



DREXEL UNIVERSITY

Goodwin College
of Professional Studies

CATALOG

2020-2021

GRADUATE



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Goodwin College of Professional Studies

The Goodwin College of Professional Studies offers three Masters programs: MS in Professional Studies, which is designed for individuals and practitioners with established career paths who are interested in developing marketable skills to meet evolving workforce demands, seeking professional development, or expanding promotional opportunities; the MS in Project Management, which is designed to equip professionals with the knowledge and skills expected of project managers in any field; and an MS in Nonprofit Management: Public, Professional & Social Sectors, which prepares students to successfully handle the responsibilities, challenges and opportunities facing today's nonprofit sector.

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Nonprofit Management: Public, Professional & Social Sectors

Major: Nonprofit Management: Public, Professional & Social Sectors

Degree Awarded: Master of Science (MS)

Calendar Type: Quarter

Total Credit Hours: 45.0

Co-op Option: None

Classification of Instructional Programs (CIP) code: 52.0201

Standard Occupational Classification (SOC) code: 11-2031

About the Program

The MS in Nonprofit Management: Public, Professional & Social Sectors is designed to prepare students to successfully handle the responsibilities, challenges, and opportunities facing today's nonprofit sector. Skills in strategic planning, governance, communication, fund development and stewardship, marketing, and innovation learned in the classroom and put into practice with partnering nonprofit entities will provide students with the essential tools to effectively carry out and lead the nonprofits' mission.

This degree equips you with the following demonstrable skills:

- **Communication:** Enhance oral, written, and presentation skills to easily and effectively collaborate with and lead others in the workplace. Students will also learn how to communicate with outside

constituents, board members, and community leaders while honoring the organization's mission.

- **Campaign Management:** Build the strategic planning, management, communication, and financial skills needed to effectively run annual funds and capital campaigns
- **Donor Cultivation:** Using communication, leadership, and nonprofit sector trends, as well as specific mission information, students will learn how to cultivate interested individuals into donors, elevate small donors into capital-level donors, and maintain those relationships over time.
- **Ethics:** Develop a strong moral and ethical framework to manage mission-driven, largely volunteer-based institutions
- **Self-Assessment:** Gain the ability to examine one's role, responsibility, and effectiveness within an organization. By acknowledging strengths and weaknesses, students can capitalize on strengths while also targeting specific areas for growth.

Program Delivery

The MS in Nonprofit Management: Public, Professional & Social Sectors is a part-time graduate degree program that is offered entirely online. Drexel University operates on a quarter schedule (four 10-week terms per academic year). Students will take two courses per quarter.

Additional Information

Please visit our webpage (<http://drexel.edu/goodwin/academics/graduate-programs/ms-nonprofit-management/>) for more information about the program, admissions requirements, and application details.

Admission Requirements

- Completed online application
- Bachelor's degree from an accredited institution
- Undergraduate GPA of 3.0 or higher (graduate degree GPAs will also be considered)
- Official transcripts from all universities or colleges and other post-secondary educational institutions attended (including trade schools)
- Two letters of recommendation (three preferred)
- Personal statement (minimum 500 words) describing your interest in the program. Specifically, please discuss the following:
 - Why are you interested in the nonprofit sector?
 - How do you envision the program helping you to facilitate your future career goals?
 - How you will contribute to the program and to your peers?
- Resume
- OPTIONAL: Students may elect to submit any of the following:
 - GRE/GMAT scores
 - Example of a work project that demonstrates a specific skill or expertise
- International students must submit a TOEFL score of 550 or higher. Please visit the International Student Requirements (<https://online.drexel.edu/support/international-students.aspx>) webpage.
- Interviews are not required, but may be requested.

Degree Requirements

ACCT 608	Government and Not-for-Profit Accounting	3.0
NPM 501	Foundations in Fundraising and Ethics	3.0
NPM 520	Writing for Nonprofits	3.0
NPM 550	Stewardship & Donor Cultivation	3.0

NPM 600	Nonprofit Workshop I	3.0
NPM 602	Nonprofit Workshop II	3.0
NPM 603	Regional Volunteer Experience	3.0
NPM 645	Strategic Planning for Nonprofits	3.0
NPM 670	Managing Effective Capital Campaigns	3.0
NPM 700	Capstone I	1.5
NPM 701	Capstone II (Electives)	4.5
Electives		12.0

Students should choose 4 elective courses from the list below:

AADM 520	Creative Enterprise and Innovation
AADM 660	International Cultural Policy
AADM 755	Community Cultural Planning
COM 536	Strategic Social Media Communication
COM 541	Foundations of Public Relations
COM 563	Event Planning
COM 575	Grant Writing
COM 576	Nonprofit Communications
COM 578	Focus Groups
PLCY 507	Nonprofit Organizations
PRST 615	Program Evaluation

Total Credits 45.0

Sample Plan of Study

First Year

Fall	Credits Winter	Credits Spring	Credits Summer	Credits
NPM 501	3.0 NPM 520	3.0 ACCT 608	3.0 NPM 600	3.0
Elective	3.0 Elective	3.0 NPM 550	3.0 Elective	3.0
	6	6	6	6

Second Year

Fall	Credits Winter	Credits Spring	Credits Summer	Credits
NPM 603	3.0 NPM 602	3.0 NPM 670	3.0 NPM 701	4.5
NPM 645	3.0 Elective	3.0 NPM 700	1.5	
	6	6	4.5	4.5

Total Credits 45

Professional Studies

Major: Professional Studies

Degree Awarded: Master of Science (MS)

Calendar Type: Quarter

Total Credit Hours: 45.0

Classification of Instructional Programs (CIP) code: 30.0000

Standard Occupational Classification (SOC) code: 11-9199

About the Program

Please note: This program is no longer accepting new students.

The MS in Professional Studies degree provides students with the highly valued interpersonal skills needed to collaborate, negotiate, and lead effectively in today's workplace by offering a blend of quantitative and qualitative courses. The interdisciplinary Workplace Competencies concentration allows students to apply their knowledge and learned skills across multiple industries. Our professors are career professionals who bring real-world workplace situations into our virtual classrooms to better prepare students to apply learned skills in the following industries: communications, human resources, finance, insurance, marketing, utilities, and pharmaceuticals, among many others. This degree allows students to leverage themselves into various levels of middle and upper management with continued possibilities to climb the corporate ladder.

The MS in Professional Studies program aims to equip students with the following demonstrable skills:

- **Communication** - enhancing oral, written, and non-verbal communication skills to allow students to easily relate to, collaborate with, and lead others in the workplace both in person and virtually
- **Leadership** - providing students with the necessary tool to lead people and organizations through the acts of negotiation, attracting and sustaining talent, and thinking and acting strategically to achieve results
- **Critical Inquiry** - training students to conduct research and collect data using proven scientific methods and then evaluate and analyze that data to make profitable decisions in the workplace
- **Ethics** - developing a moral and ethical framework from which organizational decisions can be made

This program is designed for the professional who has at least three years of working experience, and who is looking to **launch, change, or advance** their career.

Program Delivery

The master's in Professional Studies is a part-time graduate degree program that is offered entirely online. Drexel University operates on a quarter schedule (four 10-week terms per academic year). Students will take two courses per quarter.

Additional Information

For more information, please visit the Goodwin College MS in Professional Studies (<http://drexel.edu/goodwin/academics/graduate-programs/ms-professional-studies/>) webpage.

Admission Requirements

Acceptance to the program requires:

- Completed online application (<https://www.online.drexel.edu/online-degrees/business-degrees/ms-prof-studies/#apply>) form
- Bachelor's degree from an accredited institution
- Undergraduate GPA of 3.0 or higher (graduate degree GPAs will be considered along with the undergraduate GPA)
 - Applicants with a cumulative GPA below 3.0 may be considered.
- Official transcripts from all universities or colleges and other post-secondary educational institutions (including trade schools) attended
 - Instead of hard copy transcripts, you may supply official electronic transcripts issued by a post-secondary institution directly to Drexel University Online.
 - You must supply transcripts regardless of the number of credits earned or the type of school you attended.
 - If you do not list all post-secondary institutions on your application and these are listed on transcripts received from other institutions, processing of your application will be delayed until you have submitted the remaining transcripts.
 - Please use our Transcript Look-up Tool (<https://www.online.drexel.edu/support/supporting-documents.aspx>) to assist you in contacting your previous institutions.
- Two letters of recommendation (three preferred)
 - Drexel University Online now accepts electronic letters of recommendation.

- Submission instructions are available at: <http://www.drexel.edu/apply/recommend> (<https://deptapp08.drexel.edu/em/LOR/Default.aspx>)
- If a recommender prefers to submit an original, hard copy letter of recommendation, please remind the recommender that it must be signed and submitted in a sealed envelope signed across the flap by the recommender.
- Personal Statement: 500-750 words describing your interest in the program. Specifically, please discuss the following:
 - Your current line of work and career path until this point
 - How the program will help you facilitate your future career goals
 - Your role in building community in an online degree program
- Resume
- Optional: Students may elect to submit any of the following:
 - GRE/GMAT scores
 - Example of a work project that demonstrates a specific skill or area of expertise
- International students must submit a TOEFL score of 550 or higher. Please view additional international students requirements (<https://www.online.drexel.edu/support/international-students.aspx>).
- Interviews are not required, but may be requested.

- Communication
- Creative and/or critical thinking & information literacy
- Ethical reasoning & responsible citizenship
- Global competence
- Leadership
- Personal reflections
- Capstone
- Professional documentation

Students will submit their portfolios as part of their capstone experience. When students complete the program, they may choose to maintain their portfolios for a small annual fee.

Project Management

Major: Project Management

Degree Awarded: Master of Science (MS)

Calendar Type: Quarter

Total Credit Hours: 45.0

Co-op Option: None

Classification of Instructional Programs (CIP) code: 52.0211

Standard Occupational Classification (SOC) code: 11-9199

About the Program

Please note: This program is no longer accepting new students.

Modern project management is a field that began in the 1950s in the defense industry. In the 1980s, the field gained critical mass in a broad range of industries including, but not limited to, building/construction, IT/systems development, defense, engineering, film and video, financial services, healthcare, and government contracting. Organizations are using project management concepts, tools, and techniques to achieve their objectives and gain a competitive advantage.

The Master of Science (MS) in Project Management, a part-time online program, is designed to equip professionals with the knowledge and skills expected of project managers in any field. The course content is mapped to the internationally recognized Project Management Institute's (PMI)[®] *A Guide to the Project Management Body of Knowledge (PMBOK[®] Guide)*. The MS in Project Management equips students with the following demonstrable skills:

Project Life Cycle

Strategically manage projects to achieve organizational goals throughout the different project phases from selection and initiation to completion

Technical Project Management

Utilize appropriate project management tools and technology to effectively and efficiently manage the project scope, schedule, quality, risk, cost, and knowledge

Leadership

Foster inclusive teams with positive leadership through communication, support, and engagement to encourage innovation and inspiration throughout the project life cycle

Community & Professionalism

Consistently model high ethics and professionalism to enhance the community where the project is being performed, including the representative stakeholders, while upholding the reputation of the project management profession

Degree Requirements

Core Courses

PRST 501	Communication for Professionals	3.0
PRST 503	Ethics for Professionals	3.0
PRST 504	Introduction to Research Methods & Design	3.0
PRST 603	Communicating in Virtual Teams	3.0
PRST 612	Data Analysis and Interpretation	3.0
PRST 615	Program Evaluation	3.0
PRST 640	Policy Analysis	3.0
PRST 655	The Art & Science of Influencing Others	3.0
PRST 670	Fostering Diversity and Inclusion in the Workplace	3.0

Electives 12.0

Choose four of the following graduate electives (with advisor approval):

COM 610	Theories of Communication and Persuasion	
CRTV 503	Creativity in the Workplace	
CRTV 610	Creativity and Change Leadership	
CRTV 630	Global Perspectives on Creativity	
ENTP 611	Learning from Failure	
ENTP 621	Innovation & Ideation	
ENTP 631	Building Internal & External Relationships	
ENTP 641	Innovation in Established Companies	
MGMT 510	Business Problem Solving	
ORGB 625	Leadership and Professional Development	
ORGB 631	Leading Effective Organizations	

Capstone

PRST 700	Capstone I: Project Exploration	1.5
PRST 701	Capstone II: Topical Analysis	4.5

Total Credits 45.0

Portfolio Requirement

All students will be required to maintain a portfolio as they progress through the program. Access to the portfolio platform is provided by the University at no charge to the student.

Over the course of their studies, students will add written assignments, projects, presentations, links to videos, and any other specimens to showcase learned skills, knowledge, or growth in one of eight areas:

Additional Information

Interested candidates should visit Drexel University Online (<http://online.drexel.edu/online-degrees/business-degrees/project-management/>) for admissions requirements and more information about how to apply. Questions about the MS in Project Management should be directed to:

Anne Converse Willkomm
 Assistant Dean, Graduate College
Assistant Clinical Professor
 Goodwin College of Professional Studies
 Tel: 215.571.3257
 E-mail: acw334@drexel.edu

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Degree Requirements

The Master of Science in Project Management requires completion of 45.0 credit hours (quarter) of study. The curriculum includes a core of 11 required courses (30.0 credits), a culminating capstone project experience (PROJ 695 (<http://catalog.drexel.edu/coursedescriptions/quarter/grad/proj/>)) integrating the knowledge and skills acquired during the program (3.0 credits), and 12.0 credits of electives.

Electives

Students should use electives to increase project management, creativity, communication, or leadership skills or to develop areas of specialization. Any appropriate graduate course offered in the University can serve as an elective if the student has sufficient background to take the course.

Program Requirements

Curriculum		
Core Courses		
PROJ 501	Introduction to Project Management	3.0
PROJ 502	Project Planning & Scheduling	3.0
PROJ 510	Project Quality Management	3.0
PROJ 515	Project Estimation & Cost Management	3.0
PROJ 520	Project Risk Assessment & Management	3.0
PROJ 530	Managing Multiple Projects	3.0
PROJ 535	International Project Management	3.0
PROJ 540	Project Procurement Management	3.0
PROJ 601	Project Leadership	1.5
PROJ 602	Project Teamwork	1.5
PROJ 645	Project Management Tools	3.0
Free Electives		12.0
Capstone Project		
PROJ 695	Capstone Project in Project Management	3.0
Total Credits		45.0

Sample Plan of Study

First Year				
Fall	Credits Winter	Credits Spring	Credits Summer	Credits
PROJ 501	3.0 PROJ 502	3.0 PROJ 515	3.0 PROJ 540	3.0
PROJ 601	1.5 PROJ 510	3.0 PROJ 535	3.0 Elective	3.0
	4.5	6	6	6
Second Year				
Fall	Credits Winter	Credits Spring	Credits Summer	Credits
PROJ 520	3.0 PROJ 530	3.0 PROJ 525 or 645	3.0 Elective	3.0

Elective	3.0 PROJ 602	1.5 PROJ 695	3.0 Elective	3.0
	6	4.5	6	6
Total Credits 45				

Project Management Faculty

Frank Anbari, PMP, PhD (*Drexel University*). Clinical Professor. Transportation engineering; project scheduling; project cost management; earned value management; project quality management; project leadership; project management education; Six Sigma.

Jon Boyle, PhD (*Virginia Polytechnic Institute and State University*). Adjunct Associate Professor. Cognitive neurosciences; industrial/organizational psychology; knowledge management; group processes; human resources and workforce development; business strategy; technology-enabled learning; research and development; process improvement

Simon Cleveland, PhD, PMP, CSM, CSPO, ITIL, SSBB (*Nova Southeastern University*). Adjunct Professor. Project management fundamentals; project scope management; project schedule management and cost control; project risk and quality management; project management for NGOs; managing project complexity; project initiation and development; introduction to program and portfolio management; technical projects planning and scheduling; managing troubled projects; project evaluation and assessment; project negotiation and conflict resolution; managing technology projects; project management for PMP certification; IT project and team management

Patrick O'Brien, PE, CCM, PMP, PhD (*Walden University*). Adjunct Instructor. Negotiations and executive communication; environmental management; scope and time management; project cost and risk management; project quality management; construction management; structural analysis;

Scott Serich, JD, PhD (*University of Michigan*). Adjunct Associate Professor. Procurement management; information technology project management

John Via, DEngr (*Southern Methodist University*). Adjunct Professor.

Tiffani A. Worthy, PMP, EdD (*George Washington University*). Adjunct Instructor. Project management fundamentals; project leadership; project communications; cross cultural communications; project management education; Myers-Briggs Type Indicator

Graduate Minor in Nonprofit Management: Public, Professional & Social Sectors

About the Graduate Minor

The graduate minor in Nonprofit Management: Public, Professional & Social Sectors is designed to complement what students are learning in their chosen field by adding a set of skills in strategic planning, communication, fund development, stewardship, donor cultivation, or campaign management—all of which provide students with the essential tools to effectively carry out and lead the nonprofit's mission.

Program Requirements

Required Courses	12.0
Choose 4 of the following:	

NPM 501	Foundations in Fundraising and Ethics	
NPM 520	Writing for Nonprofits	
NPM 550	Stewardship & Donor Cultivation	
NPM 645	Strategic Planning for Nonprofits	
NPM 670	Managing Effective Capital Campaigns	
Total Credits		12.0

Graduate Minor in Professional Studies

About the Graduate Minor

Please note: This program is no longer accepting new students.

Goodwin College's Professional Studies graduate minor allows students to develop and enhance the highly valued interpersonal skills needed to collaborate, negotiate, communicate, and make decisions in today's workplace.

The Professional Studies Graduate minor is the perfect complement to a wide variety of graduate programs as the skills learned are applicable across multiple industries. It is offered to graduate students across Drexel University.

Admission Requirements

- A minimum of a 2.8 GPA
- Approval from the student's current academic advisor
- Approval from the Professional Studies program director or academic advisor

Program Requirements

PRST 501	Communication for Professionals	3.0
PRST 503	Ethics for Professionals	3.0
PRST 640	Policy Analysis	3.0
PRST 655	The Art & Science of Influencing Others	3.0
Total Credits		12.0

Graduate Minor in Project Management

About the Program

Please note: This program is no longer accepting new students.

Project management focuses on the management of teams of people and other resources in the planning, design, execution, and implementation of various aspects of projects in practically every industry.

The graduate minor in Project Management (PMGM) is designed to support the growing need for project management graduate education. It provides students with the skills necessary for successful professional and leadership careers in the rapidly expanding field of project management.

The PMGM also provides a foundation for graduate education in project management and prepare interested students to pursue the Certified Associate in Project Management (CAPM)® or Project Management Professional (PMP)® credentials from the Project Management Institute (PMI)®.

All courses in the PMGM are offered online.

The PMGM is open to Drexel graduate students in any discipline.

NOTE: A minimum grade of "B" (3.0) must be earned in each course in this minor for the course to be counted and the minor to be awarded.

Admission Requirements

Applicants to the PMGM must:

- Currently be a Drexel student enrolled in a graduate-level program
- Be in good academic standing
- Have a cumulative graduate GPA of at least 3.0
- Submit an Application to Add a Graduate Minor form approved by their primary academic advisor

Program Requirements

Required Courses		9.0
PROJ 501	Introduction to Project Management (Required Courses)	
PROJ 502	Project Planning & Scheduling	
PROJ 515	Project Estimation & Cost Management	
Elective Courses		3.0
Select 1 of the following:		
PROJ 510	Project Quality Management	
PROJ 520	Project Risk Assessment & Management	
PROJ 530	Managing Multiple Projects	
PROJ 535	International Project Management	
PROJ 540	Project Procurement Management	
PROJ 601	Project Leadership	
PROJ 602	Project Teamwork	
Other graduate-level courses (must be 5XX or higher) with approval of student's academic advisor and the Project Management program.		
Total Credits		12.0

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Graduate Certificate in Project Management

Certificate Level: Graduate

Admission Requirements: Bachelor's degree

Certificate Type: Post-Baccalaureate

Number of Credits to Completion: 16.5

Instructional Delivery: Online

Calendar Type: Quarter

Expected Time to Completion: 1 year

Financial Aid Eligibility: Aid eligible

Classification of Instructional Program (CIP) Code: 52.0211

Standard Occupational Classification (SOC) Code: 11-9199

About the Program

Please note: This program is no longer accepting new students.

While project management has been around since the 1950s, the field has experienced an explosion of growth, both in the number of project managers being employed and in the expectations of the industry. Not only is work becoming more "projectized," but also more organizations are using project management to achieve business results. This requires a solid foundation in business fundamentals, communication, and leadership, as well as skills in program management and portfolio management.

The graduate certificate in Project Management is designed to support the growing need for project management graduate education. It provides students with the skills necessary for successful professional and leadership careers in the rapidly expanding field of project management and will prepare students to pursue their Certified Associate in Project Management (CAPM®) or Project Management Professional (PMP®) credential from the Project Management Institute (PMI®).

Admission Requirements

- Bachelor's degree from a regionally accredited institution with a cumulative GPA of 3.0 or higher (graduate degree GPAs will be considered along with the undergraduate GPA). Applicants with a cumulative GPA below 3.0 may be considered.
- Official transcripts from all universities or colleges and other post-secondary educational institutions (including trade schools) attended. Instead of hard copy transcripts, you may email official electronic transcripts issued by a post-secondary institution directly to Drexel University Online. All transcripts must be supplied regardless of the number of credits earned or the type of school attended. If all post-secondary institutions are not listed on the application and then listed on transcripts received from other institutions, application processing will be delayed until the remaining transcripts are submitted. Use Drexel's Transcript Lookup Tool to assist you in contacting your previous institutions.
- Two letters of recommendation, professional or academic. Drexel University Online now accepts electronic letters of recommendation. If a recommender prefers to submit an original, hard copy letter of recommendation, please remind the recommender that it must be signed and submitted in a sealed envelope signed across the flap by the recommender.
- Personal essay, between 750-1000 words, describing your interest in the program. Specifically, discuss the following:
 - How the program relates to your previous educational activities
 - If changing course, why are you moving in a new direction with your educational goals
 - How the program relates to your current line of work
 - How you plan to apply the program to your future goals
- Resume
- International students must submit a TOEFL score of 550 or higher. For more information regarding international applicant requirements, view the International Students Admissions Information (<https://drexel.edu/grad/resources/international/>) page.
- An interview may be requested.

The graduate certificate in Project Management is also open to Drexel graduate students in any discipline who have a cumulative GPA of at least 3.0.

Program Requirements

Required Courses

PROJ 501	Introduction to Project Management	3.0
PROJ 502	Project Planning & Scheduling	3.0
PROJ 510	Project Quality Management	3.0
PROJ 515	Project Estimation & Cost Management	3.0
PROJ 601	Project Leadership	1.5
or PROJ 602	Project Teamwork	

Elective courses 3.0

Select 1 of the following:		
PROJ 520	Project Risk Assessment & Management	
PROJ 525	E-Tools for Project Management	

PROJ 530	Managing Multiple Projects
PROJ 535	International Project Management
PROJ 540	Project Procurement Management
PROJ 645	Project Management Tools
PROJ 650	Project Stakeholder Management
PROJ 665	Managing Project Knowledge
Other graduate-level courses, with approval of student's Academic Advisor and the Project Management program (must be 5XX or higher)	
Total Credits	16.5

Sample Plan of Study

First Year				
Fall	Credits Winter	Credits Spring	Credits Summer	Credits
PROJ 501	3.0 PROJ 502	3.0 PROJ 515	3.0	
PROJ 601 or 602	1.5 PROJ 510	3.0 Elective *	3.0	
4.5		6	6	0
Total Credits 16.5				

* Other graduate-level courses may be taken with the approval of the student's Academic Advisor and the Project Management program. Courses must be 5XX or higher.

Additional Information

Interested candidates should visit Drexel University Online (<https://www.online.drexel.edu/online-degrees/engineering-degrees/cert-project-management/>) for admissions requirements and more information about how to apply.

Questions about the graduate certificate in Project Management should be directed to:

Anne Converse Willkomm
 Assistant Dean, Graduate College
Assistant Clinical Professor
 Goodwin College of Professional Studies
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