

MASTER OF EDUCATION IN HUMAN RELATIONS (36 HRS.)

Program is available in Flagstaff, Yuma and numerous other locations in Arizona.

Program Description

The Master of Education in Human Relations is a theoretical, non-practitioner program designed for individuals in the business world, the military, and education, who want preparation in the facilitation of learning and/or an understanding of human behavior, the learning process, and interpersonal communication skills.

The Master of Education in Human Relations **does not lead to certification as a Counselor**. To be eligible for professional counselor licensure, you must be admitted and complete all the requirements for the M.A. Counseling program. It is also not the university's official school counselor preparation program and therefore does not lead to school counselor endorsement by the Certification Unit of the Arizona Department of Education. To be eligible for the school counselor endorsement, students must be admitted to and complete all the requirements for M.Ed. in School Counseling.

Affirmative Action and Equal Opportunity

Faculty and staff of the Department of Educational Psychology at Northern Arizona University actively recruit men and women from culturally and ethnically diverse life experiences and backgrounds. We are seeking students who are interested in collaborating with faculty in serving the needs of an increasingly multicultural society as part of their teaching, research and practice interests. Our programs are designed to provide the highest quality educational experience for all students.

Northern Arizona University maintains a strong commitment to affirmative action and equal opportunity in our admission, employment, and educational plans and activities. For a complete description of this policy, visit: <http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm>.

Steps in Program Admission

1. Complete the **online combined** (Graduate College and Department) application at: <http://www.applyweb.com/apply/northazg/>
2. **Submit official transcripts** from all previous universities attended to: **Graduate College, Box 4125, NAU, Flagstaff, AZ 86011-4125.**
3. **Submit 3 form letters of recommendation** to the office for the site where you plan to complete your degree program (see contact information below). Recommendation forms can be obtained by visiting the Educational Psychology Department website at <http://coe.nau.edu/academics/EPS> and clicking on Applications.

Contact Information

<u>Flagstaff Contact Information:</u>	<u>NAU Yuma Contact Information:</u>	<u>Distance Learning Contact Information:</u>
Department of Educational Psychology Box 5774, NAU, Flagstaff, AZ 86011 Telephone: (928) 523-7103 Fax: (928) 523-9284 Email: eps@nau.edu Website: www.coe.nau.edu/academics/EPS Graduate College, Box 4125, NAU, Flagstaff, AZ 8601-4125. Telephone: (928) 523-4348 E-mail: Graduate.College@nau.edu www.nau.edu/gradcol	PO Box 6236, Yuma, AZ 85366-6236 Telephone: (928) 317-6400 Website: www.nau.edu/nauyuma	Telephone: (928) 523-4212 Toll Free: (800) 426-8316 e-mail: distance.programs@nau.edu Website: www.distance.nau.edu/degrees Website provides information regarding sites where this degree program is available.

4. If you are a student planning to complete this program at NAU-Yuma or at a Distance Learning site, **you must secure advisement from the Distance Learning Coordinator at the location you will be taking most of your courses prior to being admitted into the program.** Once you secure advisement, your application will be reviewed. Admission decisions are made periodically throughout the year. Admission notifications are made by mail.

5. If your transcripts show a **Grade Point Average of 3.0 or better, or if you have taken the GRE General Test within the past six years and scored at or above the 25th percentile, you are ready to be considered for admission.**
6. If you have not met the criteria in #4, you may qualify for admission by taking **9 NAU graduate hours approved by an advisor, with a GPA of 3.0 or better.**

Application Deadlines

Admission decisions will be made periodically throughout each semester once you have completed all steps in the admission process.

Program Costs and Financial Resources

For more information on tuition and fees, please visit the bursar's website at <http://www4.nau.edu/bursar/fees.htm>. To access information on financial resources for graduate students, please visit the following website: http://coe.nau.edu/academics/eps/finaid_res.php

Program Reports

Information on program admission rates is available at the following website: <http://coe.nau.edu/academics/eps/>. For information regarding student learning outcomes and expectations, and assessment of these outcomes, visit the NAU Office of Academic Assessment website at: <http://www4.nau.edu/assessment/>

Transfer of Credits Policies

All requirements for this Master's degree, including courses accepted as transfer credit from other institutions, must be completed within six years after you have been fully admitted to Graduate Regular status.

To be considered for transfer credit, your courses must:

- ∫ have been earned with a grade of A or B. (we will accept a pass grade if the course is graded only on a pass/fail basis;
- ∫ have been earned within the six-year period required for completing your degree at NAU;
- ∫ be applicable to a graduate degree at the institution where the credit was earned.

The number of hours you transfer from other institutions cannot exceed twenty-five percent of the total minimum credit hours required for your master's degree. With the approval of your advisor, you can use up to 9 credit hours of coursework from a previous master's degree to satisfy the requirements for a second master's degree at NAU. You must meet all program requirements for the second master's degree, and all but the 9 hours must be earned at NAU. The attached program of studies is used as a verification document when you apply for graduation. You should complete a program of studies with your advisor during the first semester of graduate work. The original signed copy should be placed in your folder in the Educational Psychology office, and copies should be kept by you and your advisor. A copy must be attached to your Application for Graduation. For specific requirements on transfer credit policies, please visit the Graduate Catalog online at: <http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm>

Grade Point Average Policies

The Department of Educational Psychology adheres to grade point average guidelines established through the Graduate College. Students must maintain a 3.0 grade point average for all courses previously taken and for all courses required in their program. A grade below C does not earn graduate credit and if you have more than six hours of graduate work with a C or below, you cannot continue in your Masters program. For specific requirements on grade point average policies, please visit the Graduate Catalog online at: <http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm>

Program of Studies Policies

The attached program of study is the agreed upon plan between the student and faculty advisor on completing program requirements. It is used as a verification document when the student applies for graduation. The student should complete the program of study with his or her advisor during the first semester of graduate work. The original, signed program of study should be placed in the student's file by the advisor and should be kept by the student. Amendments with advisor approval can be made to the program of studies during the student's course of study. The time line policy for completing a Masters degree can be viewed online through the Graduate College Catalog at: <http://www4.nau.edu/academiccatalog>.



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PROGRAM OF STUDIES

Student's Name _____ NAU ID _____
Advisor's Signature _____ Date _____

Master of Education: Human Relations

I. Educational Psychology Core (18 hours required)

- EPS 580 Human Development
EPS 591 Personality Adjustment
EPS 605 Educational Psychology Applied to Learning
EPS 620 Vocational Counseling & Career Development
EPS 671 Consultation in the Helping Professions and one of the following:
EPS 595 Self Management Techniques or
EPS 606 Applied Behavior Management

II. Research and Measurements (9 hours required)

- EPS 525 Introduction to Statistics
EDR 610 Introduction to Research
EPS 664 Tests and Measurements (prerequisite: EPS 525)

III. Electives (9 hours required)

- EPS 590 Drug & Alcohol Abuse: Prev. & Tx.
EPS 596 Devel. Persp. of Human Diversity
EPS 606 Applied Behavior Management
EPS 611 Adolescent Psychology
EPS 665 Stud. Services in Higher Ed.
PSY 610 Theories of Personality
PSY 621 Cognitive Psychology
PSY 635 Social Psychology
CC 580 The Community College
EPS 595 Self-Mgmt. Techniques
EPS 602 The American College Student
EPS 610 Child Psychology
EPS 612 Adult Psychology
PSY 620 Theories of Learning
PSY 650 Physiological Psychology
SOC 612 Sociology of Education

I understand that, while the Master of Education in Human Relations is officially listed as a major in counseling, this program is not the university's official school counselor preparation program and therefore does not lead to school counselor endorsement by the Certification Unit of the Arizona Department of Education. To be eligible for the school counselor endorsement, students completing the Human Relations degree must be admitted to and complete all the requirements for a second master's degree in school counseling.

Further, I understand that this program is not the university's official professional preparation program and therefore does not lead to professional counselor licensure by the Counseling Credentialing Committee of the Arizona Board of Behavioral Health Examiners. To be eligible for the licensed counselor credential, students completing the Human Relations degree must be admitted to and complete all requirements for a second master's degree in professional counseling.

Student's Signature _____ Date _____