

Academic Year 2019-20

# GUIDE TO GRADUATION

BACHELOR OF ARTS: Human Services Administration



UNIVERSITY OF  
**BALTIMORE**

College of Public Affairs

[ubalt.edu/hser](http://ubalt.edu/hser)

The mission of the **College of Public Affairs Advising Center** is to provide quality academic advisement that empowers students to develop and implement sound educational plans that are consistent with their personal values, goals and career plans. Our purpose is to guide students to become self-directed learners and decision-makers.

The **College of Public Affairs** is committed to providing the guidance and support you need to complete your program in a timely manner. This Guide to Graduation provides the in-depth information necessary to assist you in planning your undergraduate academic career. It contains contact information, important resources, a program checklist and a suggested four-year plan of study.

While this information will be helpful to you, you should also contact your academic adviser. Your adviser is there to assist you in planning your program plan of study and to answer your questions. All new students are required to meet with an adviser prior to registering for their first semester to receive a personalized program checklist.

UB recognizes that consistent and timely academic advising is strongly related to student success. To enhance the services we provide to our students and to increase the likeliness for success and on-time degree completion, UB implemented mandatory milestone advising for all new undergraduate students beginning in fall 2017.

Milestone advising will be anchored by three specific touch points and aligned with the personal, professional and academic goals of students at those points.

**45 Credits:** Advisers will work with students to further explore the declared major and connect students with support services, clubs and other campus groups to enhance the opportunity to be involved in the UB community.

**60 Credits:** Advisers will work with students to prepare for internships, Global Field Studies and other experiential learning opportunities. Students will also be re-introduced to the support services offered by the Career and Internship Center.

**90 Credits:** Advisers will focus on the final steps to graduation and the options for post-bachelor's degree completion. Students will learn more about the graduate degree programs at UB that fit with their goals.

Students must meet with their advisers to discuss their next steps for registration, course scheduling and other key academic topics before they register for classes. Advisers will release the milestone advising service indicator on students' accounts at the conclusion of the advising meetings.

Your academic adviser will assist you throughout your time at UB at any credit point; however, it is ultimately your responsibility to complete the degree requirements and acquaint yourself with the University's academic policies.

### CONTACT INFO:

**College of Public Affairs  
Advising Center**  
Liberal Arts and Policy Building  
Room 111  
410.837.5359  
[www.ubalt.edu/hser](http://www.ubalt.edu/hser)

### RESOURCES:

**Office of Records and Registration**  
[ubalt.edu/records](http://ubalt.edu/records)

**Office of Financial Aid**  
[ubalt.edu/financialaid](http://ubalt.edu/financialaid)

**Office of the Bursar**  
[ubalt.edu/bursar](http://ubalt.edu/bursar)

**Academic Success**  
[ubalt.edu/success](http://ubalt.edu/success)

**Career and Internship Center**  
[ubalt.edu/careercenter](http://ubalt.edu/careercenter)

**Call to schedule your advising  
appointment today.**

# B.A. IN HUMAN SERVICES ADMINISTRATION PROGRAM CHECKLIST

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

## General Education Requirements – 38 credits

- Students entering in fall 2016 and later
- Upper-division courses are 300 or 400 level.
- Complete with a grade of C- or higher except where noted.
- [See course lists for each area.](#)

### > Arts and Humanities Area (AH, AHE) – 9 credits

Complete one course from two separate AH disciplines, and one upper-division Ethics (AHE) course.

	Course Title	Term	Grade	Credit Hours
AH1:	_____	_____	_____	_____
AH2:	_____	_____	_____	_____
AHE:	_____	_____	_____	_____

*upper division, C or better*

### > Social and Behavioral Sciences Area (SBS) – 6 credits

Complete one course from two separate SBS disciplines.

	Course Title	Term	Grade	Credit Hours
SBS1:	_____	_____	_____	_____
SBS2:	_____	_____	_____	_____

### > Biological and Physical Sciences Area (BPS, BPSL) – 7 credits

Complete two courses, one of which must be a laboratory course.

	Course Title	Term	Grade	Credit Hours
BPS:	_____	_____	_____	_____
BPSL:	_____	_____	_____	_____

### > Mathematics Area (MA) – 3 credits

Complete one course. Check your major requirements for recommendation. Note: placement required prior to registration

- Complete Math Placement: RSVP at [ubalt.edu/placement](http://ubalt.edu/placement)

	Course Title	Term	Grade	Credit Hours
MA:	_____	_____	_____	_____

**> English Composition Area (COMP, UCOMP) – 6 credits**

Complete two composition courses, one of which must be upper division. Note: placement required prior to registration

Course Title	Term	Grade	Credit Hours
COMP: _____	_____	_____	_____
UCOMP: _____ <i>upper division, C or better</i>	_____	_____	_____

**> General Education Electives (ELECGE) – 7+ credits**

Complete as many general education courses as needed to reach 38-credit requirement.

Course Title	Term	Grade	Credit Hours
ELECGE: _____	_____	_____	_____
ELECGE: _____	_____	_____	_____
ELECGE: _____	_____	_____	_____

Students with an A.A. or A.S. degree from a Maryland public institution complete only the AHE and UCOMP requirements.

**University of Baltimore Graduation Requirements**

- Students entering in fall 2017 and later
- For General Education GR courses, earn a grade of C- or higher.
- For GR courses within your academic program, follow the grade requirements of the program.
- Consult with your academic adviser on the best course selections for your program.
- [See lists of approved courses.](#)

<b>Information Literacy (IL)</b>	<b>Term</b>	<b>Grade</b>	<b>Credit Hours</b>
Must complete HSER 350	_____	_____	_____
<b>Technological Fluency (TF)</b>	<b>Term</b>	<b>Grade</b>	<b>Credit Hours</b>
_____	_____	_____	_____
<b>Oral Communication (OC)</b>	<b>Term</b>	<b>Grade</b>	<b>Credit Hours</b>
_____	_____	_____	_____
<b>Global Awareness and Diverse Perspectives (GD)</b>	<b>Term</b>	<b>Grade</b>	<b>Credit Hours</b>
Can take HSER 330	_____	_____	_____
<b>Capstone Experience</b>	<b>Term</b>	<b>Grade</b>	<b>Credit Hours</b>
HSER 470: Senior Seminar and Portfolio	_____	_____	_____

## B.A. in Human Services Administration – 42 credits

- Students entering in fall 2017 and later
- Complete with a grade of C or higher except where noted.

### > Core Program: 10 HSER courses – 30 credits

Course Title	Term	Grade	Credit Hours
• HSER 100: Introduction to Human Services	_____	_____	_____
• HSER 200: Models of Effective Helping	_____	_____	_____
• HSER 340: Case Management and Documentation	_____	_____	_____
• HSER 350: Social Research Methods	_____	_____	_____
• HSER 400: Field Practicum	_____	_____	_____
• HSER 420: Program Design and Proposal Writing	_____	_____	_____
• HSER 430: Fundraising and Grantwriting	_____	_____	_____
• HSER 440: Evaluation of Human Services Programs	_____	_____	_____
• HSER 450: Human Services Management	_____	_____	_____
• HSER 470: Senior Seminar and Portfolio	_____	_____	_____

### > Major Electives: four courses – 12 credits

Course Title	Term	Grade	Credit Hours
<input type="checkbox"/> GVPP 322: Bureaucracy and Public Policy	_____	_____	_____
<input type="checkbox"/> GVPP 345: The Legislative Process	_____	_____	_____
<input type="checkbox"/> GVPP 348: State and Local Government	_____	_____	_____
<input type="checkbox"/> HSMG 378: Introduction to Global Health	_____	_____	_____
<input type="checkbox"/> PHIL 305: Professional Ethics in HSER	_____	_____	_____
<input type="checkbox"/> PSYC 205: Human Development	_____	_____	_____
<input type="checkbox"/> PSYC 210: Interpersonal Psychology	_____	_____	_____
<input type="checkbox"/> PSYC 215: Human Sexuality	_____	_____	_____



## 4-Year Plan for Incoming Freshmen: Human Services Administration, B.A.

Below is an example plan of study for the Human Services Administration program. This is meant to act as a guide, but need not be followed in the same order for every student. Part-time students and those students transferring in credits from another university or college will need to adjust their plan accordingly. This plan does not account for courses taken during summer sessions. Students should consult with their adviser each semester prior to registration.

### Year 1

1st Semester (Fall)		2nd Semester (Spring)	
WRIT 101 College Composition	3	INFO 110	3
IDIS 101 First-Year Seminar—GE Elective	3	Arts and Humanities	3
Arts and Humanities Learning Community	3	CMAT 201 Communicating Effectively	3
Social and Behavioral Science	3	MATH (100, 111, 113, 115) OR General Elective	3
Math (100, 111, 113, or 115) OR WRIT 100	3	Social and Behavioral Science	3
	<u>15</u>		<u>15</u>

### Year 2

3rd Semester (Fall)		4th Semester (Spring)	
WRIT 300 - GE (OR WRIT 200)	3	HSER 200	3
Major Elective	3	Global Awareness Course (GR)—can be HSER 330*	3
HSER 340	3	Technological Fluency (recommend COSC 100 OR INSS 100 GR and GE)	3
Science without a lab	3	WRIT 300—GE OR Elective	3
HSER 100	3	Major Elective	3
	<u>15</u>		<u>15</u>

### Year 3

5th Semester (Fall)		6th Semester (Spring)	
HSER 420	3	HSER 440	3
HSER 350 (Information Literacy and HSER Core Req.)	3	HSER 400	3
HSER 430	3	HSER 450	3
IDIS 302	3	Elective	3
Elective	3	Elective	3
	<u>15</u>		<u>15</u>

### Year 4

7th Semester (Fall)		8th Semester (Spring)	
Major Elective or Elective (if completed HSER 330)	3	HSER 470	3
Biological and Physical Science Lab	4	Major Elective	3
Major Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
	<u>16</u>		<u>15</u>
	<b>61</b>	<b>Total</b>	<b>121</b>
			<b>60</b>