion of the graduate program responsible for the certificate, but which must be specified in the proposal for the certificate program

1. Total number of credit hours required: 12 hours
2. Total number of credit hours that must be taken for a letter grade. 12 hours
3. Specific course requirements, including any not-for-credit courses.
   - OLS577 Advanced Topics in HR Management
   - OLS580 Interpersonal Skills for Leaders
   - OLS583 Coaching and Mentoring in Organizations
   - Any one of the following: OLS486 Leadership and Change, or OLS485 Leading Teams, or additional OLS graduate course (500 level).

4. GPA requirements
   a. Minimum overall GPA for courses that are to be used to fulfill certificate requirements. Only courses taken for a letter grade may be included in this computation. Minimum overall GPA: 3.0/4
   b. Minimum grade for any course to be applied toward the certificate. B

5. Maximum number of credits that may be transferred from another institution. 6 credits
6. Maximum number of credits from undergraduate-level courses that may be used toward the certificate. 3 credit hours at 400 level (excess credit)
7. Maximum time allowed for completion of the certificate. 3 years from time of enrollment in first course.
8. Whether or not courses may be applied for credit toward more than one certificate. The Graduate School considers a certificate to signify competence in a particular area of study, and recognizes that such areas may overlap. On the other hand, there may be some courses for which it would not be appropriate to allow credit toward more than one certificate. Such restrictions, if any, should be stated.
9. Number of credit hours taken prior to admission to the certificate program that may be counted toward completion of the certificate. 6 credit hours
IV. Administration

A. Items which are specified by the Graduate School

1. Admission process -- In general, the admission process will parallel that for degree-seeking students at the graduate level.
2. To facilitate tracking of students who are enrolled in certificate programs, the Office of the Registrar will establish a special admission status for such individuals.
3. When a student completes requirements for a certificate, Assistant Dean of the School of Technology graduate studies will notify the Graduate School. The Graduate School will then notify the Office of the Registrar.
4. Transcripting
   a. Will be consistent for all graduate certificate programs throughout the Purdue system.
   b. Each certificate earned will be posted separately upon completion of the requirements.
   c. Graduate certificates will be recorded in the following manner:
      
      1. GRADUATE CERTIFICATE
      2. FIELD OF STUDY: Organizational Leadership and Supervision

   d. Credits earned toward a certificate will be included in the computation of the overall GPA posted on the transcript.

5. The certificate, itself, will be printed by the Office of the Registrar. All certificates under the purview of the Graduate School that are awarded by Purdue University will share a common format and style.
6. The certificate will be awarded jointly by the appropriate academic unit and the Graduate School. It will bear the signature of the head of the academic unit and the dean of the PUC Graduate School.
7. Certificates will be awarded at the normal times when degrees are awarded.
8. The academic unit offering the certificate will submit an annual report to the Graduate Council containing the following information:
   a. the number of students currently admitted to the certificate program
   b. for each admitted student: date admitted whether or not the student is also currently admitted to a degree program at Purdue, and if so, which degree and number of credits completed toward fulfillment of certificate requirements
   c. the number of certificates awarded annually

The Office of the Registrar will assist in generating this information.
B. Items which are left to the discretion of the graduate program responsible for the certificate, but which must be specified in the proposal for the certificate program

a. Process for certifying completion of requirements. This audit process will be the full responsibility of the School of Technology at Purdue University Calumet awarding the certificate.

b. Dissemination: The Certificate will go from the Office of the Registrar to the PUC School of Technology’s Assistant Dean for Graduate Studies.