

# THE UNIVERSITY OF TEXAS-PAN AMERICAN™

## Graduate Certificate in Communication Training & Consulting

### Domestic Applicants

#### I. Description of Certificate

The new Certificate in Communication Training and Consulting is a certification comprised of 9 graduate hours designed to provide you the essential content and methods to help you acquire and improve your skills and competencies in communication, training, human resource development, and organizational development.

#### II. Requirements

1. Online Application: The application to UTPA's graduate programs can be completed online at [www.utpa.edu/gradapply](http://www.utpa.edu/gradapply). See section VIII for application instructions.
2. Application Fee: A nonrefundable University application fee of \$50 may be paid online by credit card or electronic check in the online application. The fee may also be paid by sending a money order or check to the Office of Payments and Collections then sending a copy of the receipt to the Graduate Studies office.
3. Official Transcripts<sup>1</sup>: Official college transcripts are to be sent to the Graduate Studies office directly from all the institutions attended. If the applicant attended UTPA at any time, those official transcripts will be handled by the Graduate Studies office; however, the applicant is responsible for requesting official transcripts to be sent directly from all other institution(s).
4. Minimum GPA of 2.75 or higher for clear admission; 2.5 for probational status
5. Three (3) letters of recommendation.
6. 500 word essay answering: *"How will this certificate program benefit your professional development?"*
7. Completed Bachelor's Degree, preferably in Communication

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<sup>1</sup> Transcripts must be sealed and sent directly from the institution to be considered official. Transcripts will be considered unofficial if they are hand delivered by the applicant or third party even if sealed by the institution. Failure to submit a complete/correct application and official transcripts from all institutions attended will result in one of the following: rejection of application, withdrawal of admission offer or disciplinary action including expulsion if the student is enrolled. All submitted documents become the property of UTPA and will not be returned. Admission documents will remain on file for one year if the applicant does not attend the University. Documents will be retained for seven years for students enrolled in a master's level program and for ten years for students enrolled in a doctoral program. Please review the Student File Retention Schedule for more details.



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## III. Deadlines

Fall: August 1<sup>st</sup>

Spring: December 1<sup>st</sup>

Applicants must submit all application documents and meet all other requirements by the published deadline date for the semester to which they are applying in order to be considered for admission. Note: Priority deadlines have been established that allow ample time for the application review to be completed before the first day of registration.

## IV. Offers of Admission to the Graduate School

Official admission offers will be made only by the Office of Graduate Studies and are valid only for the semester requested on the application. Through the [Online Application Web site](#), you will be able to view the status of your application. Students who are accepted but do not attend the semester requested on the application must submit an application for readmission to enroll for a later semester. An additional application fee will be charged if the student reapplies more than one year from the semester originally requested.

## V. Contact Information

Director: Dr. Jeffrey McQuillen

Email: [Mcquillen@utpa.edu](mailto:Mcquillen@utpa.edu)

Phone: (956) 381-2376

## VI. Application Checklist

- Online application
- Application fee
- Official transcripts
- Bachelor's Degree
- GPA of 2.75 or higher for clear admission; 2.5 for probation status
- Three recommendation letters
- Essay

## VII. Additional Information

Scholars who study organizational effectiveness, management consultants, as well as corporate Chief Executive Officers claim the ability to communicate and skillfully lead others are the most important factors contributing to success in today's information-driven marketplace. This certificate program will help you increase the effectiveness of organizations-develop effective



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communication, and improve leadership and management skills by training people to improve their interactions with others.

## **Courses (9 hours):**

Two core courses:

- COMM 6330: Seminar in Training and Consulting
- COMM 6324: Seminar in Organizational Communication

Plus, one of the following elective courses:

- COMM 6321: Seminar in Instructional Communication
- COMM 6323: Seminar in Interpersonal Communication
- COMM 6356: Seminar in Persuasion
- COMM 6332: Mass Media Campaigns
- COMM 6355: Professional Speaking
- COMM 6329: Special Topics in Communication:

Communication Assessment

Conflict Management

Advertising Strategies in Education Marketing

Health Communication

Political Communication

Intercultural Communication

## **VIII. Benefits**

1. Learn how communication functions in organizations.
2. Develop, deliver and assess communication training and development programs effectively.
3. Explain and predict communication effectiveness in organizations through communication theories.
4. Enhance communication skills and competencies in organizations.



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## IX. Application Instructions

1. Click on the “**Apply Now**” icon at the Office of Graduate Studies Website or at the following link [www.utpa.edu/gradapply](http://www.utpa.edu/gradapply)
2. Create a username and password
3. Select “**Professional Improvement**” (at the **College of Arts and Humanities**) on the program field and your citizenship status on the second field.
4. Fill out your application (it is important to complete as much information as you can)
5. Submit your payment online and submit your application.

For more information contact Denisse Cantu via e-mail at [gradschool@utpa.edu](mailto:gradschool@utpa.edu) or call 956/381-3661. You can also contact Dr. Geoffrey McQuillen at [mcquillen@utpa.edu](mailto:mcquillen@utpa.edu) or call 956/381-2376.

