



2012-2013 PETITION/PROGRAM SHEET

Degree: Professional Certificate

Program of Study: Supervision

Specialization: None

About This Certificate . . .

The Certificate in Supervision is designed to expose students and business managers to the knowledge and skills needed to supervise employees in the workplace. The certificate will provide students with an overview of information they would encounter if they went on to earn the Management Concentration in the BBA, which more fully prepares people to manage business functions and employees.

For more information on what you can do with this major, go to <http://www.coloradomesa.edu/career/whatmajor.html>.

POLICIES:

- 1. It is your responsibility to determine whether you have met the requirements for your degree. Please see the Catalog for a complete list of graduation requirements.
2. You must turn in your "Intent to Graduate" form to the Registrar's Office by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.
3. This program sheet must be submitted with your graduation planning sheet to your advisor during the semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.
4. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
5. Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)
6. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your "Intent to Graduate" does not automatically move to a later graduation date.
7. NOTE: The semester before graduation, you may be required to take a Major Field Achievement Test (exit exam).

NAME: \_\_\_\_\_ STUDENT ID # \_\_\_\_\_

LOCAL ADDRESS AND PHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_ ( ) \_\_\_\_\_

I, (Signature) \_\_\_\_\_, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

Signature of Advisor \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

Signature of the Department Head \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

Signature of Registrar \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration.

Degree Requirements:

- 2.00 cumulative GPA or higher in all CMU coursework.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- A student must follow the CMU graduation requirements either from 1) the program sheet for the major in effect at the time the student officially declares a major; or 2) a program sheet for the major approved for a year subsequent to the year during which the student officially declares the major and is approved for the student by the department head. Because a program may have requirements specific to the degree, the student should check with the faculty advisor for additional criteria. It is the student's responsibility to be aware of, and follow, all requirements for the degree being pursued. Any exceptions or substitutions must be approved by the student's faculty advisor and Department Head.
- When filling out the program sheet a course can be used only once.
- See the "Undergraduate Graduation Requirements" in the catalog for additional graduation information.

**CERTIFICATE: SUPERVISION**

(9 semester hours)

| Course No                            | Title                          | Sem.hrs | Grade | Term  | Course No                            | Title                       | Sem.hrs | Grade | Term  |
|--------------------------------------|--------------------------------|---------|-------|-------|--------------------------------------|-----------------------------|---------|-------|-------|
| <b><u>Core Classes</u></b>           |                                |         |       |       |                                      |                             |         |       |       |
| BUGB 101                             | Introduction to Business       | 3       | _____ | _____ | BUGB 211                             | Business Communications     | 3       | _____ | _____ |
| <b>OR</b> all three of the following |                                |         |       |       | <b>OR</b> all three of the following |                             |         |       |       |
| BUGB 101A                            | Intro to Business: Part 1 of 3 | 1       | _____ | _____ | BUGB 211A                            | Business Comm.: Part 1 of 3 | 1       | _____ | _____ |
| BUGB 101B                            | Intro to Business: Part 2 of 3 | 1       | _____ | _____ | BUGB 211B                            | Business Comm.: Part 2 of 3 | 1       | _____ | _____ |
| BUGB 101C                            | Intro to Business: Part 3 of 3 | 1       | _____ | _____ | BUGB 211C                            | Business Comm.: Part 3 of 3 | 1       | _____ | _____ |
| MANG 201                             | Principles of Management       | 3       | _____ | _____ |                                      |                             |         |       |       |
| <b>OR</b> all three of the following |                                |         |       |       |                                      |                             |         |       |       |
| MANG 201A                            | Princ. of Mgmt: Part 1 of 3    | 1       | _____ | _____ |                                      |                             |         |       |       |
| MANG 201B                            | Princ. of Mgmt: Part 2 of 3    | 1       | _____ | _____ |                                      |                             |         |       |       |
| MANG 201C                            | Princ. of Mgmt: Part 3 of 3    | 1       | _____ | _____ |                                      |                             |         |       |       |

**SUGGESTED COURSE SEQUENCING FOR A CERTIFICATE IN SUPERVISION**

This is a recommended sequence of course work. Certain courses may have prerequisites or are only offered during the Fall or Spring semesters. It is the student's responsibility to meet with the assigned advisor and check the 2 year course matrix on the Colorado Mesa website for course availability.

**FIRST YEAR**

| <u>Fall Semester</u>                     | <u>Hours</u> | <u>Spring Semester</u>                | <u>Hours</u> |
|--|--------------|---------------------------------------|--------------|
| BUGB 101 Introduction to Business        | 3            | MANG 201 Principles of Management     | 3            |
| <b>OR</b> all three of the following     |              | <b>OR</b> all three of the following  |              |
| BUGB 101A Intro to Business: Part 1 of 3 | 1            | MANG 201A Princ. of Mgmt: Part 1 of 3 | 1            |
| BUGB 101B Intro to Business: Part 2 of 3 | 1            | MANG 201B Princ. of Mgmt: Part 2 of 3 | 1            |
| BUGB 101C Intro to Business: Part 3 of 3 | 1            | MANG 201C Princ. of Mgmt: Part 3 of 3 | 1            |

**SECOND YEAR**

| <u>Fall Semester</u>                  | <u>Hours</u> | <u>Spring Semester</u> | <u>Hours</u> |
|---------------------------------------|--------------|------------------------|--------------|
| BUGB 211 Business Communications      | 3            |                        |              |
| <b>OR</b> all three of the following  |              |                        |              |
| BUGB 211A Business Comm.: Part 1 of 3 | 1            |                        |              |
| BUGB 211B Business Comm.: Part 2 of 3 | 1            |                        |              |
| BUGB 211C Business Comm.: Part 3 of 3 | 1            |                        |              |

The above is one possible course sequence. Contact an advisor or the Department of Business for other possibilities.