

CPSUA



THE COLLEGE OF PUBLIC SERVICE AND URBAN AFFAIRS

TENNESSEE STATE UNIVERSITY

Regents' Online Masters in Professional Studies

Professional Experience

To off-set the requirement of taking the Graduate Record Exam, candidates who have completed five continuous years of qualified professional experience may submit a portfolio. This experience is expected to be gained in full-time employment (defined as 35 hours or more per week.) However, continuous part-time positions of 20 or more hours per week, meeting the definition of qualified experience will count toward this requirement at the rate of one year experience for every two years of part-time employment.

Qualified professional experience includes:

- Work requiring special education or intellectual attainment, usually requiring a college degree;
- Work requiring habitual memory of a body of knowledge shared with others doing similar work;
- Management of projects and/or other employees
- Supervision of the work of others while working with a minimum of supervision of one's self;
- Work requiring the exercise of judgment, management decision-making, and discretion;
- Work requiring the exercise of ethical judgment (as opposed to ethical behavior);
- Creative writing and oral communication;
- Teaching, instructing, training and the mentoring of others;
- Research and development; and
- The specification and selection of means, processes, and materials.

Qualifying experience is gained in positions which require regularly made judgments employing the principles of administration and management. Employment requiring the occasional application of administration and management principles will not meet this requirement. Titles similar to the following will probably be considered as qualified: officer, director, manager, leader, supervisor, analyst, designer, instructor, investigator, researcher, developer, or consultant. Titles such as the following will probably not be considered as qualified: trainee, intern, clerical, or non-technical.

Portfolio

Recognition of qualified professional work experience depends upon its nature, extent, and its authentication and documentation. The documentation of work experience needs to outline the type of work done over the period and provide details of the employers, including position descriptions, contract briefs or other appropriate details. Professional experience documentation needs to be included in the portfolio. A prospective student must establish to the satisfaction of the admissions committee and the Graduate Office that he or she has completed the qualified professional work necessary to replace the requirement to take the Graduate Record Exam (GRE). If the individual fails to submit complete and thorough documentation in the portfolio, this can be a reason for conditionally accepting the student and then requiring the GRE during the first semester of classes.