Graduate Certificate in Professional Workplace Communication

Why study communication studies?

Because effective and ethical communication is at the core of family, of human organizations of all types, and of democratic decision making.

Professional and Workplace Communication Certificate

Good communication skills ranked in the top 5 skills missing in mid-level management, according to *Strategic Human Resources Talent Management*. And, interpersonal and team skills were identified as the second most required workplace competency employers expected in new hires. The new graduate certificate in professional workplace communication meets these workforce needs for business communications.

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 [section](http://catalog.ku.edu/graduate-studies) of the online catalog.

Please consult the Departments & Programs [section](http://catalog.ku.edu/liberal-arts-sciences) 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

Individuals who are not already enrolled as KU graduate students must complete an application to Graduate Studies for admission into the certificate program and submit an application fee along with the following materials:

- A Statement of Interest in the Professional Workplace Communication graduate certificate program. This 1-2 page narrative should summarize your education, employment history, your long-term career goals, and how this certificate will help you achieve these goals.
- Official undergraduate transcript.
- A letter of recommendation from someone familiar with your academic work or qualified to offer judgment on your ability to undertake graduate-level work (former professor of instructor, workplace supervisor).

Current KU graduate students wishing to enroll in the Graduate Certificate in Professional Workplace Communication program will apply through the office of Graduate Studies. A student must be in good standing with their graduate degree program in order to participate in the certificate program.

A graduate GPA of 3.0 or higher is required for admission. Awarding of certificates will be handled consistent with guidelines and timing of degree awards of Graduate Studies. Completion of the certificate will appear on the graduate transcript.

For more information on admission to a graduate certificate program at KU, see the policy on Admission to Graduate Study ([link](http://policy.ku.edu/graduate-studies/admission-to-graduate-study)). Applications may be submitted at [link](http://graduate.ku.edu/ku-graduate-application).

KU graduate students should submit the following materials:

- A Statement of Interest in the Professional Workplace Communication certificate program and its relationship to your graduate course of study.
- An unofficial copy of your KU transcript.
- A letter of support from your graduate degree program (your advisor or graduate director).

The University of Kansas

Department of Communication Studies

Robert C. Rowland, Graduate Director

Bailey Hall

1440 Jayhawk Blvd., Room 102

Lawrence, KS 66045-7545

Certificate Requirements

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 811</td>
<td>Applied Organization Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMS 730</td>
<td>Writing and Speaking for Decision Makers</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 930</td>
<td>Seminar in Speech: _____ (Communication and Organizational Change)</td>
<td>3</td>
</tr>
<tr>
<td>COMS 930</td>
<td>Seminar in Speech: _____ (Micro-level Organizational Communication (interpersonal communication in organizational contexts))</td>
<td>3</td>
</tr>
<tr>
<td>COMS 930</td>
<td>Seminar in Speech: _____ (Stakeholders and Organizations)</td>
<td>3</td>
</tr>
<tr>
<td>COMS 930</td>
<td>Seminar in Speech: _____ (Communication and Leadership)</td>
<td>3</td>
</tr>
<tr>
<td>COMS 930</td>
<td>Seminar in Speech: _____ (Communication in Teams and Groups)</td>
<td>3</td>
</tr>
<tr>
<td>COMS 930</td>
<td>Seminar in Speech: _____ (Communication and Conflict in Organizations)</td>
<td>3</td>
</tr>
</tbody>
</table>