

## HUMAN SERVICES (MS)

### History

#### ANTH 599

##### Thesis Research Projects in Historical Archaeology

In this course, an MA thesis will be developed from a problem-oriented analysis of documentary and archaeological data. The MA thesis will include a description of the problem in the context of the disciplines of anthropology and history, its application to the data, a description of the analyses undertaken, and their results with reference to the problem. In the conclusion the results of the research project should be discussed in relation to other current research in the field. The MA thesis must be read and approved by an examining committee made up of three faculty readers, one from the History Program, one from the Anthropology Department, and one from a department to be determined.

*Prerequisites: ANTH 525, 565, 585, and permission of instructor.*

6-10 Credits

#### Faculty

**Luis Aponte-Pares**, PhD, *Columbia University* • Strategic Planning • Urban Planning

**William M. Holmes**, PhD, *Ohio State University* • Criminal Justice • Research Methodology • Family Violence

**Chi-Kan Richard Hung**, PhD, *Indiana University* • Public Policy • Public Finance

**Sylvia Mignon**, PhD, *Northeastern University* • Substance Abuse • Criminal Justice • Family Violence

**Margaret Rhodes**, PhD, *Brandeis University* • Ethics and Social Policy

**Miren Uriarte**, PhD, *Boston University* • Race, Ethnicity, and Gender in Human Services • Human Services Program Development and Evaluation

**Ann Withorn**, PhD, *Brandeis University* • Social Welfare • Politics and Human Services

#### The Program

The Master of Science Program in Human Services is designed to meet the graduate educational needs of practitioners in a broad range of human service jobs. It allows experienced people to acquire the knowledge, skills, and direction necessary for moving into new or more advanced positions in the field of human services. The MS in Human Services Program is unique in that it is outcome-based. This approach to education—in which competencies (defined through learning outcomes) are earned through demonstration of knowledge and skills in a particular area—provides a variety of options for learning, all aimed at assuring that the graduate's knowledge and skills are relevant to the real world of practice. Students receive grades based on their demonstration of these competencies. Each competency is equivalent to three credit hours.

The curriculum content, carefully constructed to match workforce needs, is designed to provide professional orientation to the context and core values of human services practice as a foundation for planning and managing people, programs, finances, and information systems. The program objectives are to provide professional education that

1. prepares experienced human services professionals for leadership positions that provide opportunities to participate in shaping the future of human services; and

2. prepares competent planners and managers who are knowledgeable about the core values of human services and about the professional, legal, ethical, and policy context of human services practice and who can apply this knowledge in managing and planning human services.

In order to accommodate the needs of the majority of students in the program who are employed full time, most courses and other activities are offered in the evenings and on weekends. Students are admitted to the program only for the fall semester, and are invited to an orientation held during the summer before the fall term begins.

#### Degree Requirements

The MS in Human Services requires successful completion of 13 competencies (39 credits), including the capstone project, according to the following guidelines:

- I. Six core competencies (18 credits):  
HMS-G 601, 602, 603, 606, 628, 634.

- II. Four competencies (12 credits) in an area of management or planning concentration.

Management: HMS-G 620, 621, 623, 625, 626, 627.

Planning: HMS-G 626, 630, 631, 632, 633, 649.

The student may elect a concentration in gerontology or dispute resolution, with the permission of the appropriate program director and the director of the Human Services Program. For further information on these programs, see the "Dispute Resolution" and "Gerontology" sections of this publication.

- III. Two elective competencies (6 credits) chosen from among those required for other concentrations, as listed above, and/or from the following: HMS-G 609, 622, 648.

A capstone project: HMS-G 655 (one competency, 3 credits)

Students demonstrate competencies through coursework and a combination of independent study and prior learning. All students are required to complete the program within the four-year statute of limitations. Entering students who bring with them a substantial amount of classroom and work experience may complete the degree in two academic years.

# Human Services

Students admitted to the MS Program in Human Services before fall 1999 have different degree requirements from those detailed in this Bulletin. These students should contact the program director to investigate their options.

## Admission Requirements

Please see the general statement of admission requirements for all graduate programs in the "Admissions" section of this publication, and the "Special Instructions for Applicants to Individual Programs" section at the back of this publication.

The MS in Human Services Admission Committee seeks to admit students with a diversity of backgrounds and educational and professional experiences. Applicants will be recommended for admission on the basis of both academic preparation to pursue graduate studies and appropriate professional experience in human services. Evidence of those qualifications includes

1. A résumé of professional activities that demonstrates substantial practical experience (paid or volunteer) in public or community service, and a personal statement that reflects harmony between the student's goals and program options.
2. Three letters of recommendation, at least one of which is from a supervisor currently working with the applicant in a professional context.
3. A score on the Miller Analogies Test or the Graduate Record Examination. Please note: A test score is not required if the applicant holds an advanced degree from a US university.

## Competency Summaries

Each of the competencies in the MS Program in Human Services is listed below, along with a summary statement of the learning that the student is expected to demonstrate, through coursework or a combination of prior learning and independent study. Course descriptions and complete competency criteria are available from the program office.

### HMS G 601 Human Services Policy

Students will analyze the historical, social, and political development of human service policies and organizations in the United States and can apply this analysis to comprehensive study of formulation and implementation of Massachusetts policy in a particular area.  
3 Credits

### HMS G 602 Ethics in Human Services

Students will understand some of the chief ethical conflicts and their ethical and political underpinnings in the delivery of human services, including the centrality of these conflicts to the evaluation of organizational structure, program design, professionalism, and the relationship between worker and client.  
3 Credits

### HMS G 603 Race, Culture, and Ethnicity in Human Services

Students will be able to identify and analyze oppression based on race, sex, culture, or ethnic group in the values, attitudes, behaviors, policies, and practices of human services systems, agencies, or providers (personnel); and to develop appropriate interventions/methods to address this oppression.  
3 Credits

### HMS G 606 Research Methods

Students will learn the basic principles of social science research and various qualitative and quantitative research designs. Using this knowledge, students will critically evaluate existing research as reported in professional journals, as well as design a research study.  
3 Credits

### HMS G 609 Supervision of Human Service Workers

Students will be able to explain the interrelationship between organizational behavior and the supervisory role in organizations and to use organizational behavior theoretical constructs to distinguish good supervision practice from poor supervision practice. The ultimate outcome of this competency is that students will be able to identify, diagnose, and resolve critical issues that arise in facilitating the work of others.  
3 Credits

### HMS G 613 Training Human Service Workers

The student will show an understanding of the purpose and limits of staff training as well as the elements that go into it. The student will be able to set up a training program and discuss the theory(ies) of learning on which the training is based.  
3 Credits

### HMS G 620 Leadership and Organizational Development

Students will analyze a variety of theories, issues and models of leadership and to select those that are appropriate for application in human services organizations.  
3 Credits

### HMS G 621 Human Resources Administration

Students will be able to design effective human resource policies and systems, involving all internal and external constituencies, appropriate to particular public or non-profit human service organizations.  
3 Credits

### HMS G 622 Marketing Human Services

Students will be able to develop appropriate marketing strategies for public and non-profit human service organizations.  
3 Credits

### HMS G 623 Financial Management of Non-Profit Organizations

Students will learn to perform the basic financial tasks of a non-profit organization. These tasks include recording financial transactions, preparing financial statements, retrospective evaluation ratio analysis, prospective planning including budgeting, cost analysis, and revenue generation, budget execution, and preserving the integrity of the financial operation.  
3 Credits

### HMS G 625 Public Sector Budgeting

Students will understand the public budgeting process and be able to carry out the financial management tasks associated with the development and implementation of a budget for a state-funded human service agency. They will also be able to analyze the impact of the political system on the public budgeting process.  
3 Credits

# Human Services

## **HMS G 626**

### **Strategic Planning for Public and Nonprofit Organizations**

Students will be able to identify strategic planning needs, to develop and implement a strategic planning process, and to develop an operational plan for short-term implementation. In addition to recognizing the value of strategic planning, managers and planners will also be able to determine when strategic planning is not practical or desirable. In such situations, students will be able to take appropriate action to prepare the organization for strategic planning.

3 Credits

## **HMS G 627**

### **Performance Monitoring and Evaluation**

Students will be able to use performance monitoring as a results-oriented management tool. They will be able to conduct periodic measurement of progress toward explicit short- and long-term objectives and report the results to decision makers. Students will understand how performance monitoring can help managers make better decisions. They will also know the kinds of problems that arise in developing and implementing performance monitoring systems, and how to address these challenges. The ultimate goal is that students will be able to oversee the design and implementation of effective performance monitoring systems.

3 Credits

## **HMS G 628**

### **Legal Issues in Human Services**

Students will acquire a theoretical legal framework, develop experience in applying these principles to real situations, and acquire skill in finding and using law important to their work or area of interest. This knowledge will help students develop strategies to comply with and also change the law, and to advocate for their agency and its consumers.

3 Credits

## **HMS G 630**

### **Human Services Planning**

Students will utilize planning theory and methodology to prepare a comprehensive plan addressing a specific human service problem at the community, organizational, or service delivery level.

3 Credits

## **HMS G 631**

### **Human Services Needs Assessment**

Students will understand and utilize a range of research methods for conducting needs assessments and will be able to design and analyze needs assessments for human service issues.

3 Credits

## **HMS G 632**

### **Evaluation Research**

Students will understand the basic issues involved in planning evaluation research and will be able to design and analyze an evaluation for a specific policy program.

3 Credits

## **HMS G 633**

### **Fund Raising and Grant Seeking**

Students will describe and analyze the range of funding options available to human service organizations and be able to develop a plan for implementing a fundraising strategy for a particular human service program or organization.

3 Credits

## **HMS G 634**

### **Information Technology for Management and Planning**

Students will be able to use information technology to leverage existing data systems and to create new ones. Students will be able to ensure the appropriate selection and deployment of technology to meet the organization's specific needs. They will be able to apply the data-information-knowledge-action transformation process to managing and planning human services. The ultimate goal is that as managers and planners, students will use information technology to improve management and overall organizational functioning.

3 Credits

## **HMS G 648**

### **Comparative Social Policy and Practice**

Students will, through analysis of appropriate literature and field research, analyze a human service system in another country and make informed comparisons between it and a comparable system in the United States.

3 Credits

## **HMS G 649**

### **Program Development**

Students will develop an implementation plan for a human service program, based on a needs assessment and current research and theory, which utilizes appropriate resources and anticipates barriers to implementation.

3 Credits

## **HMS G 655**

### **Capstone Project**

Students will integrate the content of their learning through a research or action project focused on management or planning. Students will participate in a seminar as part of the capstone experience.

3 Credits