



**Peru State College Graduate Catalog
2009-2010
Master of Science in
Organizational Management**

This catalog is intended to serve as a ready reference and provide guidelines for MSOM graduate students at Peru State College. It contains pertinent information regarding official policies, procedures and requirements for students seeking a Master of Science in Organizational Management. Any inquiries or requests about the graduate program may be directed to gradprograms@peru.edu.

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

The College reserves the right to repeal or amend rules, regulations, tuition and fees at any time, and may withdraw, add to, or modify courses and programs.

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Graduate Programs Office
Peru State College
P.O. Box 10
Peru, NE 68421
1-800-742-4412 (Option 4) or 402-872-2314
Fax: 402-872-2413

The College World Wide Web Home Page address is:
<http://www.peru.edu/>

Accreditation

The Graduate Program leading to the Master of Science in Organizational Development at Peru State College is approved by the faculty, the President, the Nebraska State College Board of Trustees, the Nebraska Department of Education, NCATE and The Higher Learning Commission of the North Central Association of Colleges and Schools. It is designed to enable individuals to improve their knowledge and skills which may be applied in a wide variety of settings.

History

In 1867, the same year that Nebraska became a state, the new state's legislature established a training school for teachers at Peru. The school actually began on December 2, 1865, when its predecessor, Mount Vernon College, was organized by a group of early settlers who resolved to place the school under the "care and management of the Methodist Episcopal Church."

Colonel T.J. Majors, a leader during the Civil War and a state legislator, proposed that the school be made the state university. Although the offer was rejected, the state legislature on June 20, 1867, did accept the school as a "normal school" several months before the state university was established. For the next 38 years, the Peru school was the only teacher education institution in the state.

As Nebraska's population increased, the legislature extended the normal schools from two-year to four-year institutions and authorized them to grant the degrees of Bachelor of Arts in Education, Bachelor of Science in Education, and Bachelor of Fine Arts in Education. In 1963, Peru's name was changed to Peru State College.

When the United States entered World War II, the College trained officers for the armed forces. The first of an eventual 500 men in the Navy's V-12 program arrived on campus July 1, 1943. The College operated an accelerated program for both civilian students and naval trainees.

In 1949, the legislature authorized the Nebraska State Colleges to confer the Bachelor of Arts degree. The Bachelor of Science degree was authorized in 1965. In 1986 the Board of Trustees approved a Master of Science in Education program at Peru State College, and in the summer of 1987 the first classes were offered. Emerging from its role as a single-purpose teachers' college, the College is now a regional state college offering a wide variety of programs to meet the changing needs of southeast Nebraska and beyond.

The addition of the Master of Science in Organizational Management with an concentration in Entrepreneurial and Economic Development is designed to assist learners in our service area and throughout the world to gain the background necessary to function as a change agent or entrepreneur in their community or organization.

Mission Statement

Mission

In educating the individual to the benefit of society, Peru State College cultivates the capacity and propensity for life-long learning by fostering independent inquiry and promoting the value of knowledge and discovery. Through innovative undergraduate and graduate programs, Nebraska's first college continues its commitment to making a vital contribution to the future of the region and the state.

Purposes

The Purposes of Peru State College support the accomplishment of the mission and are derived from the specific responsibilities assigned to the institution by the Nebraska State College System Board of Trustees and the Nebraska Coordinating Commission for Postsecondary Education. These purposes are to:

- Provide an affordable and accessible quality education through high-quality teaching and emphasis on student learning to the citizens in the assigned service region.
- Provide its graduates with a solid foundation for continued life-long learning through a strong general education program.
- Provide quality baccalaureate degrees in selected academic fields, with emphasis on teacher education, business, and selected disciplines in the arts and sciences.
- Provide quality graduate programs leading to master's degrees in education and organizational management.
- Contribute to the development of the fields of knowledge and teaching in the disciplines represented in the College programs.
- Contribute to the economic and social/cultural development of the service region.

Goals

The Goals of Peru State College are to instill in our students:

- effective communications skills;
- computer and information literacy;
- independent critical thought and intellectual capacity for change;
- preparation to assume social and civic leadership roles;
- the ability to pursue intellectually, ethically, aesthetically, and physically rewarding lives.

School of Professional Studies

The School of Professional Studies, in conjunction with the Graduate Programs Office, offers coursework leading to the Master of Science in Organizational Management (MSOM) degree with an concentration in Entrepreneurial and Economic Development, with the goals of developing student understanding of:

- a. theoretical and practical knowledge associated with innovation and organizational change in the public and private sectors;
- b. quantitative and qualitative research methodologies to conduct program evaluations and assist in evidence-based decision making for profit and non-profit organizations;
- c. entrepreneurship, economic development and the financing of projects;
- d. the role of technology in commerce and research; and
- e. negotiation and mediation as a mechanism to promote change in organizations and communities

Student development is achieved by relevant coursework featuring a flexible and proposal-oriented curriculum which culminates in an internship, action research project or thesis.

Program Goal	Course Anchor(s)
Understanding theoretical and practical knowledge associated with innovation and organizational change in the public and private sectors	MGMT 550 Organizational Development and Change MGMT 552 Management of Innovation and Growth
Understanding quantitative and qualitative research methodologies to conduct program evaluations and assist in evidence-based decision making for profit and non-profit organizations	MGMT 551 Program Evaluation MGMT 601 Study Design and Data Collection MGMT 602 Statistical Methods and Data Analysis
Understanding entrepreneurship, economic development and the financing of projects	MGMT 660 Theories of Entrepreneurship MGMT 661 New Venture Planning and Financing MGMT 663 Economic Development
Understanding the role of technology in commerce and research	MGMT 552 Management of Innovation and Growth MGMT 601 Study Design and Data Collection MGMT 602 Statistical Methods and Data Analysis MGMT 662 E-Commerce and Internet Communication
Understanding negotiation and mediation as a mechanism to promote change in organizations and communities	MGMT 550 Organizational Development and Change MGMT 553 Conflict Management & Mediation

Master of Science in Organizational Management Degree Overview

Degree

Master of Science in Organizational Management
Entrepreneurial and Economic Development

The Master of Science in Organizational Management is designed to enable individuals to acquire training as change agents to facilitate growth in their organizations and communities. The specialization in Entrepreneurial and Economic Development directly supports business growth and economic development. The course structure allows students to explore their own business and community enhancement projects.

Accreditation

The Higher Learning Commission of the North Central Association of Colleges and Schools

Hours Required

Thirty-six (36) credit hours are required.

Admission Requirements

- Completed application form (*online*);
- Official transcript of conferred bachelor degree from an accredited institution with a GPA of at least 3.0;
- Two recommendations using PSC recommendation forms, with one from an immediate supervisor. Forms may be found on the Graduate Programs web site under Forms & Documents;
- Professional Resume; and
- Completion of online orientation.

MSOM Course Structure

Students in the Master of Science in Organizational Management (MSOM) degree program must complete all four concentration area courses at Peru State College, and 50% of all remaining credit hour requirements at Peru State College. Additionally, students must complete their project courses at Peru State College. As the MSOM is a shared degree with Wayne State College and Chadron State College, which are both members of the Nebraska State College System, students may take approved core area courses (up to three) at any of those colleges with permission from the Dean of Graduate Programs, subject to the aforementioned rules regarding minimum numbers of credit hours required at Peru State College.

The Program

The Major Core in Entrepreneurial and Economic Development

18 hours

All students are required to successfully complete the following coursework at Peru State College.

Course	Course Number	Course Name	Credit Hours
Mgmt	550	Organization Development and Change	3
Mgmt	551	Program Evaluation	3
Mgmt	552	Management of Innovation and Growth	3
Mgmt	553	Conflict Management and Mediation	3
Mgmt	601	Study Design and Data Collection	3
Mgmt	602	Statistical Methods and Data Analysis	3

Elective Coursework

12 hours

Course	Course Number	Course Name	Credit Hours
Mgmt	660	Theories of Entrepreneurship	3
Mgmt	661	New Venture Planning and Financing	3
Mgmt	662	E-Commerce and Internet Communication	3
Mgmt	663	Economic Development	3

Application of Theory/Advanced Elective Courses

6 hours

Course	Course Number	Course Name	Credit Hours
Mgmt	695	Graduate Internship	1-6
Mgmt	696	Thesis/Action Research Project I	3
Mgmt	697	Thesis/Action Research Project II	3

Students with minimal professional experience in the option area may complete an additional six hours of internship. Students interested in conducting research have the option of researching and writing a thesis (advanced research paper) or conducting an Action Research Project for an organization or community and documenting the results. Both efforts are intended to be scholarly works, well-written and grounded in theory. In either case the final paper should relate to the student's area of concentration and constitute the culminating experience in the Master of Science degree program.

Two primary goals for graduate programs at Peru State College are flexibility and relevance. Consequently, other project concepts may be approved. Students may propose to write detailed case studies, develop unique courses or programs for other institutions or the community, research and write substantial grant proposals, etc.

Students who take one more course – Mgmt 581 – Human Resource Development in addition to the required coursework will receive a Certificate of Achievement in Organizational Development.

Requirements for the Master of Science in Organizational Management Degree

CHECKPOINT #1: Admission to Peru State College

The criteria and materials listed below must be submitted by degree seeking candidates prior to the completion of the first semester of coursework. Decisions regarding full graduate standing will be based upon these criteria and materials. Applicants will be provided notice of their conditional or full admission by written communication. Each applicant will be considered for admission without reference to race, color, religion, gender, nationality, disability, age, marital status, or sexual orientation. Those students admitted on a conditional admit status and displaying successful competency by completion of 12 hours with a 3.0 or higher grade point average will be changed to full admit status upon approval by the Dean of Graduate Programs. Following are the criteria and materials that must be submitted in order to be admitted to the graduate program:

- Completed application form;
- Official transcript verifying possession of an earned baccalaureate degree from a regionally accredited college or university. Full admission requires an overall minimum grade point average of 3.00 in a 4.00 system. If the student wants to have a transcript evaluated for transfer graduate credit, that transcript must also be submitted, and the student must contact the Dean of Graduate Programs to request transfer credit consideration;
- Two recommendation forms addressing personal qualifications and potential for graduate school success, including one from a direct supervisor;
- Professional résumé; and
- Completed online orientation.

CHECKPOINT #2: Admission to Graduate Candidacy

Between the completion of 18 to 24 hours of graduate study (which must include Mgmt 601), candidates shall submit the Application for Admission to Candidacy to the Graduate Programs Office, Peru State College, PO Box 10, Peru, NE 68421. At this program checkpoint, the candidate is expected to:

- be fully admitted to the Peru State College;
- maintain a grade point average of 3.0 or higher; and
- submit a plan and Program of Study form for remaining coursework with the approval of the Dean of Graduate Programs.

CHECKPOINT #3: Completion of Program and Conferring of Degree

Candidates submit the Application for Graduation and the associated fee to the Graduate Programs Office, Peru State College, PO Box 10, Peru, NE 68421 at the appropriate deadline dates.

March 1 – For students who plan to graduate the following December

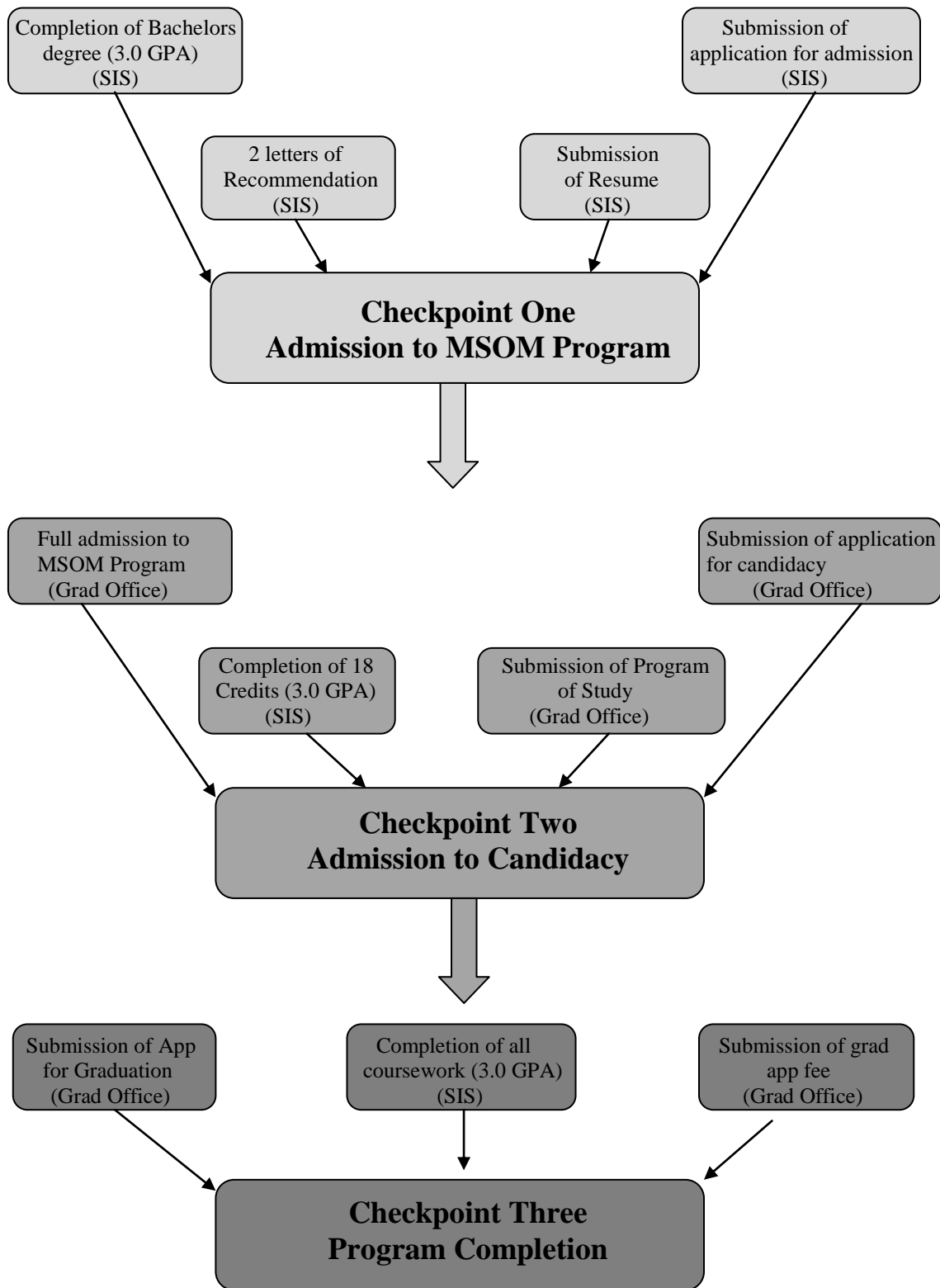
October 1 – For students who plan to graduate May or August of the following year

At this final program checkpoint, the candidate is expected to:

- successfully complete all coursework and program requirements, as verified and approved by the Dean of Graduate Programs;
- submit an Application for Graduation form and associated fee.

Graduation dates follow the last day of each semester/summer term in May, August, December. Peru State College holds one commencement ceremony in May. August graduates may participate in the prior or following May commencement ceremony. December graduates may participate in the following May commencement ceremony.

MSOM Program Transition Checkpoints Flowchart



Academic Policies and Guidelines

Academic Probation

Academic Probation – Students with a cumulative grade point average (GPA) below 3.0 at the close of a semester, regardless of the number of attempted hours, are placed on academic probation. Students on probation must obtain a minimum 3.0 GPA for each successive semester of attendance (continued probation) until the required cumulative GPA of 3.0 or higher has been achieved. Students must attain the 3.0 GPA within two semesters of academic probation or the student will be suspended. Students must also retake any course that received a grade below a “C.” Students who have more than two courses with grades below a “C” will be suspended from the program.

Academic Suspension – Students are withdrawn from the program and may not take Peru State College graduate courses for credit towards a graduate degree. Students may reapply for admission with the permission of the Dean of Graduate Programs after one semester of academic suspension. The Dean will determine the conditions to be met for acceptance back into the program.

Action Research Project

In consultation with the Dean of Graduate Programs, a student may develop a proposed project to be carried out in an approved setting as part of the Application of Theory/Advanced Elective Courses requirements. The Dean of Graduate Programs is final authority for approval of the project. Requirements for the research project may be found on the Graduate Programs web site.

Advisor

The primary advisor for all MSOM degree-seeking students is the Dean of Graduate Programs.

Catsonline

Catsonline is the official website link for all Peru State College students in regard to individual student records, registering for classes, reviewing financial aid, personal, and graduation information; viewing your unofficial transcript, viewing your schedule, grades, and account information, and making credit card payments. All students are highly encouraged to visit the website, which is <http://catsonline.peru.edu/> at the onset of their entrance to Peru State College.

Certificate of Achievement in Organizational Development

Students who take Mgmt 581 – Human Resource Development in addition to the required coursework will receive a Certificate of Achievement in Organizational Development.

Degree Completion Time Limit

Requirements for the MSOM degree must be completed within 7 years from the date the student begins his/her first graduate course which applies toward the MSOM degree the student completes at Peru State College.

Financial Aid

Graduate students are not eligible for grants; however, they can apply for Stafford student loans. Stafford loans have a variable interest rate that is set on July 1st of each year. Repayment begins 6 months after the student exits school or drops below one-half time enrollment. Students must be enrolled for at least 6 credit hours per semester to apply for Stafford loans. The Fall Semester includes classes from August to December. The Spring Semester includes classes from January to May. The summer term includes classes from May to August. We recommend that students register

for all fall classes prior to the beginning of the Fall Semester and all spring classes prior to the beginning of the Spring Semester to avoid processing delays. More information on financial aid utilizing information can be found on the Graduate Programs web site.

Grade Appeals

Students who disagree with the assignment of a final grade by an instructor may file an appeal under the following procedures. The Dean of Graduate Programs shall be informed of all grade appeals by the respective Academic Dean.

Grade Decision Review

This process is available only to review allegedly unfair final course grade decisions, not mere differences of opinion regarding the professional judgment of the instructor who made the grade decision, or to dispute grades on assignments, tests, or other work within a course. A grade decision may be considered unfair if the decision:

- was based on factors other than performance in the course and/or compliance with course assignments and requirements;
- involved more exacting or demanding standards than were applied to other students in the same course section;
- constitutes a substantial departure from the instructor's standards as articulated in the course syllabus, catalog descriptions, and/or other written materials.

Procedures

A student who wishes to appeal a grade decision must proceed as follows:

1. Informal Meeting

The student must attempt to resolve the matter directly with the instructor through a conference via email, telephone or in person as soon as possible after the grade decision is known, but no later than the end of the first full week of the following regular academic term. If the student is unable to arrange a conference or is not satisfied with the instructor's explanation of the grade, the student may request in writing that the Dean of the school which offered the course convene a conference with the student and instructor. If the instructor is unavailable or unwilling to confer with the student, the student may request a formal review by the appropriate dean (See section 2 below.)

2. Dean Review

- a. If the student and the instructor cannot reach a mutually satisfactory resolution to the problem, the student may file a formal appeal. The appeal must be presented in writing, together with relevant documents, to the appropriate dean no later than the 20th day of college instruction during the following academic term. The student must describe the appeal, identify which of the three reasons the appeal is based on (See Grade Decision Review), detail the reasons the student believes the decision unfair, and document the student's attempts to resolve the appeal informally. For purposes of this section, fall semester and spring semester shall each constitute an academic term. The student shall send a copy of the appeal to the instructor. The instructor shall have ten (10) working days to respond after receipt of the appeal. If the instructor does not respond within that time frame, the dean will consider the appeal and documents formally submitted by the student.
- b. The dean shall review the appeal and all of the submitted

documentation, interview persons relevant to the appeal when necessary, and render a written decision within ten (10) working days of receipt of the instructor's response. A copy of the dean's decision will be given to the instructor and the student. If the dean is also the instructor whose grade is the subject of the appeal, the Vice President for Academic and Student Affairs (VPASA) shall select another dean to conduct the appeal process.

3. Faculty Senate Review

The student or the instructor may appeal the dean's decision. Such appeal must be filed in writing and submitted to the Vice President for Academic Affairs within five (5) working days of receipt of the dean's decision, with copies to the instructor, the student, and the dean. The written appeal shall deal only with the part(s) of the dean's decision that the appellant disputes. New evidence, information, or supporting documents cannot be included as part of the appeal except when, by clear and convincing evidence, it is established that such information was not available at the time of the original appeal. The Vice President for Academic and Student Affairs will submit the appeal to the Faculty Senate for review. The Faculty Senate may interview the student, the instructor, the dean and other appropriate persons, but only to discuss the issues in dispute in the appeal. The Faculty Senate will submit a written decision to the student, the instructor, and the dean within ten (10) working days of receipt of the appeal. The decision of the Faculty Senate is the final decision of the College.

Grades

The degree-seeking student shall maintain a grade point average of no less than 3.0 and a grade of "C" or higher in all courses on the Program of Study. A maximum of 6 hours of "C" will be accepted on the approved Program of Study. Courses with a grade of less than a "C" must be repeated. Unofficial transcripts of grades may be found at <http://catsonline.peru.edu>.

Graduate Candidacy

Graduate candidacy is the checkpoint at which the academic qualifications of students are evaluated to ensure student performance meets the academic and professional standards set forth by Peru State College. All students must make official application for admission to graduate candidacy in the MSOM program between 18 and 24 hours of successful coursework. MSOM students must complete MGMT 601 as part of the requirement to achieve candidacy. Students must also maintain a 3.0 grade point average and meet all other requirements for admission to Peru State College to be admitted to candidacy. *Please review Checkpoint #2 on page 8 of this document for complete details.*

Graduation Application Filing

Students must file a formal application for graduation to the Graduate Programs Office in accordance with the following schedule:

March 1 – For students who plan to graduate the following December

October 1 – For students who plan to graduate May or August of the following year

Incomplete Grade Policy

To designate a student's work in a course as incomplete at the end of a term, instructors use the incomplete grade (I). Students may receive this grade, however, only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed a majority of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires student and faculty signatures. The faculty member will record an Incomplete (I) on the end-of-the-semester grade sheet.

The Incomplete Grade Completion Contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. If the student agrees to complete required work prior to the normal deadline for making up an incomplete coursework—the end of the subsequent semester—this date must appear in the contract. The Dean of Graduate Programs, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the Faculty Senate approves an extension, if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

Internship

A student may propose an internship that will allow him/her to apply the concepts from the graduate program. The internship will need to be arranged by the individual and the Dean of Graduate Programs, as evidenced by the completion of the internship packet of documents. A minimum of 40 hours will need to be completed for each credit hour of internship that the student chooses to complete. A final substantial reflective paper is required that demonstrates the knowledge and skills gained in relation to the focus of the program. Requirements for the internship may be found on the Graduate Programs web site.

Readmission to the Graduate Program

Readmission is for students who have previously attended PSC but have interrupted their enrollment for a period of one year (summer session excluded). Students must apply to the Office of Admissions for readmission. Students suspended for academic or disciplinary reasons must also reapply. Students who discontinue attendance at Peru State College and attend another college or university are considered transfer students and must satisfy the transfer student requirements for readmission. Students are readmitted for the semester or summer term they wish, provided they left the College in good standing. Students who interrupted their studies and who were on academic probation will be readmitted on probation provided they are in good standing with the College.

Residency

A residency period is not required for the MSOM degree; the program is completely online. However, as this is a joint degree among the NSCS, a minimum number of hours must be taken at the academic institution where the student chooses their concentration.

Student Classifications

Graduate Student

A student pursuing a Program of Study leading to a Master of Science Degree is a graduate student. To be classified as a graduate student, a student must meet the requirements for admission to Graduate Programs.

Non-degree Seeking Student

An individual holding an undergraduate degree from an accredited four-year institution and not seeking an advanced degree, is a non-degree seeking student. Non-degree seeking students may enroll in graduate courses with the approval of the Dean of Graduate Programs.

A *non-degree seeking student* may apply in writing to the Dean of Graduate Programs for permission to change to a degree program. The Dean of Graduate Programs will review the student's previous work and decide the applicant's acceptability.

Student Class Loads

Post-masters students not working toward a degree may carry an overload with the permission of the Dean of Graduate Programs. Overload is defined as:

1. more than 6 credit hours in one 3-week session; or
2. more than 12 credit hours in the 9-week summer term; or
3. more than 9 credit hours in one 16-week Fall or Spring semester.

No student who has completed fewer than 12 hours of graduate level work may carry an overload. Students who have completed 12 or more hours of graduate level work may be granted permission to carry an overload if they meet the following conditions:

1. cumulative graduate grade point average of 3.5 or higher;
2. graduate Program of Study on file in the Graduate Programs Office;
3. approval of the Dean of Graduate Programs (memo of approval must be in the student's file in the Graduate Programs Office).

Thesis

In consultation with a Faculty Mentor and as approved by the Dean of Graduate Programs, a thesis is a formal research of a topic related to the student's field of interest. It can conform to a wide variety of formats such as experimental, descriptive, or historical, and is presented in the standard APA (American Psychological Association) five-chapter research configuration. The Dean of Graduate Programs is final authority for approval of the project and may seek assistance from faculty interested in assisting students in these endeavors. Requirements for the thesis may be found on the Graduate Programs web site.

Transcripts

Unofficial transcripts of grades may be found at <http://catsonline.peru.edu/>. Transcripts are not issued to students who have financial obligations to the College or to student who have holds on their academic records. Transcript requests shall be made in writing to the Student Records Office. The website link is: <http://www.peru.edu/studentrecords/TranscriptRequest.htm>.

Withdrawal from Courses

All graduate students should be aware of the following schedule for dropping and adding courses. Students may use the catsonline feature to drop and add courses.

Regular 16 Week Semester:

First Week	100% refund
Second thru Eighth Week	50% refund
After the Eighth Week	No Adjustment

8-week session:

First Week	100% refund
Second thru Fourth Week	50% refund
After Fourth Week	No Adjustment

Guidelines for Mgmt 695 - Graduate Internship **(3-6 credit hours)**

Prerequisite: Substantial completion of the program (normally 27 hours)

A student may select to propose an **internship** that will allow him/her to apply the concepts from the graduate program. The internship will need to be arranged by the individual and approved by the Dean of Graduate Programs, as evidenced by the completion of the internship packet of documents. A minimum of 40 hours is completed for each credit hour of internship that the student selects to complete. A final reflective paper that demonstrates the knowledge and skills gained in relation to the focus of the program is required. Complete requirements for the internship can be found on the Graduate Programs web site.

The requirements for completion of the Graduate Internship are as follows:

1. Student completes the major part of the program (normally 27 hours).
2. Student consults with the Dean of Graduate Programs to arrange internship opportunity.
3. Student discusses the timeline for the completion of the internship.
4. Student submits initial internship paperwork to the Dean of Graduate Programs for approval of placement.
5. Student completes internship, as identified from placement documentation, and keeps a log of hours and activities.
6. Student arranges an appointment via phone or in person with Dean of Graduate Programs at the end of the internship experience to discuss the internship and its impact in the student's development. At this time, all remaining documentation (time logs, Internship Evaluation, and Reflective Paper) should be submitted.
7. Dean of Graduate Programs reviews internship materials, determines whether further revision is needed or if paper merits completion and a final grade, and submits grade to the Student Records Office.
8. If the Internship is not completed during a regular grading period, the Dean of Graduate Programs may recommend a grade of "Incomplete."
 - a. The student and Dean of Graduate Programs must complete a contract for "Incomplete" coursework indicating the reasons for the "Incomplete" grade and describing the work remaining before a letter grade may be assigned for Educ 695.
 - b. The Dean of Graduate Programs submits a grade of "Incomplete" to the Student Records Office.
 - c. All unfinished work for the Graduate Internship must be completed and the grade submitted to the Student Records Office within the next academic term (not including summer session).

Guidelines for Mgmt 696/697 - Thesis/Action Research Project (3-6 credit hours)

Mgmt 696/697 Prerequisite: Permission of the Dean of Graduate Programs

The Action Research Project is a scholarly work that does not necessarily conform to the format of a thesis. The Action Research Project should relate to the student's area of interest and professional practice, and should represent the culmination of the program. It may consist of an approved research project or alternative, e.g., a grant application and implementation. The student's Faculty Mentor grants approval of the project. The Faculty Mentor will report the project approval to the Dean of Graduate Programs.

The criteria as identified in the approved description include:

- a. It does not necessarily conform to the format of a thesis. One implication that might be derived from this statement is that the format ordinarily ought to be that of a thesis.
- b. The Action Research Project should relate to the student's practitioner status.
- c. The Action Research Project should reflect current research.
- d. The Action Research Project should constitute a major experience in the Master of Science Degree program. Items a, b, and c above indicate that some review of current literature in the student's area of concentration would be incorporated into a major experience.
- e. The Action Research Project represents the culmination of the program. Along with the prerequisites cited above, the intention is for this project to be completed near the end of the program. Some judgment needs to be exercised by the Faculty Mentor in determining what constitutes "near the end," but the ordinary time for registering for the project would be after completing a minimum of 27 hours of the approved program.

Action Research Project Process for Completion

Following are the steps to be taken as a graduate student works toward completion of the Action Research Project:

1. Complete Mgmt 601 - Study Design and Data Collection. In this course you determine your research project and write the first three chapters of your research paper, following APA guidelines.
2. Complete the *Permission to Register* form required for the action research project (Educ 696). Submit the form the Dean of Graduate Programs who will arrange for your registration in the course and request a Faculty Mentor be assigned to oversee your project.
3. After your first three chapters have been reviewed by your Faculty Mentor and returned to you with Faculty Mentor approval, submit the project to the Dean of Graduate Programs for review and approval.

4. Retain the submitted copy of your first three chapters along the signed review and approval forms for yourself, and submit a copy of each to your Faculty Mentor.
5. Your Faculty Mentor is your advocate. Keep in touch and communicate frequently as you complete your paper. Discuss the guidelines of the Action Research Project with your Faculty Mentor. Discuss topic, procedures, and timelines with your Faculty Mentor. Your Faculty Mentor will provide you with further information about the process for doing the research and writing Chapters 4 and 5. Examples will be provided. Begin your research project. Submit a copy of your research process permission letter to your Faculty Mentor for your file. Continue to confer with your Faculty Mentor during the process.
6. Register for the second Action Research Project course (Educ 697) as soon as your Faculty Mentor gives you permission. Typically, this is done after you have had your program proposal approved and after you have completed 27 hours in the masters program. You should register for the course during the term in which you will complete your project and the writing of your report.
7. When your research is completed, collaborate with your Faculty Mentor as you complete Chapters 4 and 5. Your Faculty Mentor will make suggestions.
8. When your research project is completed, you submit a final copy of your paper to your Faculty Mentor. Minor revisions may be necessary to meet the expectations for the project report.
9. Suggested format for your final completed paper:
 - a. Cover page
 - b. Action Research Project Completion Form
 - c. Abstract – a one-page summary of your study. Look in the current APA manual for samples and suggestions on how to write the abstract.
 - d. Table of Contents (List the items with appropriate page numbers)
The Table of Contents should be double-spaced. You may use dots (periods) to indicate page numbers as in the example:
Chapter I.....2
Chapter II.....6
 - e. Chapter 1, 2, 3, 4, and if applicable, 5
 - f. References
 - g. Appendices
 - h. Permission to do research letter from your school district
10. Once your project report has been approved, you submit a final copy of your Action Research Project paper to Peru State College. That copy should be in a three ring binder or spiral bound. The copy should be submitted to the Graduate Programs Office along with the completed paperwork and grade report.
11. If the Action Research Project is not completed during a regular grading period, the Faculty Mentor may recommend a grade of “Incomplete.”

- a. The student and Faculty Mentor must complete a contract for “Incomplete” coursework indicating the reasons for the “Incomplete” grade and describing the work remaining before a letter grade may be assigned for Mgmt 696/697. The contract is submitted to the Dean of Graduate Programs.
- b. The Dean of Graduate Programs submits a grade of “Incomplete” to the Student Records Office.
- c. All unfinished work for the Master of Science Degree Thesis must be completed and the grade submitted to the Student Records Office within the next academic term (not including summer session).

Course Descriptions

College

501 Admission to Graduate Studies (0 hours)

When this course is listed on a student's transcript, the student has been admitted to Peru State College as a graduate student.

601 Admission to Candidacy (0 hours)

When this course is listed on a student's transcript, the student has completed all requirements to be admitted to candidacy. The Application for Admission to Candidacy and the Program of Study forms are to be submitted to the Graduate Programs Office when students have successfully completed 18-24 hours of coursework.

Management

550 Organization Development and Change (3 hours)

Prerequisite: Graduate Status

Organizational development is considered as a multi-step process that may involve a wide variety of interventions. Interventions from those involving basic human processes to those requiring planning at the strategic level are considered in this course, with a particular emphasis on selecting appropriate interventions based on thoughtful diagnosis of organizational issues.

551 Program Evaluation (3 hours)

Prerequisite: Graduate Status

The purposes, procedures, and techniques of effective evaluation processes are considered, with an emphasis on informing those involved in organization change efforts. Students have the opportunity to prepare a detailed evaluation plan.

552 Management of Innovation and Growth (3 hours)

Prerequisite: Graduate Status

Understanding innovation as a process and creating the conditions for this process to occur successfully within an organization are the main themes of this course. Common routes to organizational growth are also considered as is dealing with issues associated with rapid growth.

553 Conflict Management and Mediation (3 hours)

Prerequisite: Graduate Status

Conflict is inevitable, but it does not have to be debilitating for individuals and organizational/social systems. This course explores the theory and practice of dispute resolution using interest-based mediation and negotiation techniques. Students gain a broad understanding of mediation and negotiation strategies, learn skills that lead to greater success in managing conflict, and develop confidence in the mediation process as an effective means for resolving interpersonal, organizational, and community disputes.

581 Human Resource Development (3 hours)

Prerequisite: Graduate Status

Human Resource Development (HRD) focuses on maximizing employees' contributions to individual and aspects of organizational success. HRD encompasses training and skill development, career development, and organizational development and change. This course will emphasize the development and functioning of employees as adult learners in productive work environments. **This course is an elective course and is not counted toward the degree. Students who successfully complete this course will also receive a Certificate of Achievement in Organizational Development.**

- 597 Directed Study in Management (1-4 hours)**
Prerequisite: Permission of the Dean of Graduate Programs
- 598 Special Topics (1-3 hours)**
Prerequisite: Permission of the Dean of Graduate Programs
- 599 Independent Study in Management (1-3 hours)**
Prerequisite: Permission of the Dean of Graduate Programs
- 601 Study Design and Data Collection (3 hours)**
Prerequisite: Graduate Status
The development of appropriately phrased research questions and alternative methods of inquiry are considered, as are factors influencing validity and reliability. Although survey methods are considered in detail, qualitative approaches also receive attention.
- 602 Statistical Methods and Data Analysis (3 hours)**
Prerequisite: Graduate Status
A variety of statistical techniques frequently used in social science research are covered. Using statistical software, interpreting data, and drawing appropriate conclusions are emphasized.
- 660 Theories of Entrepreneurship (3 hours)**
Prerequisite: Graduate Status
Individual and social perspectives regarding entrepreneurs and entrepreneurial activity are considered with an emphasis on understanding factors that facilitate entrepreneurship.
- 661 New Venture Planning and Financing (3 hours)**
Prerequisite: Graduate Status
Various business planning and venture financing models are considered, as are resources available to facilitate these activities. Developing skills to evaluate the decisions made in these areas by others is emphasized.
- 662 E-Commerce and Internet Communication (3 hours)**
Prerequisite: Graduate Status
E-commerce as a business model, particularly for new ventures, is considered. Sourcing support services and software for e-commerce and Internet marketing strategies are emphasized.
- 663 Economic Development (3 hours)**
Prerequisite: Graduate Status
Economic development is considered from the perspective of a practical set of social policies, community strategies, and resources available at the local, state and federal level. Innovative regional and community approaches and planning for economic development are emphasized.
- 696 Action Research Project I (3 hours)**
Prerequisite: Permission of the Dean of Graduate Programs
- 697 Action Research Project II (3 hours)**
Prerequisite: Permission of the Dean of Graduate Programs

August Degree Candidates Graduation Commencement Participation Information

Peru State College grants appropriate degrees to eligible candidates following the close of the summer session - August. There is no graduation ceremony during the summer or winter terms. However, the College does provide the opportunity for participation in a formal commencement. Candidates for graduate degrees to be granted in August may elect one of the following options.

OPTION I:

Attend the graduation ceremony of the May commencement preceding completion of your August degree requirements. **You may only elect this option if you will have completed ALL requirements by the August graduation deadline of that term.** If this option is elected the student will:

- Complete an application for August graduation at the same time as students who file for May graduation. Individuals are responsible for contacting the Graduate Office requesting inclusion in the May commencement. The deadline is October 1st of the previous year.
- Individuals will wear the appropriate cap and gown, which must be ordered from the Peru State College campus bookstore. The student is responsible for ordering and purchasing graduation attire.
- Individuals will be recognized by walking on stage along with all other graduates.
- Only the diploma cover will be presented. The signed insert will be mailed upon completion of degree requirements in August.
- The student's permanent academic record (transcript) and diploma will indicate an August date of graduation.
- Graduation fees will be the same amount required of preceding May degree applicants.
- This will be the only commencement participation by the student (excluding the possibility of an additional degree at some future date).

OPTION II:

Attend the graduation ceremonies of the May commencement following completion of degree requirements in August. Essentially this would be one year later. If this option is elected the student will:

- Complete an application for August graduation at the regular time requested of August degree candidates. The deadline is October 1st of the previous year.
- Individuals are responsible for contacting the Graduate Office requesting inclusion in the subsequent May commencement. This must be done during the first five weeks of the spring semester prior to the May commencement.
- Individuals will wear the appropriate cap and gown which must be ordered from the Peru State College campus bookstore. The student is responsible for ordering and purchasing graduation attire.
- Individuals will be recognized by walking on stage along with other graduates.
- Individuals will receive a diploma cover on stage. This must be returned immediately to the office of Student Records following the ceremony. (Appropriate diploma already will have been received the previous August following close of summer term.) No additional fee is required.
- This will be the only commencement participation by the student (excluding the possibility of an additional degree at some future date)

Expenses & Financial Information

The expenses for attending Peru State College are set by the Board of Trustees of the Nebraska State Colleges and Peru State. The College reserves the right to change its tuition, fees, and other charges at any time. Additional expenses for books and supplies, travel, and personal items will vary for individual students. Current tuition and fees are located on the Graduate Programs web site.

Academic Personnel

Dr. Daniel Hanson President	dhanson@peru.edu	402-872-2239
Dr. Todd Drew Vice President of Academics	tdrew@peru.edu	402-872-2222
Bruce Batterson Vice President of Administration and Finance	bbatterson@peru.edu	402-872-2224
Michaela Willis Vice President for Enrollment Management and Student Affairs	mwillis@peru.edu	402-872-2221
Dr. Jeffrey Erlich Dean, School of Professional Studies	jerlich@peru.edu	402-872-2232

Graduate Programs Personnel

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Office TJ Majors 106A Telephone 402-872-2283
Email gseay@peru.edu

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Office TJ Majors 106B Telephone 402-872-2282
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Sandy Wilson, Office Assistant
Office TJ Majors 106 Telephone 402-872-2314
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Graduate Organizational Management Faculty

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Admissions Office		402-872-2221
Business Office		402-872-2211
Financial Aid		402-872-2228
Student Records		402-872-2226
Bobcat Bookstore		402-872-2248

Student Timeline

For Completion of a Master of Science in Organizational Management Degree

Checkpoint #1 – Prior to Enrollment

- Submit Application for Admission to Peru State College Admissions Office (*Complete Online Application*)
- Submit Official Transcripts to Peru State College Admissions Office.
- Submit two recommendation forms (one must be from an immediate supervisor) – Use Official Recommendation Form – to Peru State College Admissions Office
- Submit a copy of your resume to Peru State College Admissions Office
- Complete Online Orientation.
- Apply for Financial Aid if you will require such assistance.

Checkpoint #2 – During completion of 18-24 credit hours

- Successfully complete Mgmt 601 – Study Design and Data Collection.
- Must be fully-admitted to program (have recommendation forms, resume, transcripts submitted to PSC)
- Overall graduate coursework GPA with Peru State College must be 3.0 or higher
- Submit Application for Admission to Candidacy to Graduate Programs Office, Peru State College, P.O. Box 10, Peru, NE 68421.
- Submit Program of Study to Graduate Programs Office.

Checkpoint #3 – Prior to last semester of coursework

- Submit Application for Graduation and \$40.00 application fee to Graduate Programs Office, Peru State College, P.O. Box 10, Peru, NE 68421.
Deadlines are:
 - October 1 – for students planning to graduate the following May or August
 - March 1 – for students planning to graduate the following December
- Complete all required coursework.