



MASTER OF SCIENCE  
**ORGANIZATIONAL  
LEADERSHIP**

**PURDUE UNIVERSITY®**  
**FORT WAYNE**

Office of  
Graduate Studies

[PFW.EDU/GRADUATE](http://PFW.EDU/GRADUATE)

# A MESSAGE FROM THE DIRECTOR

On behalf of the Department of Organizational Leadership (OL) at Purdue University Fort Wayne, I'm excited to introduce you to our graduate program. Organizations everywhere are desperately seeking the leadership knowledge, skills, and other attributes you will acquire and develop while pursuing your graduate degree in Organizational Leadership. After reviewing this packet, please reach out with any questions you may have at 260-481-6539 or by e-mail at [kirchnem@pfw.edu](mailto:kirchnem@pfw.edu). Congratulations on taking this step in your education and career!



**Michael Kirchner, Ph.D.**

Associate Professor  
OL Graduate Program Director  
[kirchnem@pfw.edu](mailto:kirchnem@pfw.edu)

# BENEFITS

## SPECIALIZE YOUR DEGREE

Choose from two concentrations to specialize your degree and earn the skills and knowledge to advance your career and increase your potential.

- **Human Resources**  
Master the skills you need to promote organizational diversity, develop and manage compensation plans, and encourage a healthy work environment.
- **Leadership**  
Focus on the skills and tools to influence behavior, lead project teams and other functional areas of responsibility, and effect organizational change.

## EXPERIENTIAL LEARNING

Our program emphasizes the value of the practical application of knowledge and skills. Not only will you examine the concepts, theories, and research of the discipline, you will also apply it by engaging in a variety of projects, cases, discussions, presentations, written assignments and more. Leadership development is a common thread woven throughout our curriculum.

## THE PURDUE FORT WAYNE DIFFERENCE

Stand out with a graduate degree that enhances your qualifications through:

- Small class sizes
- Personal attention from dedicated faculty
- Course offerings designed for working adults
- Internationally recognized degree at a fraction of the cost

"My favorite part of the organizational leadership program is that it's an applied program. For a capstone project we worked with a company and my company happened to be Zimmer Biomet, so it was applied in a sense that we worked with the company and you do some real life things. In today's workforce I think it's becoming more and more important to set yourself apart and one of the ways to do that is through graduate school".

### David Watterson

"This program has set me apart from my peers by providing much-needed institutional knowledge on compensation, staffing, training, job analysis, and law. I truly feel that the Organizational Leadership program provided me the opportunity to apply theory in practical application and develop the skills that are needed in my organization. I also learned to view leadership and HR through a strategic lens – verifying that today's decisions meet the long-term focus of the organization."

### Kurt Briner

# COURSES

## MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP (33 CREDIT HOURS)

The Master of Science in Organizational Leadership offers a foundation in the key principles of organizational leadership through core courses and the opportunity to specialize in either leadership or human resources management.

### COURSE OF STUDY

The course of study requires completion of 33 credit hours with three components:

- Core requirements
  - Concentration requirements
  - Additional requirements
- The OL core requirements (15 credits) include courses that are designed to enhance students' ability to serve in leadership and human resources roles in a wide variety of organizations including industrial, medical, service, and other profit and nonprofit organizations.
  - The two concentrations (12 credits) include Human Resources or Leadership.
  - Additional requirements (6 credits).

Students should focus on an area of concentration that best reflects their own interests and career aspirations.

### TRANSFER CREDIT

With the approval of the Director of Graduate Studies, students may transfer up to 9 graduate credit hours of appropriate course work with grades of B (3.00) or better earned at other accredited institutions. No more than 12 graduate credits completed as a non-degree student will be counted toward the degree.

## ADMISSION REQUIREMENTS

See the Application page in this document to view all of the graduate school admission requirements. In addition to these, the following Department of Organizational Leadership requirements apply:

- Students who are currently admitted to any Purdue graduate degree program at Purdue Fort Wayne are eligible to earn the certificate if they are approved for admission to the program through the Department of Organizational Leadership.
- Students who are not currently admitted to the Purdue Graduate School must apply for admission through the Department of Organizational Leadership.
- Students already enrolled in the OL master's degree program are not eligible for the certificate. Students who initially enroll in the certificate program may apply for the OL master's near completion of the certificate requirements or after the certificate has been granted. A maximum of 12 credit hours earned in the certificate may be applied to a master's degree.
- Students may take the minimum of six OL graduate credit hours prior to admission to the certificate program that may be counted toward completion of the certificate.
- If approved by the OL Graduate Admissions Committee, a maximum of three graduate-level transfer credits may be applied to the requirements for the certificate.

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## **OL CORE REQUIREMENTS**

OLS 51000 Foundations of Behavior and Leadership in Organizations  
OLS 51500 Foundations of Human Resources  
OLS 52000 Foundations of Organizational Context  
OLS 52500 Organizational Analysis and Action  
Research Skills

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## **HUMAN RESOURCES CONCENTRATION**

Students within this area of concentration master the skills needed to promote organizational diversity, develop and manage compensation plans, implement valid selection techniques, and encourage healthy work environments.

OLS 54500 Compensation and Benefits  
OLS 55500 Workforce Planning and Employment  
OLS 56500 Employee Relations or OLS 57500 Contemporary Employment Practices & the Law Elective

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## **LEADERSHIP CONCENTRATION**

Students within this area of concentration master the skills needed to influence behavior, lead project teams and other functional areas of responsibility, and effect organizational change.

OLS 53000 System Change and Organization Development or OLS 57000 Leadership Across Cultural Boundaries  
OLS 54000 Leading Collaborative Projects and Work Teams or OLS 56000 Leadership of Virtual Teams  
OLS 58700 Developing a Leadership Philosophy Elective

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## **GRADUATE CERTIFICATE IN ORGANIZATIONAL LEADERSHIP**

The Graduate Certificate in Organizational Leadership is built on the same foundational core as the OL master's degree program. Courses are designed to provide both a theoretical foundation to leadership and human resources, and a solid understanding of industry best practices. Students in the graduate certificate program develop the ability to:

- Assess and enhance organizational climate and culture
- Understand the complexity and interrelated nature of organizational phenomena
- Identify practices that promote teamwork as well as personal and organizational effectiveness

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## **CERTIFICATE REQUIREMENTS (15 CREDIT HOURS)**

OLS 51000 Foundations of Behavior and Leadership In Organizations  
OLS 51500 Foundations of Human Resources  
OLS 52000, Foundations of Organizational Context OR OLS 52500 Organizational Analysis and Action  
Elective Graduate Courses – 6 credits needed in leadership and/or human resources

# APPLICATION DEADLINES

MAY  
1

International:  
regular fall admission

JUN  
30

U.S. Citizen:  
regular fall admission

NOV  
1

International:  
regular spring admission

NOV  
15

U.S. Citizen:  
regular spring admission

## STEPS TO APPLY

### Application:

To begin your application create an account through the portal at [pfw.edu/grad-apply](http://pfw.edu/grad-apply). Applicants can make and save changes before submitting by logging in with the username and password used to create the account.

### Application Fee:

The Graduate School application fee is \$60 (U.S. dollars) for domestic applicants and \$75 (U.S. dollars) for international applicants. Your application will not be processed until your nonrefundable application fee has been paid.

### Transcripts:

Through the application portal, you must upload transcript(s) and/or academic document(s) for every institution of higher education you attended regardless of whether or not a degree was received. If a degree was received then it must be printed on the transcripts. If no degree conferral is printed on the transcripts then a copy of the original diploma (degree certificate) is needed. If the documents are not in English, you must upload an English translation certified by the college or university that issued it. For those who have completed degrees in the People's Republic of China, you will also be required to submit the Graduation Certificate.

### Statement of Purpose (Essay):

The Academic Statement of Purpose is typically a 500-word statement that outlines:

- Your academic and professional background, detailing how your experiences have prepared you for graduate study in this field.
- Your career goals and how a graduate degree from Purdue Fort Wayne will help you achieve them.

Focus on demonstrating how you fit with the program by discussing faculty members you want to work with, the program's qualities, or specific research or career opportunities.

### Personal History Statement:

Approximately 500 words, highlights your unique experiences, challenges, and achievements that have shaped who you are today.

This is your chance to share:

- Your personal background, such as your upbringing, or life events that influenced your perspective.
- Why you're a good fit for Purdue Fort Wayne's program beyond academics, emphasizing personal qualities like resilience, leadership, or community engagement.

This statement is your opportunity to stand out and present a compelling narrative about your journey and why you want to earn your graduate degree at Purdue Fort Wayne.

### Recommendations:

Submit names of at least two individuals who are qualified to evaluate your academic or on-the-job performance who can attest to your ability to pursue a graduate degree. In the online application to the Purdue Graduate School, once you click "Send to Recommender," each individual will receive an email with instructions for submitting their recommendation online.

Once submitted, the graduate program to which you applied will have access to view your recommendation(s).

# INTERNATIONAL APPLICANTS

All international applicants must also submit the following items to be considered for admission:

- **English Proficiency Scores:**

TOEFL iBT Overall Score: 80 with the following minimum section requirements:

Reading: 19

Listening: 14

Speaking: 18

Writing: 18

IELTS Overall Score: 6.5 with the following minimum section requirements:

Reading: 6.5

Listening: 6.0

Speaking: 6.0

Writing: 5.5

TOEFL Essentials Overall Score: 8 with the following minimum section requirements:

Reading: 8

Listening: 8

Speaking: 8

Writing: 8

Duolingo English Test Overall Score: 115 with the following minimum section requirements:

Literacy: 115

Comprehension: 115

Conversation: 115

Production: 115

ELS- Certificate Level 112

## Waiver of English Proficiency Scores

Routine waivers of an English Proficiency exam are granted for applicants that meet an alternate criterion:

- Earned a Baccalaureate, graduate, or professional degree within the last 36 months prior to the time of recommendation for admission - from a school where English is the primary language of instruction, in a country where English is the native language.
- Citizen of official English-speaking country

Note: Some graduate programs may still require a test of English proficiency, please confirm the acceptance of the waiver with your department.

## OFFICIAL TRANSCRIPTS

You must provide official transcripts and/or academic records at the request of the graduate program or if you are admitted and choose to enroll. An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution. An unofficial transcript printed from your current/previous institution(s) student system is not an acceptable document. Official documents should be submitted to:

**Purdue University Fort Wayne**  
Office of Graduate Studies  
Doermer School of Business Room 304  
2101 E. Coliseum Blvd.  
Fort Wayne, IN 46805-1499, USA  
[graduate@pfw.edu](mailto:graduate@pfw.edu)

Domestic transcripts must be sent directly from a Registrar's office to the Office of Graduate Admissions via mail or email. If you mail them yourself, it must be in an envelope sealed by the registrar.

# PURDUE UNIVERSITY® FORT WAYNE



**PFW.EDU/GRAD-INFO**  
**260-481-6111**  
**EA/EOU**

