Employers routinely cite the need for effective oral, interpersonal and group communication skills. The Graduate Certificate in Professional Communication, offered by the Department of Communication Studies at Minnesota State University, Mankato, integrates communication theory, research and practical skills to provide students with the necessary abilities to succeed in a variety of professional arenas.

Developed primarily for working professionals who are unable to enroll in a traditional face-to-face graduate program. The graduate certificate program is offered entirely online. Prospective students can complete our program while continuing to work, and need not travel to Mankato for coursework. There is no residency requirement for this certificate.

The graduate certificate is 12 credits, all online and all transferable into the master’s program in Communication Studies should students decide to continue. The program consists of two core courses, and then students may select two additional courses from four more offerings. The program is designed to be completed in two years or less. Each course listed below will be offered at least once every two years.

**Core: 6 credits**
- CMST 604: Communication Training & Development (3 cr)
- CMST 633: Communication for Professionals (3 cr)

**Choose 6 credits from the following:**
- CMST 512: Organizational Communication (3 cr)
- CMST 515: Topics in Rhetoric and Culture (3 cr)
- CMST 545: Conflict Management (3 cr)
- CMST 601: Communication Research Methods (3 cr)

Once all of the necessary documents have been received, the Director of Graduate Studies (DGS) in the Communication Studies department examines applications and determines if requirements have been met. If an applicant does not meet the requirements, admission may be provisional. Probationary status may be granted under the following conditions: Acceptable performance on the GRE of 1200 OR acceptance of a student petition and contingency of adherence to contract terms.

Admitted applicants to the Communication Studies Graduate Certificate Program must maintain a scholastic standing of 3.0 GPA in overall graduate coursework.

**Admission to the Certificate Program Requirements:**
1. 2.75 GPA or better on overall undergraduate work
2. 3.00 GPA or better on overall undergraduate work in the last two years.

**Send the following to the Communication Studies Department:**
1. A statement of personal, educational and professional goals (email directly to kathleen.steiner@mnsu.edu)

**Send the following to the College of Graduate Studies:**
1. Completed Application for Graduate Study available online at [https://secure.mnsu.edu/graduate/](https://secure.mnsu.edu/graduate/)
2. Two official transcripts from undergraduate degree–granting institution(s)
3. Completed immunization form online at [http://grad.mnsu.edu/forms/immunization.pdf](http://grad.mnsu.edu/forms/immunization.pdf)
4. A $40 fee is required of applicants applying to a program.

*College of Graduate Studies and Research*
115 Alumni Foundation Center
Mankato, MN 56001