

Graduate Certificate in Professional Workplace Communication

Professional and Workplace Communication Certificate

The 4-course, 12 credit hour Professional Workplace Communication Certificate (<https://edwards-campus.ku.edu/certificates-masters-communication-studies>) takes you beyond the numbers to understand what *really* makes organizations tick – the everyday communication practices we too often take for granted. Beyond emails, meetings and those informal hallway discussions, workplace communication is the hidden element within every organization that brings people and ideas together. It's the dimension of any workplace that explores the **human side of organizations** – and helps facilitate your career success. You'll learn how to craft messages, share information and build relationships in ways that create greater understanding--both internally and externally. Skills taught apply to communicating with internal peers, teams, managers, and leaders – as well as external stakeholders such as customers, vendors, partners, regulators, and media.

These workplace communication competencies are at the core of effective decision-making, team-building, problem-solving, and crisis-resolution practices. The certificate program teaches how and when to ask the bigger-picture questions that improve communication within your organization – and help advance your career.

Admission to Graduate Studies

An applicant seeking to pursue graduate study in the College may be admitted as either a degree-seeking or non-degree seeking student. Policies and procedures of Graduate Studies govern the process of Graduate admission. These may be found in the Graduate Studies (<http://catalog.ku.edu/graduate-studies>) section of the online catalog.

Please consult the Departments & Programs (<http://catalog.ku.edu/liberal-arts-sciences>) section of the online catalog for information regarding program-specific admissions criteria and requirements. Special admissions requirements pertain to Interdisciplinary Studies degrees, which may be found in the Graduate Studies section of the online catalog.

Application process

Current KU graduate students and other non-KU students may apply for the graduate certificate. Please check the departmental website for the most updated certificate application requirements (<https://edwards-campus.ku.edu/admissions-masters-communication-studies>).

For more information on admission to a graduate certificate program at KU, see the policy on Admission to Graduate Study (<http://policy.ku.edu/graduate-studies/admission-to-graduate-study>). Non-native speakers of English must meet English proficiency requirements as described here (<http://graduate.ku.edu/english-proficiency-requirements>). Applications may be submitted at <http://graduate.ku.edu/ku-graduate-application>.

For additional questions regarding program requirements and application processes, please contact the chair of the department, Dr. Jay Childers

(<https://coms.ku.edu/jay-p-childers>). Applicants may also contact the department directly:

The University of Kansas
Department of Communication Studies
Bailey Hall
1440 Jayhawk Blvd., Room 102
Lawrence, KS 66045

Certificate Requirements

The Professional Workplace Communication graduate certificate requires completion of 12 credit hours, including 2 required courses and 2 elective options.

Code	Title	Hours
COMS 811	Applied Organization Communication	3
COMS 730	Writing and Speaking for Decision Makers	3

Students will then choose 2 electives from the COMS 930 Topics (see options below) to complete their certificate. Each year 2 courses are offered.

Code	Title	Hours
COMS 930	Seminar in Speech: _____ (Communication and Organizational Change)	3
COMS 930	Seminar in Speech: _____ (Micro-level Organizational Communication (interpersonal communication in organizational contexts))	3
COMS 930	Seminar in Speech: _____ (Stakeholders and Organizations)	3
COMS 930	Seminar in Speech: _____ (Communication and Leadership)	3
COMS 930	Seminar in Speech: _____ (Communication in Teams and Groups)	3
COMS 930	Seminar in Speech: _____ (Communication and Conflict in Organizations)	3