



SUPERVISORY LEADERSHIP CERTIFICATE

Department of Organizational Leadership and Supervision

<u>Course</u>	<u>Credit Hours</u>	<u>Completed</u>
ENG W1310 Elementary Composition I P: placement on English Composition placement test or completion of ENG W1300 with C or better	3	_____
COM 11400 Fundamentals of Speech Communication	3	_____
OLS 25200 Human Relations in Organizations	3	_____
OLS 26800 Elements of Law	3	_____
OLS 27400 Applied Leadership	3	_____
OLS 37500 Training Methods Prerequisite: OLS 25200	3	_____
OLS ____ Elective - any approved three-credit hour OLS course	<u>3</u>	_____
	21	

This certificate program helps to broaden your supervisory skills in preparation for employment or promotion in supervisory positions. The classes can later be applied toward an associate degree. To earn the certificate you must complete the required courses, and earn a grade of C or better in each course.

ADMISSION - You must be formally admitted to IPFW before you are eligible to register for classes. You are classified as an applicant for regular admission if you are seeking admission to this certificate program. In addition to your application for regular admission, you must furnish an official copy of your high school transcript, or General Education Development (GED) scores. Applicants for regular admission must apply by:

August 1 for fall semester – December 15 for spring semester – May 1 for summer sessions

If your application and supporting materials cannot be received by these deadlines, you may be admitted on a nondegree (temporary) basis. Nondegree (temporary) admission status allows you to begin attending the university without being regularly admitted. While taking classes as a nondegree student, you must apply for regular admission. *You must have applied for and been granted regular admission to be awarded the Supervisory Leadership Certificate, and you must declare pursuit of the certificate before completing the 21 credit hour course requirements.*

PLACEMENT TESTS - As soon as possible after your regular or nondegree admission to IPFW, you must take the English writing and reading placement tests. These placement tests measure your present skill level and help us determine your readiness for college level courses. You cannot fail them and you will not be denied admission because of your performance on them. If you are placed into ENG W1300 (Principles of Composition), this course will assist you in improving your writing skills before taking ENG W1310. If you are placed into ENG R1500 (Reading/Learning Techniques), this course will provide you with the skills necessary to be successful in your college courses; it must be completed during one of your first two enrollment periods. *If you have not taken the placement test after admission, or if you are required to take ENG R1500 and have not completed it in your first two enrollment periods, you will not be permitted to register for classes.*

OLS Office: Neff 288: 260-481-6420

