

**CERTIFICATE IN NONPROFIT/HUMAN SERVICE MANAGEMENT**  
**offered by the**  
**College of Education, Health and Human Services**

Students seeking certification must fulfill the below requirements and be pursuing a baccalaureate degree or post baccalaureate study **in any academic area** in accordance with Kent State University's standards. Students pursuing certification must have and maintain a minimum GPA of 2.50 and satisfactorily complete the following academic and internship requirements.

**Academic Requirements**

1. Nonprofit Management I\*  
HDFS 44033 3 credit hours
2. Nonprofit Management II\*\*  
HDFS 44034 3 credit hours
3. Introduction to Financial Accounting  
ACCT 23020 3 credit hours
4. Any approved internship or practicum class  
(Partial listing on back of page) 3–12 credit hours

**Select One:**

1. Principles of Management\*\*\*  
M&IS 24163 3 credit hours
2. Introduction to Business  
BMRT 11000 3 credit hours
3. Careers in Health Sciences and Human Services  
IHS 10000 3 credit hours
4. Professional Development in Human Development and Family Studies  
HDFS 44018 3 credit hours
5. Human Relations in a World of Diversity  
CHDF 37770 3 credit hours
6. Introduction to Public Administration  
POL 30301 3 credit hours
7. Cultural Diversity  
HDFS 34031 3 credit hours
8. Introduction to Careers in Education, Health and Human Services  
CHDS 10002 3 credit hours
9. Training and Development  
CTTE 46029 3 credit hours

**Select One:**

1. Nonprofit Fundraising and Grantwriting  
HDFS 44032 3 credit hours
2. Workshop: Grantwriting (A)\*\*\*\*  
HED 50093 2 credit hours
3. Workshop: Grantwriting (B) \*\*\*\*  
HED 50093 ONLINE 2 credit hours

**Select One:**

1. Introduction to Gerontology  
GERO 14029 3 credit hours
2. Human Growth and Development for Health Prof.  
NURS 20950 3 credit hours
3. Child Development  
HDFS 24012 3 credit hours
4. Child Psychology  
PSYC 20651 3 credit hours
5. Adolescent Psychology  
PSYC 30651 3 credit hours
6. Adult Development and Aging  
GERO 44030 3 credit hours
7. Adolescent Development  
HDFS 44020 3 credit hours
8. Recreation, Leisure and Aging  
RPTM 36010 3 credit hours

**TOTAL CREDIT HOURS in CERTIFICATE 20-30**

**Internship Requirement**

1. Completion of a 300 contact hour internship at a national or local nonprofit organization. \*\*\*\*\*

\* Meets Fall Semester.

\*\* Meets Spring Semester (**Nonprofit Management I is not a prerequisite**)

\*\*\* Must have sophomore standing to take this class.

\*\*\*\* Must have a 2.75 G.P.A. and submit a petition to #302 White Hall in order to take either of these classes.

\*\*\*\*\* Must have taken HDFS 44033 and HDFS 44034 or have taken one of these classes and currently be taking the other.

Students are strongly encouraged to gain additional experience in the nonprofit sector through individual volunteer work and community service projects associated with the Human Service Management Student Association (HSMSA).

*All students who wish to seek certification must apply to participate in the certificate program.  
Please contact Kathy Bergh, Program Director, at 330-672-5380 or kbergh@kent.edu.*

## **Internship or Practicum Course Selections - Select One**

Other practicum or internship courses may be used to meet this requirement with the approval of the Program Director.

1. **ATTR 45292** Internship in Athletic Training (4 credit hours)
2. **BMRT 21092** Internship in Management Technology (1-3 credit hours)
3. **BUS 40192** Internship in Business (1-3 credit hours)
4. **CTTE 21092** Internship in Management Technology (1-3 credit hours)
5. **CTTE 46192** Practicum: Occupational (1-6 credit hours)
6. **CHDS 41892** Internship in Educational Studies and Helping Professions (10 credit hours)
7. **COMM 45092** Internship in Communication Studies (3-6 credit hours)
8. **ENG 41096** Individual Investigation (1-3 credit hours)
9. **ENG 49095** Senior Special Topics (3 credit hours)
10. **GERO 44092** Practicum in Gerontology (3-10 credit hours)
11. **HDFS 41095** Special Topics: Internship/Nonprofit Management (1-4 credit hours)
12. **HDFS 44092** Practicum in Human Development and Family Studies (3-10 credit hours)
13. **HED 44092** Internship in Community Health Education (12 credit hours)
14. **HST 21092 & 21192** Internship in Human Service Technology I and II (3 credit hours ea.)
15. **IHS 44092** Practicum in Integrated Health Studies (3-10 credit hours)
16. **JUS 46792** Justice Studies Internship (9-12 credit hours)
17. **M&IS 44192** Internship in Management (3 credit hours)
18. **MKTG 45292** Internship in Marketing (3 credit hours)
19. **PAS 41192** African-American Affairs Practicum (1-12 credit hours)
20. **PEP 45092** Internship in Physical Education (2-8 credit hours)
21. **PEP 45492** Internship in Physical Fitness/Cardiac Rehabilitation (2-8 credit hours)
22. **PEP 45692** Internship in Athletic Coaching (2-4 credit hours)
23. **POL 40991** Washington Program in National Issues (15 credit hours)
24. **RPTM 46092** Internship in Recreation (12 credit hours)
25. **SOC 42092** Internship in Sociology (3 credit hours)
26. **SPAD 45092** Internship in Sport Administration (6-12 credit hours)
27. **WMST 40992** Practicum in Women's Studies (3 credit hours)