

Bachelor of Applied Human Service Administration

For further program information Phone: 780-497-5164 or Toll Free: 1-888-497-4622 Ext 5164
Email: hsa@macewan.ca. Check our website at www.macewan.ca/hsa

*The **Bachelor of Applied Human Service Administration** is an innovative, learner-centred, multi-disciplinary applied degree.*

Graduates are connected to the diverse community-based service organizations they serve and strive to demonstrate the values of fairness and equity through advocacy and inclusive practice.

Students combine their broad experience and course theory to become effective communicators and strategic thinkers, prepared to take on leadership roles within their communities.

Faculty and students are committed to ethical standards in professional practice and become highly visible and well-respected practitioners in the field.

The Program

Graduates of this program have the management skills required to become effective leaders in their chosen field. From managing physical resources to trend analysis and research skills, our graduates have the practical knowledge and confidence to work with boards, manage a dynamic staff, and still serve the clients at the heart of an organization.

The unique challenge of managing a human service organization requires a highly specialized education. To meet the needs of today's busy human service professionals, MacEwan University's Bachelor of Applied Human Service Administration gives students the opportunity to complete their degree part-time while continuing to work in the human service field.

Career Potential

Many students approach this applied degree with the motivation to move into senior positions with their current employer. Other students are looking for the momentum to move on to management positions in related fields. The one thing all students of the Bachelor of Applied Human Service Administration Degree program have in common is the hot job market.

From coast to coast, human service management professionals are in high demand. Program graduates are employed in a diverse range of positions with helping agencies across the province. Increased government standards, continued growth in the number of agencies, and a growing awareness of the significant impact of trained leadership create a continuing demand for qualified administrators. Graduates are employed in:

- aboriginal service agencies
- addictions / recovery centres
- charitable organizations
- child care centres
- emergency shelters
- family support organizations
- government offices
- group homes
- hospitals and health care clinics
- non-profit organizations
- rehabilitation agencies
- school programs
- social service agencies
- voluntary sector organizations

Graduate Study Opportunities

Bachelor of Applied Human Service Administration (BAHSA) graduates and alumni have a variety of options for graduate school or professional education to further their career aspirations. However, graduate programs have individual admission requirements, so it is important to speak with graduate school representatives at each of the institutions you are interested in attending to determine whether further course work is required prior to applying. Numerous graduate programs are offered throughout Canada and internationally that may be of interest to BAHSA graduates and alumni.

For more information on researching and applying for graduate school or professional education, see the Graduate School Liaison website at www.MacEwan.ca/gradschoolliasion.

Graduate School Liaison (Student Services):
Phone 780-633-3405,
Office #7-112C City Centre Campus

For Career Counselling, make an appointment at the MacEwan Career Services: careerservices@MacEwan.ca

Exchange Opportunities

BAHSA students also have the option to apply to a 5-month exchange semester at Hanze University for Directed Field Study I or II (HSAD 459 or HSAD 499). See Program Advisor for details

Program of Study

HSAD 300 - The Human Service Administrator

Students are introduced to the roles and responsibilities of managers in human service organizations, primarily in the non-profit sector, and address issues related to leadership, organizational culture, planning, management controls, financial management, working with staff and boards, and resource development. Students explore a range of skills needed to successfully assume management responsibilities through an examination of recognized literature in the management field including, but not limited to, discipline-specific resources and journals.

HSAD 305 - Interpersonal Communication Skills for Human Service Administrators

Students explore the interpersonal dimension of the role of leaders, managers, and supervisors in human service agencies. Students gain an understanding of leadership roles in human service agencies and develop skills for creating effective interpersonal environments in their workplaces. Students have the opportunity to review and extend their communication skills, to learn strategies for time and stress management, and to explore and practise skills required for team building, setting directions, action-planning, managing meetings, problem-solving, and resolving conflict.

HSAD 310 - Managing Human Resources

Students are introduced to the theory and practice of personnel management in human service organizations and develop skills in managing a diverse workforce. Utilizing a humanistic approach to human service management, students begin to acquire the skills to recruit, select, orient, train and retain staff. Students learn to develop job descriptions, appraise staff with the goal to improve performance, and conduct environmental scans to improve human resource practices. Additional topics studied include leadership styles, labour relations, occupational health and safety, and the unique considerations related to part-time and contracted employees.

Elective

The elective (HLST 230 or other 3-credit university course) may be taken at any time during your studies but must be completed before applying to graduate. Program approval is required to take an elective other than HLST 230.

HSAD 315 - Managing Financial Resources in Human Service Agencies

Students are introduced to financial accounting and bookkeeping in human service organizations. Students develop the skills required to manage an organization's financial resources, including budget analysis, payroll, preparing for audits, and managing endowment funds and charitable donations.

HSAD 325 - Research Practices in Human Service

Students gain knowledge of the research process and research methods commonly employed in the social sciences. Students examine how research is conducted and discuss a number of research methods including qualitative, quantitative, action, and narrative. Students develop the knowledge and skills required to read research reports critically and participate in research in an ethical and thorough manner.

HSAD 330 - Managing Physical Resources in Human Service Agencies

Students become familiar with important aspects of managing physical resources in human service organizations. Students learn to develop business plans, to assess and address facility needs, and to plan for improvements, including finding space in the community, renovation, new construction, and financing. Strategies for risk management and facility and equipment management, including maintenance procedures, leasing, and the security of information technology resources, are introduced as important tools for the human service administrator.

HSAD 335 - Managing Change in Human Service Agencies

Students cultivate the knowledge and skills necessary to respond to organizational change in a strategic and proactive manner. Students develop strong strategic planning skills and are able to develop and implement strategic and proactive responses to manage uncertainty and change.

HSAD 345 - Community-Based Practice in Human Service Agencies

This course is designed to introduce students to the theory and practice of community work. The key role healthy, sustainable communities' play in enhancing the health, education, and social programs delivered by formally organized institutions is explored. Students learn that community practice is a process of collaboration within a network of individuals and other service providers and will develop the skills and knowledge to be an effective part of this process.

HSAD 350 - Trends and Issues in Human Service Administration

Students explore the management implications of current trends and issues on the organization and delivery of human services. Demographic, economic, social, and political trends in Canada are identified and the associated issues and implications discussed and analyzed. Students are introduced to human service delivery in a selection of countries to understand how the evolution of social policy impacts human service delivery.

HSAD 459 and 499 Directed Field Studies

Each directed field study is 15 credits and has both a workplace learning component and an online learning component. The directed field studies may be completed in the student's place of employment or in an agency/organization approved by the program. It is the student's responsibility to secure a placement for each directed field study. Students may contact the program if they require recommendations on suitable agencies/organizations where directed field studies may be completed.

Students must work a minimum of 375 hours for the workplace learning component of each directed field study, 150 of which are expected to be in a managerial or supervisory capacity where the student assumes significant managerial tasks and can integrate their learning into professional practice. In addition, students plan, manage, implement and evaluate one or more projects for their employer.

The online component of each directed field study is facilitated by the instructor who discusses ethical practice and professionalism and introduces students to project management theory and practice. Students also take part in learning activities that involve self-assessment and goal-setting, reflection, and professional dialogue to evaluate their performance, reinforce learning objectives and guide their development as human service managers. In a capstone assignment, students analyze the project they managed and demonstrate their ability to integrate theory and practice. Students present the paper in an academic and professional manner to the class and/or submit it to their instructor for grading.

Admission Requirements

Applicants must have: a minimum of 60 credits from a recognized post-secondary institution with an Admission Grade Point Average (AGPA) of 2.0 or better on a 4.0 scale and a minimum grade of C- in MacEwan University's ENGL 111 or equivalent post-secondary English course.

English Language Proficiency

Applicants whose first language is not English must demonstrate English language proficiency required for admission – please go online to the www.macewan.ca website (<http://www.macewan.ca/wcm/Registrar/Admissions/AdmissionRequirements/EnglishLanguageProficiency/index.htm>)

Program Cost

The 2016/2017 estimated cost for program is \$10,000 including tuition, fees, textbooks & other supplies. The cost of an individual 3 credit course for example, is \$546 plus GST, the cost of textbooks and supplies. Courses are paid for in the term registered as outlined in the Academic Schedule.

Financial Assistance

In Alberta, contact the Students' Finance office at www.alis.gov.ab.ca or call 780-427-3722. Elsewhere in Canada, contact your provincial students' finance office. Alternatively, contact MacEwan's Student Resource Centre at 780-497-5063 or visit their website at www.macewan.ca/src

Note: Student Loan applications may require a full-time course load – ie: a minimum of 9 credits (3 courses) per term.

Bursaries

For information on scholarships and awards visit MacEwan's online [Scholarships, Awards and Bursaries Database](#).

Program Delivery

Course work is offered entirely online and is accessible to students regardless of geographic location, providing the flexibility to balance studies with professional and family responsibilities.

Courses are delivered using technology that creates a virtual community of learners and supports student success.

Our courses are NOT self-paced correspondence courses; rather, all students in a course progress through material at the same time. Students must plan to log on two to three times per week (although rarely at a specific time of day) to take part in an informed conversation on a discussion topic.

Students should expect to allocate 8 to 10 hours per week for each course to do the readings and take part in online discussions, plus extra time when papers or assignments are due.

You have up to 6 years to complete the required courses and field studies. Most complete the program 2-3 years.

Application and Registration Deadlines

You can apply to Fall (September intake) or Winter (January) intakes. The deadline for applications for Fall is June 30 and for Winter the deadline is December 1 (recommend no later than Nov 1). Please allow enough time to submit all of your documents - at least 30 days for domestic documents.

If your documents are from outside of Canada, additional time may be required to review by our International Admissions office. Please allow at least 90 days.

We offer 5 courses in each of the Fall and Winter terms. Directed Field Studies (6 months each) start in either January or July.

You can register for your courses any time before the course starts. Tuitions will be due in the first month of the term, ie: Fall classes start the first week of September and tuition is due not later than September 30.

Application Checklist

- Submit application form via Apply Alberta online through the www.macewan.ca website (<http://www.macewan.ca/wcm/Registrar/Admissions/ApplyforAdmission/SubmitApplication/index.htm>).
- When applying using Apply Alberta you are authorizing MacEwan to obtain transcripts from Alberta Education and participating post-secondary institutes. You will not be charged for transcripts requested using Apply Alberta.
 - ✓ Photocopies or faxed copies of transcripts are NOT considered official.
 - ✓ If your transcripts are coming from a publicly funded high school or post-secondary institution within Alberta, they will automatically be sent to MacEwan.
- Upon receipt of application and fee, the Office of the Registrar will contact you with acknowledgement.
- If required, secure student loan or other sources of funding. In Alberta, contact the Students' Finance office at www.alis.gov.ab.ca or call 780-427-3722. Elsewhere in Canada, contact your provincial students' finance office. Alternatively, contact MacEwan's Student Resource Centre at 780-497-5063.
- The Office of the Registrar will notify you of the admission decision.
- For further information on the Bachelor of Applied Human Service Administration program contact the program advisor at HSA@macewan.ca

*Submission of an application form **does not** guarantee acceptance into the program. It is the **applicant's responsibility** to ensure that all application requirements have been fulfilled.