

MURRAY STATE UNIVERSITY
 Department of Educational Studies, Leadership, & Counseling
HUMAN DEVELOPMENT & LEADERSHIP
 Master's Degree – Curriculum Guide Sheet

NAME: _____ Cell: _____

EMAIL: _____

MAILING ADDRESS: _____

Required Core Curriculum: 21 hours

Course	Course Name	Semester Planned	Semester Completed	Grade
ADM 630 or POL 660	Methods of Research Research Methods			
CNS 635	Human Development			
HDL 625	Legal & Ethical Issues			
HDL 655 or COM 639	Social Intelligence: Interpersonal Processes Seminar in Conflict Resolution			
HDL 660	Developing Human Potential Seminar			
HDL 670	Multicultural and Diversity Issues in Leadership			
HDL 692	Individual, Group and Team Dynamics			

CONCENTRATION FOR HDL PROGRAM

Concentration: _____ Required Concentration of 12 hours

Course	Course Name	Semester Planned	Semester Completed	Grade

The student and advisor have discussed this program and agree to this plan.

 Student Signature

 Date

 Advisor Signature

 Date

*A comprehensive examination is required for graduation. Comprehensive exams are taken during the last semester of course work and the exams are administered in the spring, summer, and fall. Apply to take the comps when you apply for the degree. Applications are submitted online.

**NOTE: HDL675 Assessment of Human Potential (how to use personality, interest, career, etc. assessments in business and leadership) can be used as one of the courses in any concentration area and for the HDL Certificate

CONCENTRATION AREAS (12 hours required) (Individualized with advisor approval)

EDUCATIONAL ADMINISTRATION (non-cert)

ADM 600	Introduction to Educational Leadership
ADM 624	School and Community Relations
ADM 645	Educational Resources Management
ADM 664	School Principal

ENVIRONMENTAL EDUCATION (non-cert)

EDU 615	Introduction to Environmental Education (1 weekend and Canvas)
EDU 664	Techniques of Teaching Environmental Education (spring 2 weekends)

Plus two of the following:

EDU 660	Special Problems in Environmental Education
EDU 663	Workshops in Environmental Education (fall 2 weekends)
EDU 665	Field Experiences in Environmental Education
EDU 667	International Environmental Education (2 nd half of spring & June)
EDU 669	Investigation and Evaluation of Issues in Environmental Education (directed research class)

INDUSTRIAL SUPERVISION

(Mid-management leadership and supervision in an industrial setting) (for online availability, contact AETM coordinator)

IET 684	Engineering Economic Analysis	(Fall)
IET 691	Industrial Operations	(Fall)
IET 693	Systems Management Technology	(Fall)
IET 695	Industrial Supervision	(Spring)

INSTRUCTIONAL DEVELOPMENT (non-cert)

EDU 622	Philosophy of Education
EDU 625	Theory and Practice in Classroom Management
EDU 626	Integration of Educational Technology
EDU 606	Preparation of Curriculum Materials

INTERCULTURAL COMMUNICATION

JMC 600	Seminar in International Mass Communication
JMC 601	Media, Cultural, Gender, and Race
COM 640	Seminar in Intercultural Communication
CNS 684	Problems

LEADERSHIP DEVELOPMENT

NLS 685	Seminar on Leadership Development
HDL 681	Leading & Developing Others
HDL 682	Leadership Processes: Critical Thinking, Problem Solving & Decision Making

Plus one of the following courses:

HDL 683	Assessment and Application of Leadership Research
HDL 684	Contemporary Issues in Leadership Development Seminar

NONPROFIT LEADERSHIP STUDIES (NLS)

Choose any four of the five NLS courses listed below:

NLS 601	Seminar on Nonprofit Organizations (Fall on line)
NLS 602	Workshop in Financial Resource Development (Summer online; Spring on campus)
NLS 675	Social Entrepreneurship (Spring on campus; Summer online starting in 2015)
NLS 680	Special Problems in Nonprofit Organizations (Spring on line; Fall and spring as independent study with advance approved proposal)
NLS 685	Seminar on Leadership Development (Fall and spring on campus; Summer online starting in 2015)

Students completing the NLS coursework may be eligible to become a "Certified Nonprofit Professional (CNP)" through the Nonprofit Leadership Alliance. For details, call 270.809.3824.

PUBLIC ADMINISTRATION (choose four of five)

POL 671	Public Policy Analysis
POL 673	Public Budgeting and Finance
POL 670	Foundations of Public Administration (fall, 2012)
POL 674	Public Organizations (spring, 2013)
POL 681	Human Resource Administration (spring, 2013)

HUMAN DEVELOPMENT AND LEADERSHIP ORIENTATION VIDEO

Verification Form

<http://campus.murraystate.edu/academic/coe/hdlvideo2012/hdlvideo4.htm>

Note: this link and the forms are also on the hdl webpage at www.murraystate.edu/hdl

I, (print or type your name) _____,
have viewed the Human Development and Leadership Orientation video. I verify that I understand
the following:

- The HDL Master's is a 21 hour plus a 12 hour concentration area program (33 hours total)
- In addition to the HDL Master's degree, I can also earn the HDL Certificate by completing HDL660, HDL670, HDL692 and HDL675 and applying through the graduate office to have this addition listed on my transcript.
- The HDL program does not lead to teacher certification, rank change, teacher leader, or any other area associated with teacher education or EPSB.
- The HDL program does not lead to a degree in counseling nor does it qualify me to be a counselor
- I agree to abide by the Student Code of Conduct from the MSU Student Handbook <http://www.murraystate.edu/HeaderMenu/Administration/StudentAffairs/studentconduct.aspx>
- After admission to the HDL program, an email will be sent to me about my admission status. This email will include the name of my HDL advisor. Before registering for classes, I will contact my advisor and discuss my plan to graduate.
- I will need to purchase LiveText (approximately \$100) by the end of my first semester of classes. This will provide me server space for collecting the common assignments from each class and will be utilized to study for the comprehensive exams.
- During the first six months after I begin the HDL program, I will complete and submit the online Planned Program Guide (www.murraystate.edu/hdl scroll down to the Planned Program Guide). Use the two drop down menus and include the concentration area classes. THIS FORM MUST BE ON FILE TO QUALIFY TO TAKE THE COMPREHENSIVE EXAM AND TO GRADUATE!**
- At the beginning of the semester in which I plan to graduate, I will submit an Application for Graduation to the Graduate Admissions Director.
- At the beginning of the semester in which I plan to graduate, I will submit an Application to take the Comprehensive Exam. My common assignments and the essential elements of information posted on LiveText will be my study guide in preparation for this essay exam. **The Comprehensive Exam may only be taken during the last semester of classes.**

SIGNED: _____ Date: _____
Sign and mail/fax to the College of Education, Attn: Colleen Anderson 270.809-3799 (fax)

Date Received from Student: _____

Advisor Signature: _____ Date: _____

MY PERSONAL HDL CHECKLIST AND TIMELINE
(For your personal use – not for submission to your advisor)

After admission to the HDL Program: Date admitted_____

- Watch the Orientation Video and complete the Verification Form, sign, and fax
- Contact your advisor to discuss your plan of study and concentration area
- Complete and submit p. 1 of the advising guide to your advisor for approval
- Register for classes

First Semester of Classes: Spring Summer Fall 20_____

- Purchase LiveText for posting and evaluation of common assignments
- Complete and submit the official Planned Program Form

Each Semester:

- Post common assignments for each HDL core course on LiveText
- Check with your advisor if you have questions

Final Semester: Semester I plan to Graduate Spring Fall 20_____

Final Semester: Early in the semester --

- a. Apply for Graduation <http://www.murraystate.edu/Students/Graduate/GraduateAcademicInfo.aspx>
- b. Apply to take the Comprehensive Exam (required for graduation)
 - Exam time and location will be posted on the hdl webpage
 - Study/Review your common assignments posted on LiveText as these will be utilized to help prepare you for the comprehensive exam.
 - Review the main points from each of the texts utilized in your program of study – the Essential Elements of Information (EEL's) are posted on LiveText
- c. I have met the GPA requirement for graduation (Graduate Catalog):

A candidate for a master's degree or a specialist in education degree must have a minimum grade point average of 3.0 in all the approved program graduate courses before the degree is conferred. No credit shall be granted for a grade below C. A graduate course repeated does not remove the original grade received in the course. In calculating grade point averages, a repeated course shall be considered an additional course.

Final Semester: Mid-semester

- Take the Comprehensive Exam – results will be sent to you

Final Semester: End of the Semester

- Graduation! Date_____

NOTES