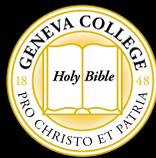


# GENEVA COLLEGE

## Master of Science in Leadership Studies



GENEVA COLLEGE  
GRADUATE  
PROGRAMS

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msol@geneva.edu

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# ABOUT GENEVA COLLEGE

## Welcome to Geneva College!

Congratulations on your interest in earning your master's in leadership degree at Geneva College, recognized as an award-winning, innovative and creative degree program. Your education is one of the most important investments you will ever make. We want you to benefit through study and application of concepts that can enhance your leadership competencies. And, we want you to excel toward a more promising future in your life and in your workplace. We hope you will decide to join the nearly 1,000 leaders who have graduated from Geneva's Leadership degree program.

## Faith Integration

Geneva College equips students for real-life professional performance by grounding our online programs on working Christian principles like servant leadership, self-discipline, and dependability. We prepare our graduates to engage workplace challenges with honesty, practical wisdom, and a positive work ethic that builds trust and makes contributions in service of God and neighbor.

## Accreditation

Geneva College is accredited by the Middle States Association of Colleges and Schools 3624 Market St., Philadelphia, PA 19104; phone 215-662-5606.

## State Authorization

Geneva is an approved SARA institution in Pennsylvania. The National Council for State Authorization Reciprocity Agreements (NC-SARA) is a voluntary, regional approach to state oversight of postsecondary distance education. States and institutions that choose to participate agree to operate under common standards and procedures, providing a more uniform and less costly regulatory environment for institutions, more focused oversight responsibilities for states and better resolution of student complaints.

## Why choose a Geneva College Master's in Leadership degree program?

- Fully online delivery meets the needs of busy adults.
- Specialize in Nonprofit Leadership, Project Management or Ministry Leadership.
- Through our learning management system, fully online courses include videos, case studies, graphics and simulations.
- 24/7 support for our learning management system.
- With Office 365, you receive a lifetime Geneva email address, along with Word, Excel, PowerPoint and other apps—for free.
- Students have access to our Beaver Falls campus resources and to our McCartney Library 24/7 from the comfort of your home. You will have access to databases containing millions of articles that you can use for research and your studies.
- Our classes are small—between 10-20 students—so you can get to know your classmates and instructor.
- Instructors are academically qualified and experienced professionals.

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# GRADUATE ADMISSIONS

## Master's Degree Admission Requirements

The Department of Professional and Leadership Studies approaches the admissions criteria holistically and evaluates multiple criteria when considering applicants for the Master of Science in Leadership Studies (MSLS) program.

The following are required to gain admission:

- ❑ An undergraduate degree from a regionally accredited college or university. A minimum 3.00 grade point average is preferred.
- ❑ One to three years of experience in the workplace.
- ❑ Proficiency in writing and oral communication (The Graduate Record Examination (GRE) is not required).
- ❑ A positive endorsement for admission from professional or academic references.
- ❑ Submission of application materials in a timely manner.
- ❑ Apply online at [Geneva.edu/applymsls](http://Geneva.edu/applymsls)

## Admissions Process

- ❑ Complete the online application: [Geneva.edu/applymsls](http://Geneva.edu/applymsls)
- ❑ Submit official transcripts from all institutions where you completed undergraduate or graduate courses. You do not need to submit transcripts from Geneva College; we will obtain these for you with your permission.
- ❑ Submit at least two recommendations from persons who are able to comment on your academic and/or professional qualifications.

Download the Recommendation Form:  
[Geneva.edu/graduate/leadership-studies/msls-admissions/msls\\_recommendation\\_info](http://Geneva.edu/graduate/leadership-studies/msls-admissions/msls_recommendation_info)

- ❑ Submit your professional résumé.

## Tuition

For 2017-18, the cost of the MS in Leadership Studies program is \$640 per credit hour.

## Student Financial Services

The Geneva College Student Financial Services Office is committed to providing financing information and solutions for students from all economic backgrounds.

View the financial aid process for graduate students:  
[Geneva.edu/financial-aid/graduate](http://Geneva.edu/financial-aid/graduate)

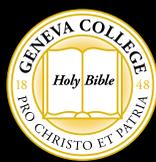
## Payment—Deposit and Options

Your enrollment representative will work with you to choose a payment option that works for you. Payment options include federal financial aid, employer education benefits, military and veterans benefits, Trade Act funding, self-pay and partnership discounts.

"The professors have been wonderful. They have been very generous with offering extra assistance via email or phone when anyone is in need of clarification or guidance...And I can apply the principles to my work every day, even while I am still learning and moving through the Leadership Studies program."



Tracy Auell, *Master's in Leadership Student*



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# LEADERSHIP STUDIES

## Core Courses (24 Credits)

### MLS 505: HISTORY AND THEORY OF LEADERSHIP (3)

This course provides an overview of both the development and content of major leadership models and theories as applied in organizational contexts. Many issues regarding leadership and organizations will be explored such as the concepts of organizational culture, paradigm and world-views, including both biblical and secular perspectives.

### MLS 510: LEADERSHIP AND COMMUNICATION (3)

This course explores the central role that communication plays in effective organizational leadership. In particular, leadership communication is critical to developing or changing organizational culture, which are key functions of leadership.

### MLS 515: LEADERSHIP AND ETHICS (3)

This course explores the relationship between leadership and ethics. Beyond just an examination of ethical systems and ethical issues, this course attempts to understand the ways in which ethics is central to the very act and process of leadership.

### MLS 525: LEADERSHIP AND MOTIVATION (3)

This course emphasizes understanding the relationship between effective leadership and work motivation, with an emphasis on "engagement." The course includes several theories of motivation, which will help in understanding some of the practices that exist in work organizations. The course also explores assumptions about human nature that form the basis for motivational theories and practices.

*Course content and regulations are constantly being reviewed and revised. The college reserves the right to withdraw or amend the content of any course listed or course calendar if circumstances necessitate changes.*

### MLS 535: LEADERSHIP AND DECISION MAKING (3)

This course explores and analyzes decision-making theories, models, research, and techniques for the purpose of applying them to current organizational trends and issues that require the efficient utilization of effective leadership and decision-making skills.

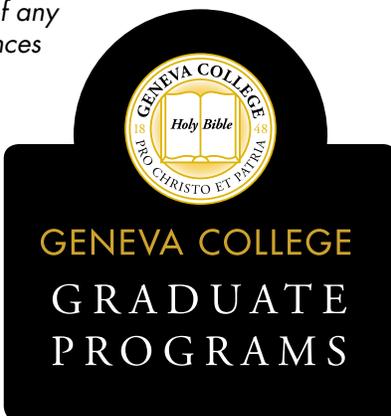
### MLS 530: LEADERSHIP & ORGANIZATIONAL CHANGE (3)

Through a study of related theories and models, this course lays the foundation for an in-depth understanding of the dynamics of positive organizational change. In addition to investigating present and future trends in organizational change, students are shown how change can be implemented with biblical, servant-leadership perspectives and how such change models can be sustained. Students gain experience by designing a change model and applying it to their own organizations.

### MLS 655: CAPSTONE LEADERSHIP STUDIES PROJECT (6)

This course is a concluding academic exercise designed to provide students with an opportunity to demonstrate mastery in the field of leadership studies. The Capstone Project will be based on rigorous independent research and reflect the integration of theory and practice, through the interpretive lens of the Christian worldview. The final project for this course can be: the creation of a new business model, a strategic plan or analysis, or a new program or service for a local nonprofit; but it must have socially and culturally redemptive value. Students will have weekly interaction with their instructor to discuss the progress of their projects and seek additional guidance. In addition to writing a scholarly paper that clearly documents their research, students will present their findings in the form of an oral presentation and defense of the project's major conclusions and recommendations to faculty and peers at the end of the course.

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## Classes for Specialization (12 credits)

### NONPROFIT LEADERSHIP SPECIALIZATION

#### MLS 604: BOARD DEVELOPMENT (3)

To help their nonprofit organizations be successful in achieving their missions, board members must understand their responsibilities, be prepared to ask tough questions, and make difficult decisions. This course provides nonprofit leaders with the ability to build a strong partnership with board members, recognize the importance of finding and developing an active and committed board, and present ways to assess board performance. In addition, a biblical perspective on governance and oversight will help nonprofit leaders work with their board in a godly, Kingdom-building way.

#### MLS 614: NONPROFIT FUNDRAISING (3)

Nonprofit leaders often have a primary job to raise the outside resources and support needed for the organization to fulfill its mission. This course equips nonprofit leaders with everything from traditional fundraising basics (drafting a plan, engaging your board, researching prospects) to new trends and opportunities with online/email campaigns, crowdfunding, and mobile fundraising. Biblical concepts related to stewardship will help inform nonprofit leaders on the ethical dimensions of fundraising.

#### MLS 624: MARKETING FOR THE NONPROFIT LEADER (3)

Nonprofit leaders are spokespeople for the mission and cause of their organization. In this course, students will learn how to shape a marketing program that grows with the organization, using smart and savvy communications techniques, both offline and online. Combining a biblical perspective, big-picture management and strategic decision-making along with tips for implementing a marketing program day in and day out, this course provides a simple yet powerful framework for building support for the organization's mission and programs.

#### MLS 634: FINANCE FOR THE NONPROFIT LEADER (3)

Today's nonprofit organizations face a myriad of governmental and fiduciary regulations. Nonprofit leaders need to be experienced in navigating the organization's finances to maximize the mission of the organization. This course will help students understand key concepts in finance and how

they relate to basic structure of nonprofits. Students, using biblical foundational principles, will recognize the complex interworking of the organization's finances, how it impacts its human capital, and how it can enhance the organization's mission if managed effectively.

### MINISTRY LEADERSHIP SPECIALIZATION

#### MLS 570: MISSION, VISION, & STRATEGIC PLANNING (3)

This course prepares the student for strategic planning in various ministry settings. It will also help students understand the biblical concepts of Vision, Mission, Strategy, Style, and Values and focus on the ability to develop and apply these concepts to their own ministry setting.

#### MLS 571: PREVENTING MINISTRY FAILURE (3)

This class will help the student better prepare themselves for the rigors of ministry, avoid common pitfalls, and prevent potential problems. It will deal with such significant issues as setting realistic expectations, creating professional and personal boundaries, and properly handling finances, stress, and time management. The course will also address how to promote healthy relationships with ministry boards, staff, and one's own family.

#### MLS 572: DEVELOPING LEADERS & MANAGING RESOURCES IN MINISTRY LEADERSHIP (3)

This course includes strategies for developing leaders, team building, and team dynamics. Time-management skills, managing financial resources, and promotion, service, and maintenance functions are discussed. In addition, ethical and legal issues are discussed, and students are challenged to lead ministries based on sound biblical, ethical, and legal standards.

#### MLS 614: NONPROFIT FUNDRAISING (3)

Nonprofit leaders often have a primary job to raise the outside resources and support needed for the organization to fulfill its mission. This course equips nonprofit leaders with everything from traditional fundraising basics (drafting a plan, engaging your board, researching prospects) to new trends and opportunities with online/email campaigns, crowdfunding, and mobile fundraising. Biblical concepts related to stewardship will help inform nonprofit leaders on the ethical dimensions of fundraising.

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## **PROJECT MANAGEMENT SPECIALIZATION**

### **MLS 580: PRINCIPLES OF PROJECT MANAGEMENT (3)**

This Project Management course examines project management in theory and practice and the roles and responsibilities of the project manager. The course offers a practical approach to managing projects, focusing on organizing, planning, and controlling the efforts of the project. Students will gain a strong working knowledge of the basics of project management and be able to immediately use that knowledge to effectively manage work projects. At the end of the course students will be able to identify and manage the product scope, build a work breakdown structure, create a project plan, create the project budget, define and allocate resources, manage the project development, identify and manage risks, and understand the project procurement process. Special attention will be paid to the role that planning and managing a project reflects a proper Christian worldview.

### **MLS 581: MANAGING RISK (3)**

Human society has been organizing their efforts as projects for hundreds of years. Projects usually require someone to manage the project with the responsibilities to ensure the project is successful. During this class students will examine the techniques and skills needed to manage projects of all different types. Students will understand the concept of project risk management, project task estimation and schedule planning documents. Students will understand potential cultural issues when working with project members from other cultures, or different backgrounds and learn to resolve project management related problems using the skills of negotiation, mediation or interpersonal communication from a Christian perspective.

### **MLS 582: PROJECT QUALITY ASSURANCE, ASSESSMENT AND EVALUATION (3)**

Effective project management utilizes information and measurements to create a logical process that minimizes risk, aligns resources, and maximizes accountability. In light of this, the course will seek to optimize the education experience by focusing on how to measure and collect useful information that will assist a project manager in the creation, development, implementation, and evaluation of an efficient project management environment.

### **MLS 540: LEADERSHIP AND FINANCE (3)**

This course provides an overview of the relationship between financial concepts and leadership. Many issues regarding economics, finance and leadership will be explored and will become practical and functional tools for examining the organization.

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