

A nighttime photograph of a modern building with a prominent covered walkway supported by several thick, light-colored columns. The walkway is brightly lit from above, creating a strong contrast with the dark sky. The building's facade features brickwork and large windows. A few trees are visible in the foreground, and the overall scene is illuminated by the building's lights.

**Bulletin of
Information**

**Volume XXII
1984-1985**

**HOUSTON BAPTIST
UNIVERSITY**

HOUSTON BAPTIST UNIVERSITY

BULLETIN OF INFORMATION

1984-1985



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Houston Baptist University

MEMBERSHIPS

**Southern Association of Colleges and Schools
American Association of Colleges
American Association of Colleges for Teacher Education
American Council on Education
Association of Texas Colleges and Universities
Association of Texas Graduate Schools
College Entrance Examination Board
Conference of Southern Graduate Schools
Council of Graduate Schools in the Central States
Independent Colleges and Universities of Texas
National Collegiate Athletic Association
National Council on Social Work Education
National League for Nursing
Texas Association of Colleges for Teacher Education
State Board of Nurse Examiners
Council on Social Work Education
Texas Foundation of Voluntarily Supported
Colleges and Universities
Trans America Athletic Conferences**

Houston Baptist University admits students of any race, color, handicap, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other university administered programs.

Houston Baptist University does not discriminate on the basis of handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973, as amended, is Dr. Roger Brooks.

MAILING ADDRESS FOR ALL OFFICES

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Note: Houston Baptist University reserves the right to make changes in the arrangements and policies announced in this Bulletin as unusual circumstances, economic conditions, or efficiency in operation may require.

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HOUSTON BAPTIST UNIVERSITY

1984-1985

UNIVERSITY CALENDAR

SUMMER 1984

April 23-27	Registration for Summer and Fall Quarters
May 28	Memorial Day Holiday
June 1	Registration for Summer Quarter and Business Office Clearance
June 4	Class Sessions Begin — First Term
June 4	Evening Registration
June 4-June 8	**Late Registration
June 4 - June 8	Period to DROP/ADD courses
June 7	English Proficiency Exam, Mabee Teaching Theater, 4 p.m.
June 15	GMAT Examination
June 21	Last Day to Drop a Course — First Term
July 4	Independence Day Holiday
July 11	Final Examination and End of First Term
July 12	Registration and Business Office Clearance — Second Term
July 12	Class Sessions Begin — Second Term
July 13-17	**Late Registration
July 13-17	Period to DROP/ADD courses
July 31	Last Day to Drop a Course — Second Term
August 3	College Level Examination Program Test Administration
August 4	Freshman Day — Advising/Registration
August 17	Final Examination and End of Quarter

FALL 1984

All Registration Dates

Listed Under Summer 1984

plus

April 23-27	*Registration for Fall Quarter and Summer Quarter
August 4	Freshman Day — Advising/Registration
August 6	Early Registration for Fall Quarter
August 29	Faculty Convocation
August 29	College Level Examination Program Test Administration
August 31	Registration for Fall Quarter and Business Office Clearance
September 3	Labor Day Holiday
September 4	Class Sessions Begin
September 4	Evening Registration
September 4-September 10	**Late Registration
September 4-September 10	Period to DROP/ADD Courses
September 6	Opening Convocation
September 6	English Proficiency Exam, Mabee Teaching Theater, 4 p.m.
September 15	MCAT Examination
October 9-10-11	Religious Emphasis Week
October 13	SAT Examination
October 19	Last Day to Drop a Course
October 22-26	Registration for Winter Quarter
November 3	SAT Examination
November 12-13	Dead Days; no grade determining activities permitted
November 14-16	Final Examination Days
November 16	End of Fall Quarter; all grades due in Records Office by 5 p.m.

WINTER 1984-85

October 22-October 26	*Early Registration for Winter Quarter
November 26	Registration for Winter Quarter and Business Office Clearance
November 27	Class Sessions Begin
November 27	Evening Registration
November 27-December 3	**Late Registration
November 28-December 3	Period to DROP/ADD Courses
November 29	Founders' Day Convocation, Sharp Gym, 10 a.m.
November 29	English Proficiency Exam, Mabee Teaching Theater, 4 p.m.
December 1	SAT Examination
December 14	Christmas Holidays begin 5 p.m.
January 2, 1985	Classes resume
January 21-January 25	*Registration for Spring Quarter
January 25	Last Day to Drop a Course
January 26	SAT Examination
February 2	College Level Examination Program Test Administration
February 18-19	Dead Days; no grade determining activities
February 20-22	Final Examination Days
February 22	End of Winter Quarter; all grades due in Records Office by 5 p.m.

SPRING 1985

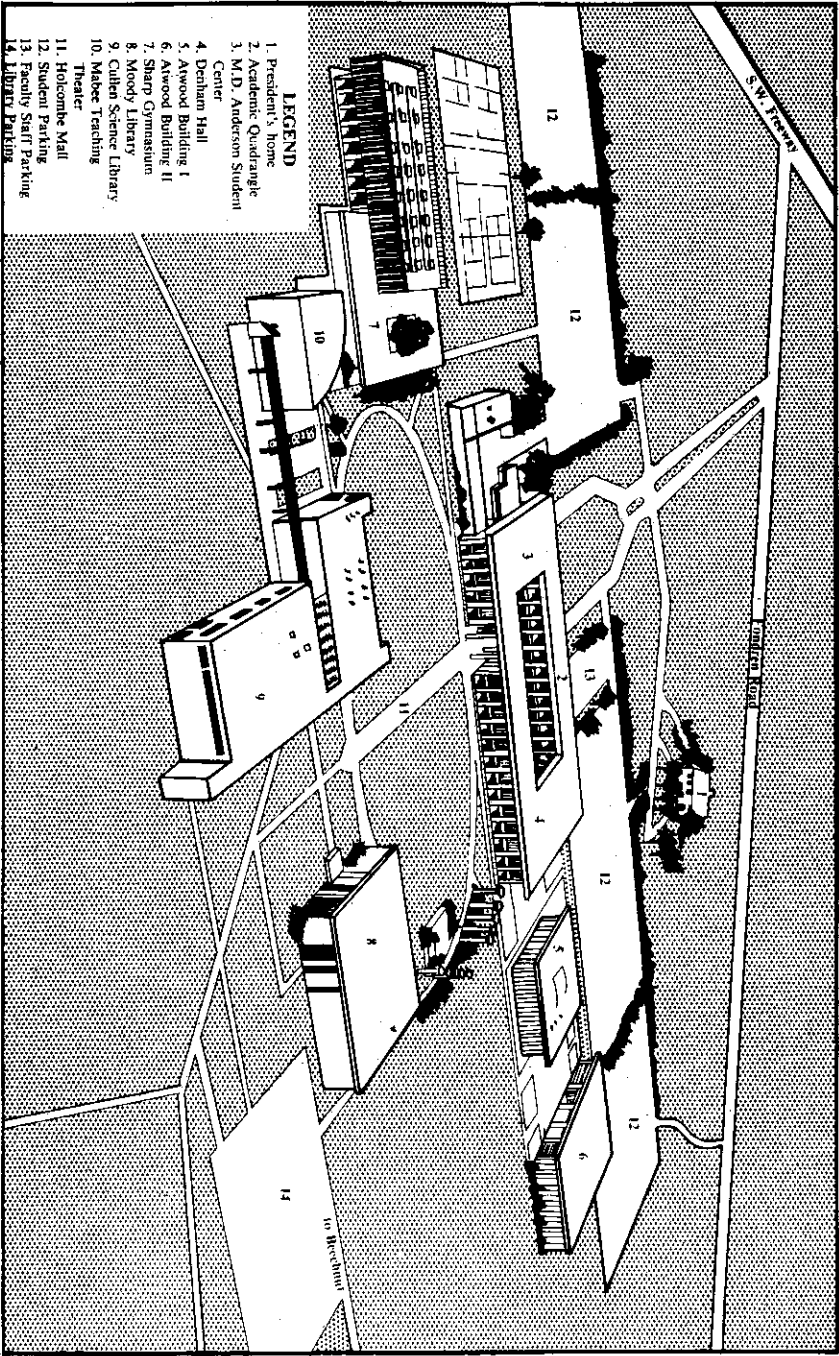
January 21-25	*Early Registration for Spring Quarter
January 26	SAT Examination
March 1	Registration for Spring Quarter and Business Office Clearance
March 4	Class Sessions Begin
March 4	Evening Registration
March 4-March 8	**Late Registration
March 5-March 8	Period to DROP/ADD courses
March 7	English Proficiency Exam, Mabee Teaching Theater, 4 p.m.
March 19-20-21	Life Commitment Week
March 23	SAT Examination
April 5-7	Easter Holiday
April 12	Last Day to Drop a Course
April 22-26	*Registration for Summer and Fall Quarters
May 4	SAT Examination
May 11	College Level Examination Program Test Administration
May 13-14	Dead Days; no grade determining activities permitted
May 15-17	Final Examination Days
May 17	Commencement Exercises, 7:00 p.m., First Baptist Church
May 17	End of Spring Quarter; all grades due in Records Office by 5 p.m.
May 27	Memorial Day Holiday

SUMMER 1985

April 22-26.....*Registration for Summer and Fall Quarters
May 27.....Memorial Day Holiday
May 31.....Registration for Summer Quarter and Business Office Clearance
June 1.....SAT Examination
June 3.....Class Sessions Begin — First Term
June 3.....Evening Registration
June 3-7.....**Late Registration
June 3-7.....Period to DROP/ADD courses
June 6.....English Proficiency Exam, Mabee Teaching Theater, 4 p.m.
June 20.....Last Day to Drop a Course — First Term
July 4.....Independence Day Holiday
July 10.....Final Examination and End of First Term
July 11.....*Registration and Business Office Clearance
July 11.....Class Sessions Begin — Second Term
July 12-16.....**Late Registration
July 12-16.....Period to DROP/ADD courses
July 30.....Last Day to Drop a Course — Second Term
August 2.....College Level Examination Program Test Administration
August 16.....Final Examination and End of Quarter

* Currently enrolled students on "academic warning," "academic probation," or "academic probation continued" can NOT register during Pre-Registration. Questions concerning academic status should be directed to the Records Office.

** Late Registration Fee — \$25.00



LEGEND

- 1. President's home
- 2. Academic Quadrangle
- 3. M.D. Anderson Student Center
- 4. Dehman Hall
- 5. Awood Building I
- 6. Awood Building II
- 7. Sharp Gymnasium
- 8. Moody Library
- 9. Cohen Science Library Theater
- 10. Moore Teaching
- 11. Holcombe Mall
- 12. Student Parking
- 13. Faculty Staff Parking
- 14. LIBRARY PARKING

HOUSTON BAPTIST UNIVERSITY

GENERAL INFORMATION

Characteristics

History

The creation of Houston Baptist College by action of the Baptist General Convention of Texas on November 15, 1960, was the culmination of many years of work and study. The aim was the establishment of a Christian college in Houston of the highest quality and accreditation, that stressed quality of life as well as quality of learning.

In 1952, the Union Baptist Association authorized a committee selected by the Association to study the possibility of locating a Baptist college in Houston. With assistance, guidance, and encouragement from the Education Commission of the Baptist General Convention of Texas, the committee conducted a survey for this purpose in 1955. Acting upon information obtained and upon the endorsement of the Education Commission, the Association approved the idea of establishing a college. In 1956, the Executive Board of the Baptist General Convention of Texas approved a recommendation that Houston Baptists be given assurance that the Convention would support such a college when the College Committee of the Union Association had succeeded in acquiring both a satisfactory site for a campus, containing at least one hundred acres, and a minimum of three million dollars. Of this sum, one and one-half million would constitute a nucleus endowment fund; one and one-half million would be designated for a physical plant. The Union Association accepted these conditions and endorsed the requirements set up by the State Convention.

In 1958, a 196-acre campus site was acquired in southwest Houston, and, in 1960, the initially required financial goal was reached as a result of a campaign among the churches. Also, in 1960, the Baptist General Convention of Texas in its annual session at Lubbock, Texas, elected the first Board of Trustees. This board (in session in Houston, Texas) on November 15, 1960, approved and signed the College

Charter. The next day, this charter was ratified and recorded with the Secretary of State in Austin. The way was then cleared to select administrative officers, develop a suitable physical plant, and provide an appropriate academic program. Dr. W. H. Hinton began service as the first President of the College on July 1, 1962.

The College opened in September, 1963, with a freshman class, new buildings, and a teaching staff of thirty faculty. A new class was added each year until the College attained the four-year program in 1966-67. By then, the full-time faculty had grown to fifty-four members, serving an enrollment of approximately nine hundred. By the fall of 1983, the faculty had grown to one-hundred eighteen full-time and thirty-eight part-time members, and student enrollment exceeded 3,100.

Initially, the College offered a B.A. degree with academic courses in five divisions: Christianity, Fine Arts, Languages, Science and Mathematics, and Social Studies. The Board of Trustees, following the recommendation of the faculty and administration, authorized the establishment of the Division of Education and Psychology in 1964 and the Division of Business and Economics in 1966. With the opening of the fall semester of 1969, the College added a Division of Nursing, offering a Bachelor of Science degree in nursing.

In 1973 after an institutional self-study for the Southern Association of Colleges and Schools and as a result of the work of a widely representative long-range planning committee, the College name officially became Houston Baptist University and significant changes were made. Degree programs were revised, making the Bachelor of Science option available to all graduates, and the instructional divisions were completely reorganized. Five colleges headed by deans replaced the previous structure of eight divisions. The new structure consisted of the H.B. Smith College of

General Studies and four upper-level colleges — the College of Business and Economics, the College of Education and Behavioral Studies, the College of Fine Arts and Humanities, and the College of Science and Health Professions. A sixth college was added in 1978 by separating the College of Fine Arts and the College of Humanities.

When the instructional areas were reorganized in 1973, the University adopted a quarter calendar which conformed to the local public school calendar and permitted multiple admission opportunities annually. Semester hours were retained as the standard credit unit. An early admissions program also was established which enabled students to secure their high school diplomas at the end of their freshman year of college matriculation.

Graduate studies began in 1977 with the initiation of the Master of Business Administration degree and the Master of Science in Nursing. Graduate studies leading to the Master of Education began in 1979. A Master of Science in Management and a Master of Accountancy were added in 1980 and a Master of Arts in Psychology in 1982. Off-campus programs were initiated in 1981 at Bergstrom and Reese Air Force Bases, and on campus sites in Belton and Plainview. A required course in Computer Information Systems Management was initiated in 1982 as a graduation requirement for undergraduate students in all majors.

Houston Baptist University has recognized the importance of full accreditation in various areas. Since its first year, the University has cooperated with the Association of Texas Colleges. In 1966, the Commission on Colleges of the Southern Association of Colleges and Schools recognized Houston Baptist College as an official candidate for accreditation. The highlight of the 1968-69 academic year was the granting of full accreditation of the College by the Southern Association of Colleges and Schools on December 4, 1968. Under the guidance of the Southern Association of Colleges and Schools, the faculty engaged in a thorough self-study of the entire operations of the College. A visiting Committee made a careful study of the

College in March, 1971, and upon its recommendation, full accreditation was extended for ten years by the Commission on Colleges. This accreditation was reaffirmed in December, 1981.

In 1965, the Texas Education Agency approved the College in the training of certified teachers for the public elementary and secondary schools. During its first semester, the Teacher Education Program was evaluated by representatives selected by the Texas Education Agency, and full approval of the program was continued. The College was also given full membership in the American Council on Education (December, 1968) and in the American Association of Colleges of Teacher Education (February, 1969). Accreditation of the social work program in 1977 marked a new milestone for the College of Education and Behavioral Studies.

The baccalaureate degree program in nursing received full accreditation by the National League for nursing on April 21, 1972; and in July, 1972, all thirty-eight members of the first nursing class successfully completed the examination required and administered by the State Board of Nurse Examiners. An Associate Degree in Nursing was added in June, 1983 which will graduate its first class in 1985.

The University has also recognized the importance of special programs. The Study Abroad program was inaugurated in 1967 with a group of English majors in residence at the Shakespeare Institute, Stratford-upon-Avon, England, for the month of April. Study Abroad has continued with programs in Mexico, the Middle East, and Europe. Other programs further extended the outreach of the University. A grant from the Hogg Foundation of Texas made possible the establishment of the Houston Baptist University Research Center in 1968. A counseling and guidance center was formally established on campus in 1971 to meet the growing need for personal and vocational counseling. In 1978, the University became a charter member of the Trans America Athletic Conference.

The physical plant of the University has kept pace with its development in other areas. When classes began in 1963, only

the Academic Quadrangle was completed. The Frank and Lucile Sharp Gymnasium and the Atwood Theology Building were completed in 1964. The Moody Library, the Holcombe Mall and the Morris Columns were dedicated in 1969. The Cullen Science Center and Mabee Teaching Theatre opened in 1977, providing space for the College of Science and Health Professions. In addition, the Memorial Hospital System Central Unit, where nursing students receive their clinical experience, was completed on a site adjacent to the campus in early 1977. The Atwood II building was completed in 1983 as a first project of Southwestern Baptist Theological Seminary and H.B.U. At the same time, architects completed plans for an addition two-floor wing to the Cullen Science Center. Moreover, an addition to the bookstore, funded by M. D. Anderson Foundation, was completed in 1983.

Special endowment programs have further enriched the University. The University received three endowed chairs during the period 1971-1978 — the Herman Brown Chair of Business and Economics, the Robert H. Ray Chair of Humanities, and the John Bisagno Chair of Evangelism. In the same period, two endowed professorships were given — the Rex G. Baker Professorship in the College of Business and Economics and the Prince-Chavanne Professorship of Christian Business Ethics. The Endowed Academic Scholarship program, begun in 1971, not only increased the endowment of the University, but also assured the recruitment of top academic students. By the spring of 1984, the University had received gifts funding over 150 endowed scholarships, of which more than 100 were currently active. A more complete history of the founding of the University, **The Making of a University**, has been published by H.B.U. professor, Dr. Marilyn Sibley.

Purpose

Houston Baptist University is a private institution of higher learning related to the Baptist General Convention of Texas. The University offers to students of all persuasions a program directed toward intellectual development characterized by breadth and depth and toward moral and spiritual growth based on the Christian faith and message.

The curriculum of studies is designed to foster learning in an atmosphere of freedom and objectivity. The undergraduate curriculum which includes a broad background in the arts and sciences, with special emphasis on the foundations of Western Civilization, provides a logical basis for programs in teacher education, nursing, preparation for graduate study, professional schools, and for leadership in the arts, in business, and in the community, church, and home. The graduate curriculum prepares the student for advanced levels of responsibility within chosen professional areas.

The underlying purpose of this educational process is that students develop aesthetic awareness, critical judgement, and creative expression through the rigorous pursuit of truth, the tolerant attitude of the enlightened mind, and the free enterprise of thought and investigation.

The ultimate goal in providing this educational program is the development of responsible individuals, motivated by Christian principles, to have moral integrity, intellectual honesty, social consciousness, and the ability and desire to render effective service to their fellowmen and to God. Through the academic curriculum, recreational programs, social service clubs, counseling services, and religious activities, students have opportunities to be directed toward these goals, and since education is never completed, the total program of Houston Baptist University exists to give students and faculty the incentive for continuing development.

Nature

The Preamble to the By-Laws as stated below prescribed the distinctive nature of the institution:

The Houston Baptist University is a Christian liberal arts university dedicated to the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals. Founded under the providence of God and with the conviction that there is a need for a university in this community that will train the minds, develop the moral character and enrich the spiritual lives of all people who may come within the ambit of its influence, HOUSTON BAPTIST UNIVERSITY shall

stand as a witness for Jesus Christ expressed directly through its administration, faculty and students. To assure the perpetuation of these basic concepts of its founders, it is resolved that all those who become associated with Houston Baptist University as a trustee, officer, member of the faculty or of the staff, and perform work connected with the educational activities of the University, must believe in the divine inspiration of the Bible, both the Old Testament and New Testament, that man was directly created by God; the virgin birth of Jesus Christ, our Lord and Saviour, as the Son of God, that He died for the sins of all men and thereafter arose from the grave, that by repentance and the acceptance of and belief in Him, by the grace of God, the individual is saved from eternal damnation and receives eternal life in the presence of God; and it is further resolved that the ultimate teachings in this University shall never be inconsistent with the above principles.

The Liberal Arts Program.

The undergraduate liberal arts program has at its foundation the conviction that all worthy vocations are built on a basis of service to mankind. It is a program which seeks to liberate both faculty members and students from the limitations of opportunity and outlook, increase their awareness of self and environment, sharpen their capacity for critical and creative thought, and equip them to meet the demands of intelligent citizenship in a rapidly changing and complex society. It is a program designed to produce general resourcefulness, leadership, ability to solve problems in various situations, and a capacity for happy and successful living. Its elements embrace enduring values and its methods promote the continuation of independent study, to the end that one may enjoy a lifetime of intellectual adventure.

Although vocational preparation is not its primary objective the liberal arts program is very practical because the best job insurance in our rapidly changing society is not narrow training in specific skills but broad training in general abilities. There is an ever increasing demand for those with such training to fill executive and leadership positions in business and in the professions. Immediately following

graduation, many enter positions in teaching, business, recreation, public relations, publishing, applied arts, research, public administration and government.

A high percent of liberal arts graduates continue in graduate professional schools to pursue careers in law, medicine, psychiatry, scientific research, hospital administration, dentistry, theology, social work, journalism, college teaching, engineering, and many other professions. Such professional schools strongly endorse the liberal arts experience as the best possible foundation on which to build a successful career. Houston Baptist University is designed to provide this opportunity to capable students in its area of service.

The Campus Plan

The campus of the Houston Baptist University consists of 158 acres in southwest Houston at the intersection of the Southwest Freeway and Fondren Road. It is planned to reflect that unity of knowledge which is the essence of a liberal education. It is a tightly organized series of buildings surrounding a mall beginning at the east with the Atwood II Classroom Building and ending at the west with Sharp Gymnasium and flanked by the Moody Library, Cullen Science Center, Mabee Teaching Theater, M. D. Anderson Student Center, administrative offices and classrooms for the various academic disciplines. Later a chapel, a fine arts center, and a library tower will become a part of this complex of buildings. Concentrically related to this complex are the complementary facilities for residence, athletics and recreation.

Library

Moody Library is composed of a book collection of approximately 130,000 volumes with 5,000 new titles being added annually. Supplementary materials include 3,000 audio visual materials, 2,900 reels of microfilm, and 165,000 sheets of microfiche. The library subscribes to 750 journals. Back issues are regularly bound and shelved on open shelves.

The library is centrally located and is open 80 hours per week. Reference librarians are scheduled most of these hours, including weekends to assist

students in utilizing the collection for research.

The staff is composed of six professional librarians, six clerical support staff members and a core of student employees.

In addition to the reference area, media area, office, processing rooms and open-stack collection areas, the building houses a lecture room, the University Board Room and the American Museum of Architecture and Decorative Arts.

Accreditation

Houston Baptist University is accredited by the Southern Association of Colleges and Schools as an undergraduate and graduate degree granting institution. It also holds full membership in the Association of Texas Colleges and Universities and is approved by the Texas Education Agency

for the preparation of teachers for the public elementary and secondary schools at both the undergraduate and graduate levels. Its baccalaureate degree program in nursing is approved by the National League for Nursing and the State Board of Nurse Examiners. The University is also accredited by the National Council on Social Work Education. Its academic and professional status is further attested by its election to membership in the American Association of Colleges for Teacher Education, the College Entrance Examination Board, and the American Council on Education. In 1979, the University was admitted to membership in the Council of Graduate Schools of the United States, the Conference of Southern Graduate Schools, and the Texas Association of Graduate Schools.

STUDENT AFFAIRS

Student Center

The M. D. Anderson Student Center is the focal point of student life on the campus. It is here the student meets friends, has pep rallies, enjoys seasonal traditional banquets and receptions, and entertains guests.

A bookstore stocked with the necessary items for university work, as well as an abundance of goods which make the life of a student more enjoyable, is an integral part of the Student Center.

A university cafeteria is located opposite the bookstore and offers a variety of well-prepared meals, carefully planned by professional dietitians for faculty, students and guests. In addition, convenient snack facilities are provided for on-the-run meals and after-hours appetites. All food and bookstore prices are maintained at moderate levels for the maximum benefit of the Houston Baptist University student.

Student Government

The first student body wrote and adopted a "Constitution of the Student Association of Houston Baptist University." It was adopted October 18, 1963. The constitution of the Student Association of Houston Baptist University became fully operative in 1966-67 with all four undergraduate classes organized. Student government at Houston Baptist University is exercised through the Student Association. All full-time students (8 semester hours or more) become members of this Association upon registering. Each spring, officers of the Association are elected for the following year. The legislative body is the Student Senate, which is composed of representative students from all Colleges of the University. Student officers serve as the spokesmen for the student body and seek "to foster the recognition of privileges and responsibilities of the students of the college community."

Counseling Center

The Houston Baptist University Counseling Center is a guidance program with the needs of the individual as its focus. The center provides the student an opportunity to obtain help in problem solving, personal planning and decision making. Education and vocational planning as well as personal and interpersonal growth are emphasized. The center is open from 9:00 a.m. until 3:00 p.m. Monday through Friday on those days school is in session. Vocational materials may be examined in the waiting area while the center is open.

Group and individual counseling facilities are available although typically a student is seen in individual counseling. Individual and group tests are available to provide the student with additional objective information about himself to facilitate his decisions and maturation. Services are free of charge to Houston Baptist students. When vocational testing instruments are used, they will be paid for by the individual.

Student Organizations

The following groups are recognized on campus.

Alpha Chi
Alpha Delta Mu
Alpha Mu Gamma
Alpha Epsilon Delta
Alpha Pi Kappa
Alpha Tau Omega
American Society of Personnel
Administration
Art Guild
Association of Women Students
Bilingual Education Student Organization
Branchwood Brothers
Caduceus Club
Christian Life on Campus
Coreons
Delta Sigma Rho
Der Deutsche Klub
El Circulo Hispanico
Fellowship of Christian Athletes
Gymnastics Booster Club
Interfraternity Council
International Friends
Juggling Club
Kappa Alpha
Kappa Delta
Kappa Delta Pi
Karate Club

Le Cercle Francais
Mass Media Association
Mu Epsilon Delta
Music Educators National Conference
Nurses Christian Fellowship
Sigma Theta Tau
Nursing Students Association
Omicron Delta Kappa
Panhellenic Association
Phi Epsilon Mu
Phi Mu
Phi Mu Alpha
Pre-Law Society
Pre-Nursing Student Association
Psi Chi
Sigma Alpha Iota
Sigma Tau Delta
Soccer Booster Club
Social Work Students Organization
Society for Advancement of Computer Knowledge
Society for Advancement of Management
Student Education Association
Student Senate
Women's Residence Hall Council

The inauguration of local groups and of chapters of national societies and organizations in promotion of the curriculum is assisted by the University as a valuable adjunct to the instructional program.

Athletic Program

The University is a member of the NCAA Division 1 and participates in the Trans American Athletic Conference. Sports participation includes basketball, cross country, golf, tennis, soccer, gymnastics, indoor track, track and field. Women participate in golf and tennis.

A strong program in intramurals is offered and enjoyed by the total population of the University.

The beautiful Frank and Lucile Sharp Physical Education Building contains courts, offices and other facilities for the Physical Education Department.

Residence Life

There are two residence halls, one for men and one for women. These residence halls incorporate the finest in student accommodations. The residence halls are completely air conditioned, and each suite features four rooms grouped around a comfortable common living room. Each

pair of rooms has its own bath facility, and each room has its own lavatory. Residents may have a private telephone installed at their own expense. Each dormitory houses 128 students. All facilities are purposely designed to promote the educational process and the social life of the student. All dormitories are scheduled for complete remodeling during the summer of 1984. Costs for room and board are \$721.00 per quarter plus sales tax on food. There are two students in each room.

Religious Life

The Christian Life on Campus (C.L.C.) is the branch of the Student Association which is responsible for the coordination of religious activities. The Executive Council is composed of students elected by their peers in the spring of each year. The officers of the Executive Council plan and carry out a program of religious activities including Bible Study, evangelism, worship, prayer, mission involvement, Christian citizenship training, retreats, participation in Baptist Student Union programs, etc. The program of Christian Life on Campus is Christ-centered, church-related, and student-led. Twice during the school year special emphasis weeks are promoted whereby the challenge of Christian discipleship is presented to all students. Weekly convocations and the commitment of a dedicated Christian faculty and staff enhance the religious life of the campus and provide for an atmosphere conducive to spiritual growth.

Housing Regulations

All unmarried students, except Houston residents living at home or with immediate relatives and those who commute from their homes, are required to live in University housing as long as space is available. When dormitory space is filled, students may be permitted to live in approved off-campus housing. Student living off campus with approval of parents and the Vice President for Student Affairs accept the same obligations regarding university regulations and policies as students residing in University dormitories.

All living arrangements for students, regardless of age, classification, marital status or home address, will be reviewed each quarter. Final approval for housing

will be made by the Student Affairs Advisory Committee through the Vice-President for Student Affairs or Associate for Student Affairs. No registration will be initiated until housing has been approved.

Student Conduct

Houston Baptist University students are familiar with the ordinary conventions of society governing the proper conduct of Christian ladies and gentlemen. Therefore, the University administration feels it need not delineate many definite disciplinary regulations, but reserves the right to dismiss a student at any time for cause deemed by the University administration to justify suspension or expulsion.

It is stressed that all local, state and federal laws are supported by the institution, and violators of these laws may be disciplined by civil authorities and/or University officials. Being a student does not exempt a student from being a law-abiding citizen or from conducting himself as a responsible person. Disciplinary action procedures may involve the following:

Vice President for Student Affairs -- Students adjudged guilty of a breach of proper conduct may be assessed disciplinary action by the Vice President for Student Affairs or the Associate for Student Affairs. The student is immediately informed of the action according to due process. He may appeal this action to the Student Affairs Advisory Committee.

Student Court -- With few exceptions, the Student Court has original jurisdiction in cases referred to the Student Court by the Vice President for Student Affairs involving general student discipline and honor. Appeals of any Student Court recommendations may be made to the Student Affairs Advisory Committee by the student involved or by the Vice President or Associate for Student Affairs. The Student Court has appellate jurisdiction over any lesser student courts that it authorizes. Written reports of all Student Court recommendations are submitted to the Student Association President, then to the Vice President or Associate for Student Affairs.

Student Affairs Advisory Committee — Students guilty of overt actions or repeated offenses meriting probation may be reported to the Student Affairs Advisory Committee for disciplinary action. Committee action becomes a part of the student's permanent record. Normally the written report of conduct resulting in probation remains in the files of the Vice President for Student Affairs. However, if the student is placed on strict disciplinary probation, action by the Student Affairs Advisory Committee may become a part of the student's permanent record in the Office of the Registrar. The Student Affairs Advisory Committee may: (1) confirm the action of the Vice President for Student Affairs or Associate for Student Affairs, (2) confirm the recommendation of the Student Court for disciplinary action, (3) recommend to the President suspension of the student for a definite period, and (4) recommend to the President suspension of the student indefinitely.

Reinstatement — A student placed under disciplinary suspension must be reinstated by action of the Student Affairs Advisory Committee. A student may apply for readmission to the University only after this action has been certified to the committee on Admission by the Vice President for Student Affairs or Associate for Student Affairs.

During a period of disciplinary probation, a student is not eligible to represent the University.

Due process for handling conduct situations is explained in detail in the Houston Baptist University Student Handbook.

Student Insurance

It is recommended that each student be insured under an accident and sickness insurance program. The university accident and insurance plan is administered by the Texas Student Health Plan. The policy covers a full twelve months, offers a choice of three plans and contains liberal coverage for emergencies and hospitalization. Details of coverage are available at the Student Affairs Office.

Transportation

City bus routes are on Fondren Road, the east boundary of the campus, and Beechnut Street at the south side, where dormitories and apartments are located. Student operated automobiles properly registered with the University are permitted, and ample convenient parking areas are provided.

The relative positions of the several buildings were planned to provide access in walking from the parking lots to any campus unit.

UNIVERSITY ADMISSIONS

Admission to Houston Baptist University is open to students of all creeds and faiths and is based on the criteria listed below. A personal interview is not required of undergraduate applicants but is recommended so the student may gain a better insight into the academic program offered. Information regarding undergraduate admission to the University and all necessary forms for admission may be obtained by contacting the Admissions Office, Houston Baptist University, 7502 Fondren Road, Houston, Texas 77074, telephone number (713) 995-3210. Graduate applicants should contact the Graduate Admissions Office.

Admission to Houston Baptist University, regardless of the college or program in which enrollment is intended constitutes academic admission only. Admission to a particular program of study is a separate procedure. Please refer to the Bulletin of Information for specific requirements.

Former Student Admission

Any student who was not enrolled during the preceding quarter, excluding the summer quarter, must submit to the Admissions Office an application for re-entry (no application fee required). If the student attended another college or university during his absence, he must submit an official copy of all academic work attempted during his absence from Houston Baptist University.

International Student

International Students should refer to the special section on International Student Admission.

Non-Credit Admission (Auditing)

A student wishing to audit a class must submit a completed application and must fulfill the appropriate admissions requirements. No credit will be awarded, but records of the student's matriculation are kept. Fees are the same as those required for registration for credit. Prior approval is necessary to audit classes in restricted admissions programs and degrees.

Post-Baccalaureate

A post-baccalaureate student is one who has earned one or more degrees and who is enrolled for credit that will not be applied to a graduate degree. A student may be admitted upon receipt of the required credentials listed under "Transfer Student Admission."

Special Student Admission

A student over 21 years of age, with demonstrated ability to do acceptable university work, but indicating by signed statement that he is NOT interested in following a degree program, may be admitted to the University upon receipt of the required credentials listed under the appropriate section which applies to his admission. Special Student admission does not guarantee access to certain restricted admission programs and degrees. See program descriptions in the University **Bulletin of Information**.

Transient Student Admission

Transient students must file a complete application and furnish Houston Baptist University with an official letter of good standing from the last college attended. If a transient student decides to continue at Houston Baptist University, he must complete all of the transfer procedures as outlined under transfer student admission and be approved for admission.

Undergraduate Admissions

Freshman Student Admission

Applicants to the freshman class must submit the following credentials:

1. Application for Admission must be completed and returned to the undergraduate Admissions Office along with the \$25.00 non-refundable fee.
2. An applicant is considered for admission if he has graduated from an accredited high school and has an acceptable total score on the Scholastic Aptitude Test of the College Entrance Examination Board or composite score on the American College Testing Program in relation to his rank in class.

Experience at the University has shown that students achieving an S.A.T. verbal score of less than 400 (or ACT 18) typically encounter academic difficulties because of the liberal arts emphasis and heavy reading assignments.

Rank	Total SAT score	Composite ACT score
First Quarter	800	18
Second Quarter	800	18
Third Quarter	850	19
Fourth Quarter	900	20

3. It is the responsibility of the applicant to have his official high school record and official test scores sent to the Admissions Office. An applicant who graduated more than five years ago does not need to submit an SAT or ACT score.
4. Any student who has not completed three (3) years of high school within the continental United States may, at the discretion of the Admissions Committee, be required to submit an acceptable score on the TOEFL or its equivalent. Ordinarily such a student who fails to score SAT 400 verbal or ACT 18 will be required to submit further evidence of language proficiency.

5. It is the responsibility of the applicant to have all official transcripts from institutions outside the United States sent to the Credentials Evaluation Service, P.O. Box 24679, Los Angeles, California 90024, for evaluation. A copy of the results should be sent directly to Houston Baptist University from the evaluation service.

Where the above criteria are not met, strong consideration will be given to the academic performance of the final year of high school.

Special Programs

1. *Early Admission* — A limited number of selected students with outstanding academic records are, by special arrangement with their high schools, admitted at the end of the junior year. Students interested in this program should consult the undergraduate Admissions Office during their junior year.
2. *Early Bird Program* — Selected students with outstanding academic records are eligible to enroll for the summer quarter between the junior and senior years of high school. Students interested in the program should consult the undergraduate Admissions Office during their junior year.
3. *High School Equivalency* — A student who has demonstrated satisfactory performance in the General Educational Development Testing Program (GED) that meets standards prescribed by the Texas Education Agency may be admitted to Houston Baptist University by action of the Admission Committee.
4. *Conditional Admission* — Conditional admission serves as an alternative way for students who lack one or more of the entrance requirements to qualify for admission to the University. It is of greatest benefit to those students who have never taken the

SAT or ACT college entrance tests, or who have not completed a college preparatory program. Conditional students may enroll for no more than ten semester hours per quarter. Upon completing the 30 semester hours of credit listed below with a 1.8 grade point average or better, freshman students are offered unconditional status. Conditional students who maintain a grade point average of 2.5 or better may file a request in the Registrar's Office that their status be changed prior to accumulating the 30 semester hour credit. The required courses are as follows:

English 1313, 1323 — Composition and Literature	6 hours
Christianity 1313, 1323 — Old and New Testaments	6 hours
*Social Science	6 hours
Smith College General Requirements	6 hours
Elective	6 hours
Total	30 hours

*These 6 semester hours must include 3 semester hours in The American Economic System 1301 and 3 semester hours in American and Texas Government 2313, or 6 semester hours in The United States History 2313, 2323.

Transfer Student Admission

A student applying for undergraduate admission as a transfer student from another accredited college or university must submit the following credentials:

1. *Application for Admission* — An application must be completed and returned to the undergraduate Admissions Office along with a \$25.00 non-refundable fee.
2. *College transcript* — An official transcript(s) from all colleges or universities attended must be sent directly from the college(s) to the Admissions Office. Failure to provide this academic information from all colleges or universities will result in suspension from the University. Transferred grades below 'C' are not applied toward a degree at Houston Baptist University. The cumulative grade point average for transfer students should be as follows:

0-22 hours	1.60
23-44 hours	1.75
45-66 hours	1.90
67 and above hours	2.00

3. *High School Transcript* — An official school transcript must be submitted if the applicant has fewer than 30 semester hours of college work.

Any student who has not completed three (3) years of high school within the continental United States may, at the discretion of the Admissions Committee, be required to submit an acceptable score on the TOEFL or its equivalent. Ordinarily such a student who fails to score SAT 400 verbal or ACT 18 will be required to submit further evidence of language proficiency.

It is the responsibility of this applicant to have all official transcripts from Institutions outside the United States sent to the Credentials Evaluation Service, P.O. Box 24679, Los Angeles, California 90024, for evaluation. A copy of the results should be sent directly to Houston Baptist University from the evaluation service.

4. *College Board Score* — An official SAT or ACT test score must be submitted if the applicant has fewer than 12 semester hours of college credit.

Additional Required Materials

After a student has been admitted to Houston Baptist University, the following credentials must be submitted prior to registration:

1. *Health Form* — A Student Health Record properly filled in by a physician is required of all students. This form should be on file with the Student Health Service prior to registration.
2. All *housing requests* should be directed to the Office of Student Affairs. A deposit of \$25.00 should accompany all housing applications.

Graduate Admissions

The University offers a variety of graduate degrees: Master of Accountancy (M. ACC.), Master of Arts in Psychology (M.A.P.), Master of Business Administration (M.B.A.), Master of Science in Management — Management Computing and Systems (M.C.S.), Master of Education (M.Ed.), and Master of Science in Management — Human Resources Management (M.S.M.). Applicants for graduate degrees must submit the following credentials:

1. *Application for admission* — Admission to graduate degree programs is a two-step process. The prospective student must first seek admission to the University for a specific degree. This admission is granted by the Admissions Committee after review of submitted materials and upon the recommendation of the specific program director and faculty involved. A non-refundable fee of \$25.00 must accompany this application. The second step is admission to candidacy which occurs at a specified time after the student has been regularly enrolled in the degree program for a probational period. See individual degree statements.
2. *Entrance Examinations* — All degree programs require either the Graduate Record Examination verbal and quantitative tests or the Graduate Management Admissions Test. Some programs have specific minimum scores for application. In all cases, a high score is desired. It is the student's responsibility to have GRE or GMAT scores sent directly to the University from the Educational Testing Service, Princeton, New Jersey, 08541. The HBU institution code number is 6282.
3. *Transcripts* — Official copies of transcripts from each and every institution attended are required. These must be requested by the student and should be sent directly to the Office of Graduate Admissions. A cumulative undergraduate Q.P.A. of 2.5 (4.0 scale) or a 3.0 on the last 60

semester hours of undergraduate work is the minimum requirement for graduate admission.

4. *Special Requirements* — Each graduate degree program has particular admissions requirements which may differ from other programs. The applicant should contact the Program Director of the graduate degree for which application is being made. Applicants should read special information regarding Transient Student, Former Student, Special Student Admissions, Non-Credit Student Admission, and Post-Baccalaureate Student Admissions contained in this **Bulletin** under the **University Admissions** heading.
5. *International students* should refer to the special section on International Student Admission which follows this section on Graduate Admissions. All International Students are subject to these requirements. A minimal TOEFL score of 550 is required for admission to all graduate degree programs.
6. *Conditional Admission Status* — Conditional admission status may be granted for a limited period of time in some graduate degree programs. See specific degree statements.
7. *Application Deadline* — Many programs have specific date deadlines for application well in advance of the time of registration. Not all degree programs may be entered every quarter. See specific degree statements. In every case, all credentials (application, fees, GRE-GMAT-TOEFL scores, Credentials Evaluation Service reports [4 weeks required], recommendations, written statements, etc.) should be received by the Office of Graduate Admissions at least 60 days prior to the proposed registration date.

8. *Transfer Credit* — Some graduate degree programs allow the transfer of graduate credits. In no case will more than 6 semester hours of credit be allowed in transfer from another college or university. Such credit must be at the 3.0 or above grade level (on a 4.0 scale) and the granting institution must be accredited by its regional accrediting association. Credits transferred must apply to a specific course in the program and must be approved at admission to the program. Transfer credits are approved by the University Registrar upon the recommendation of the appropriate degree Standards Committee with the requirement that major courses must have been taken within three years and general or core courses within seven years of application.

Specific additional degree program admission requirements are as follows:

- M. ACC.—2 copies of each transcript required; 2 letters of recommendation required; GMAT required; undergraduate courses in Intermediate Accounting and Cost Accounting required.
- M.A.P.—interview with program director required; 900 minimum GRE score required; 3.0 on undergraduate degree with major in psychology required (or 3.5 on last 60 hrs of undergraduate or post-baccalaureate work); written statement. Conditional admission and non-degree special admission possible.

M.B.A.—application deadlines of June 1 and Dec. 31 for entry in September and March; GMAT required for graduation; highly competitive admissions for currently employed professionals; fixed curriculum; fixed schedule. Many unique features.

M.C.S.—GMAT required for graduation; GRE may be substituted; June 1 application deadline for September entry; admissions reserved for practicing systems professionals; facility in at least one programming language required; fixed curriculum.

M.Ed.—Programs available in Education Administration, Bilingual Education, Counselor Education, Education Diagnostician, Reading Education and General Studies; interview with Program Director required; valid Texas teaching certificate required or approved deficiency plan; minimum GRE score of 850; special and conditional admission possible. Bilingual Education requires minimum scores at 80th percentile on MLA Cooperative Proficiency Test in Spanish and English.

M.S.M.—GMAT required for graduation; GRE may be substituted. Written Statement required. Prerequisites for Admissions: 3 semester hours each of accounting, economics and management or three years approved work experience.

International Student Admission

A international student is defined as any student attending the University on a student visa issued by the United States government.

As a matter of policy regarding undergraduate admissions, the University gives priority to the enrollment of international students seeking a first baccalaureate degree.

The University will give consideration to the application of international students seeking to transfer to the University, but the application must indicate specific and valid reasons why the student seeks admission.

International students seeking admission should apply and submit all test scores and transcripts to the appropriate Admissions Office at least 60 days prior to registration of the quarter they plan to attend.

Immigration papers for student visas cannot be issued by the University until all credentials have been received and the student accepted for admission. No conditional or temporary admission is ever granted to undergraduate international students.

The international student must submit the following credentials:

1. *Application for Admission* — An application must be completed and returned to the undergraduate Admissions Office along with a non-refundable fee of \$25.00 or to the Graduate Admissions Office with a non-refundable application fee of \$25.00.
2. *Transcripts* — An official transcript showing graduation from a secondary school or its equivalent for undergraduate applicants and from accredited colleges or university for graduate applicants must be submitted to Houston Baptist University. In addition to this, it is the responsibility of the applicant to have all transcripts, certificates or diplomas from institutions outside the United States sent to the Credentials Evaluation Service, P.O. Box 24679, Los Angeles, California 90024, for evaluation with subject breakdown and the G.P.A. calculation. A copy of the results should be sent directly to Houston Baptist University from the evaluation service. The materials for graduate students are due 60 days prior to registration.
3. *Language Entrance Examination* — A score of 500 or greater on the Test of English as a Foreign Language (TOEFL) is required of all undergraduate international students. A score of 550 or greater is required of all graduate international students. The University reserves the right to validate any TOEFL score by administering a similar examination after the student's arrival on campus. See p. 134 for information on English 1404 and p. 144 for Speech 1304.
4. *College Transcript* — If the applicant has attended a college or university, he must submit an officially certified and English-translated transcript of each and every college or university attended to Houston Baptist University. The transferring undergraduate student must have a minimum of 2.0 on a 4.0 scale for all undergraduate work. A graduate student applicant must meet the minimum quality point requirements of the specific graduate program. In addition to this, it is the responsibility of the applicant to have all transcripts from institutions outside the United States sent to the Credentials Evaluation Service, P.O. Box 24679, Los Angeles, California 90024, for evaluation with subject breakdown and the Q.P.A. calculation. A copy of the results should be sent directly to Houston Baptist University from the evaluation service. See #2 above. Ordinarily, CES needs 4 to 6 weeks to complete evaluation of credentials.
5. *Financial Responsibility* — A statement of financial responsibility from the applicant's parent or guardian must be completed and returned along with an English-language letter from a financial institution certifying that the responsible person is in fact financially able to underwrite the student's expenses. This letter must be on file before an admissions application is considered.
6. *Health Insurance* — An international student is required under government regulations to have medical insurance and proof of this must be submitted prior to registration. The Student Life Office furnishes all students with information regarding an acceptable plan that is available to any University student.
7. *International Students (non U.S. residents)* will not be issued I-20 forms until all documents have been received and acknowledged by the University Admissions Office. All University admissions of international students are conditioned upon meeting the stated requirements.

FINANCIAL AFFAIRS

Houston Baptist University is a non-profit educational institution and receives contributions from the Baptist General Convention of Texas and from Baptist churches, gifts from the local business community, and gifts from interested individuals and foundations. The tuition and fees paid by the undergraduate students cover only fifty per cent of the instructional and operating costs of the University. Therefore, each undergraduate student at Houston Baptist University has a grant-in-aid that is equal to approximately one half of the total actual costs. Though graduate students bear a proportionately higher percent of costs, their education is heavily underwritten by the University's development program.

Dormitories

Dormitories are available for both men and women. Room and board is \$721.00 per quarter. A refundable deposit of \$25.00 is required of dormitory students. University apartments are available for married students. University dormitories are scheduled to be completely remodeled in the summer of 1984.

Payment of Accounts

Student accounts for tuition and fees are due and payable by the quarter upon

registration. Board and room charges may be paid on a monthly basis. Registration is NOT complete until a student has completed financial clearance in the Business Office. A Late Fee of \$25.00 is assessed for students who clear the Business Office after registration day.

Arrangements for loans or other financial aid should be made prior to registration. Financial aid MUST be credited in the Financial Aid Office by registration day.

Refund Policy

The University plans its expenditure for the year based on the anticipated attendance of students who have been accepted for registration by the Committee on Admissions. Its instructional and operating costs are not reduced by the withdrawal of a student after a quarter has begun. There may be a full refund of tuition and fees during the first week of school (except Application Fee and non-refundable tuition deposit). Upon official withdrawal, a pro-rata refund of tuition will be made for the first 25 percent of the quarter. Afterwards, there is no refund except that any student forced to withdraw by circumstances beyond his control may apply to the University Controller for a partial refund.

Undergraduate Financial Aid

The financial aid policy of the University is to meet the financial needs of all qualified students through the use of one or more of the programs listed below. Financial need is determined from the report of a College Scholarship Service. A financial Aid Transcript is required of all transferring students.

Each applicant for aid should submit the Financial Aid Form to the College Scholarship Service at the address indicated on the form. This form may be obtained from high school counselors or the Financial Aid Office at Houston Baptist University.

GRANTS

In addition, an Application for Financial Aid and all other forms should be filed with the Financial Aid Office by May 1. A plan of aid will then be prepared to meet the needs of each student. The "package" may include several kinds of assistance but in no circumstance will more than one type of institutional grant or scholarship be awarded.

Financial aid is ordinarily drawn from more than one source. Eligibility for various programs is best determined in consultation with the Financial Aid office. No commitment of funds is made until after the student has been officially admitted to the University.

SCHOLARSHIPS

Academic Scholarships

These scholarships are awarded on past academic achievement. Eligibility for these scholarships include: Freshman must graduate in top 10% of class, and score 1000 on SAT or 23 on ACT. Transfer students must have a cumulative Q.P.A. of 3.5.

Full Tuition Endowed Academic Scholarships

A limited number of fully endowed tuition scholarships are available for high school seniors or college transfer students who have demonstrated superior academic achievement and leadership ability. Application should be made in December for the following academic year. For complete information contact the Director of Admissions.

Nursing Scholarships

These scholarships are granted to students majoring in nursing and demonstrating a financial need. Students applying for this assistance should file the Financial Aid Form. The funds for Nursing Scholarships are provided by the Memorial Hospital, the Houston Endowment, other foundations, and interested individuals.

Pell Grants

Range: \$250-\$1900

Eligibility Requirements:

- (1) Demonstrate financial need.
- (2) Be a U.S. citizen
- (3) Not have a Bachelor's degree.

Application may be obtained from the high school counselor or from the Office of Financial Aid.

Grants-in-Aid

These grants are made to students who do not academically qualify for scholarships but who can contribute special abilities in such areas as athletics, debate, and music.

Supplemental Educational Opportunity Grants

Supplementary Educational Opportunity Grants from the federal government are available to aid academically qualified students who meet the financial need criteria specified by the government. The Financial Aid Form must be filed.

Tuition Equalization Grants

The purpose of this program is to encourage students to attend the university of their choice without cost as a major determinant. To be eligible for a Texas Tuition Equalization Grant, a person must (1) be a Texas resident; (2) be enrolled as a full-time student; (3) establish financial need; (4) not be a recipient of any form of athletic scholarship; (5) not be enrolled in a religious or theological degree program.

EDUCATIONAL LOANS

House Baptist University participates in the National Direct Student Loan, Nursing Student Loan and the Guaranteed Student Loan programs. All of these loans are low interest, long repayment educational loans. Financial need is one of the criteria for the National Direct Student Loan and the Nursing Student Loan. Application should be made well in advance of registration.

MINISTERIAL AID

Financial aid for church-vocations students will be awarded according to the following formula:

(1) Southern Baptist students committed to a preaching ministry may receive \$10 per semester hour from the Baptist General Convention of Texas plus up to \$30 per semester hour from Houston Baptist University.

(2) Southern Baptist students committed to or considering a non-preaching ministry may receive up to \$40 per semester hour from Houston Baptist University.

(3) Ministerial Scholarships and Church-Related Vocation Scholarships will be awarded upon recommendation of the Dean of Religious Affairs.

WORK OPPORTUNITIES

Work-Study Program

Eligible students may participate in the Federal Work-Study Program. Campus jobs and related project jobs are available for a maximum of 20 hours per week.

Off-Campus Employment

A service is available to assist students in finding part-time jobs off campus. Students interested in such employment should contact the Career Services Office in person.

VETERANS BENEFITS

Houston Baptist University is approved for veterans benefits. Contact the VA Representative in the Registrar's Office for specific details.

Undergraduate Tuition and Fees

Application Fee — non-refundable	\$ 25.00
Matriculation fee — annually	30.00
Convocation fee — per quarter	6.00
College Level Examination Program fee — (Engl. and/or Math)	40.00
Additional tests each	20.00
Recording fee for Advanced Placement credit — per semester hour	10.00
Tuition per semester hour	110.00
Applied music fee — per quarter	
One 30-minute lesson per week	125.00
Two 30-minute lessons per week	250.00
Late registration fee — after registration day	25.00
Change of schedule fee	5.00
Graduation fee	35.00

ESTIMATE OF UNDERGRADUATE EXPENSES PER QUARTER (Based on average class load of 11 sem. hrs.)

	<i>Resident</i>	<i>Commuter</i>
Tuition	\$1210.00	\$1210.00
Room and Board - 15 meals per week	<u>721.00</u>	<u> </u>
	\$1931.00	\$1210.00

Graduate Financial Affairs

Graduate Financial Aid

Financial aid is available to the graduate student from several sources. Many students receive aid through their company's tuition reimbursement program. The applicant should check this source to determine eligibility. The Tuition Equalization Grant (TEG) program of the State of Texas is a possible source of financial aid. Loans are available to candidates through the Guaranteed Student Loan (GSL) program. Those students pursuing endorsement or certification as bilingual teachers may qualify for Title VII full tuition scholarships. Contact the Director of Bilingual Education for requirements. Graduate students who are veterans are also eligible for VA benefits. Inquiries should be addressed to the VA coordinator in the Office of the Registrar, H.B.U. Inquiries regarding all financial aid opportunities should be addressed to the Director of Financial Aid, Houston Baptist University. See *Undergraduate Financial Aid* for a more complete description of programs.

Graduate Tuition and Fees

Grad. Application Fee non-refundable	\$ 25.00
Matriculation Fee each academic year	10.00
Late Registration Fee	25.00
Graduation Fee	35.00
M.B.A. & M.C.S. Tuition Deposit (non-refundable)	100.00

TUITION

M.ACC.-per 3 sem. hr. course	\$ 400.00
M.A. (Psy)-per semester hr.	115.00
M.B.A. — 1st year	5,300.00
2nd year	4,800.00
M.C.S. — per quarter	900.00
M.Ed.-per semester hour	115.00
M.S.M.-per 3 sem. hr. course	400.00

UNIVERSITY ACADEMIC POLICIES

The University operates on a semester hour basis with a quarter calendar as indicated by the official calendar which appears at the front of this Bulletin. Academic policies explained here conform to that calendar

Administrative Withdrawal of a Student

An instructor, with the approval of the Dean of the College in which the course is taught and with the approval of the Vice-President for Student Affairs, may administratively withdraw a student from a course. The administrative withdrawal of a student from a course may occur only through the last day for dropping a course with a grade of "W," usually the end of the seventh week of a fall, winter, or spring quarter, or the second week of the summer

quarter. Instructors may withdraw a student only for the following reasons:

1. Excessive absences in the course from which the student is being withdrawn.
2. If the prerequisites or corequisites as listed in the current HBU Bulletin of Information for the course from which the student is being withdrawn have not been met.
3. Circumstances beyond the student's control (serious illness, accident, etc.) that will involve excessive absences in the course from which the student is being withdrawn.

The student is responsible for verifying with the Records Office that an instructor has dropped him from a course. The form for this withdrawal may be obtained in the Record's Office.

Application for Degree

Each student must pay the graduation fee and file for graduation at least three quarters prior to the date graduation is expected. The Application for Graduation Card will verify the name as it should appear on the diploma, the date the degree is expected, and the major fields of interest to be completed as a part of the degree requirements. The student will also be asked to confirm the fact that he expects to be present and participate in the Commencement exercises.

An undergraduate student who leaves the University to attend a graduate or professional school to which he has been admitted prior to the completion of the requirements for the Bachelor's degree may petition to the Records Office upon the successful completion of the first year of graduate school for the granting of the Bachelor's degree. Approval must be granted by the University faculty, upon the recommendation of the Academic Affairs Committee in consultation with the faculties of the Colleges representing the fields of major study.

Attendance Regulations

Regular and punctual attendance is essential to successful achievement. Each student is responsible for all work from the first day of class and must make satisfactory arrangements with his teacher regarding any absence. Faculty members will maintain a complete and accurate record on the attendance of each student and report to the student and his adviser whenever irregular attendance is endangering the student's status in the class. If the irregularity persists, the student may be dropped from the enrollment by the Vice-President for Student Affairs on recommendation from the instructor in the course and the student's adviser.

Absences due to University activities may be approved in advance for students in good standing only, by the Vice-President for Student Affairs on recommendation of the faculty sponsor. This recommendation must be accompanied by a list of those involved and include full information regarding the nature and extent of the activity. These approved lists will be circulated to faculty

members and administrative officers in advance so that proper adjustments may be made and full advantage of the activity gained. The individual student is responsible for making up any work missed regardless of the reason for the absence.

In order to be eligible to receive credit in any course, a student must be present for at least two thirds of the class sessions, discussion group meetings and other scheduled activities related to that course. This limitation applies regardless of the ability of the student and the quality of the work he has done.

Students, faculty members, and administrative officers are required to attend official convocations of the University. All undergraduate students are required to participate regularly in Convocation.

Commencement

An annual commencement convocation is scheduled at the end of the spring quarter. Degrees are conferred each quarter and recipients are encouraged to participate in the spring commencement convocation.

Contract

When a student is admitted to Houston Baptist University, a contract has been consummated between the student and the University. This contract commits the student to being responsible for knowing and abiding by all the rules and regulations of the University as published in this Bulletin of Information and the Student Handbook. The University is responsible for providing for the students the best educational opportunities of which it is capable.

As indicated above, students applying for admission to Houston Baptist University must agree to abide by the policies and regulations established by the Board of Trustees, administration and faculty.

Counseling and Guidance

Guidance service for students at Houston Baptist University begins with the first contacts made with the prospective student. On the basis of the school grades, rank in class, scores on College Entrance Examination Board tests (or ACT tests), CLEP, AP, GRE, TOEFL, GMAT and information included in the Application for Admission, the student is first advised as to whether it appears he is suited to and likely to be happy in the program provided. For those approved for admission, this same information, supplemented by that gained from conferences, serves as a basis for preliminary classification and assignment.

Course Numbers

The courses of instruction are numbered in such a way as to reveal at a glance the intended level of the course and the number of semester hours to be earned by taking the course. The first digit denotes the level or the year in which the course is usually taken: 1 — freshman; 2 — sophomore; 3 — junior; 4 — senior; 5 — post-graduate or graduate; 6 — graduate. Undergraduate students may not register for courses beginning with a 5 or 6; it is recommended that undergraduates restrict their enrollment to courses that are not more than one digit away from their own student classification (fr., soph., etc.). The second digit indicates the semester hour value of the course. The third and fourth digits indicate the departmental sequencing of the course. The student must designate at registration the way he wants the credit recorded and may not change this after registration for that term is closed.

Courses listed on the same line and having the same description are sequence courses. If the numbers are separated by a hyphen, both must be successfully completed before a student may receive credit in either. If the numbers are separated by a comma, it is strongly recommended that both be completed in order to receive credit in either.

Dishonesty in Academic Affairs

Houston Baptist University views any act of academic dishonesty as a violation of the very heart of the nature of the University as expressed in this Bulletin. Academic dishonesty occurs when a student submits the work or record of someone else as his own or when a student has special information for use in an evaluation activity that is not available to other students in the same activity.

It is the responsibility of the faculty member or administrative officer to establish clearly that academic dishonesty has occurred. The faculty member will give a zero or a grade of "F" on that component of work involved in the case of a classroom violation. In the case of admissions testing or documentation, the student may be barred from admission by the University Admissions Committee. The student may appeal the action in the case of a classroom violation to the Dean of the College involved or to the Director of Admissions in the case of admissions testing or documentation violations. A standing Standards Committee within each College will serve as a hearing committee to assure that the student receives due process of law. The committee may take further action relative to that course in which the academic dishonesty occurred or may recommend further action to a standing University committee, i.e. Student Conduct or Admissions Committee. Students should be notified of this policy in every class at the beginning of each term by the faculty. However, failure to do so by that means does not invalidate the implementation of these policies in all cases. Inclusion in this Bulletin is considered sufficient notice to all students of University policy and procedures in this matter. See *Contract* in this section.

Final Examinations

Final examinations are required in all undergraduate courses and must be taken as scheduled. By faculty action a graduating senior may, for courses taken in the last quarter for which he is registered, have the option of either taking a final examination or accepting the grade assigned by the teacher on the basis of work completed in the course. If the student elects to take a final examination, it must be completed and the final grade reported at the time required by the Registrar for the processing of grades for graduation. Days for examinations are given in this **Bulletin**. Each exam period is preceded by two study days on which no grade determining activity may be conducted nor be due.

Insurance

Nursing students and international students are required to carry hospitalization insurance.

Military Service Credit

The recommendations of the American Council on Education will be followed in allowing eligible ex-service men and women college credit for satisfactory completion of formally organized service school programs. Courses taken through the United States Armed Forces Institute and other recognized military educational programs will be accepted when presented on official transcripts. All records of such training should be submitted as a part of the student's initial admission data, with a request for allowance of credit thought to be due, so that advisers can help avoid duplication of this work. Before any such credit may be recorded as a part of the student's official record, however, the student must qualify as a resident student in good standing at this University. This may be done by completing a minimum of 8 semester hours of standard residence courses with a 2.00 ("C" average) scholastic standing or above. No credit will be allowed on the basis of the General Education Development tests (college level), and no credit in physical education is awarded for military service experience or training.

Official Summons

A student who neglects or disregards an official request for a conference with a faculty member or an administrative officer will be subject to immediate suspension. Such requests may be delivered in person, by telephone, or by first class mail.

Pass-Fail Courses

Houston Baptist University students may register for one elective course each quarter on a pass-fail basis. Such an option is offered to encourage students to broaden their educational contacts through participation in courses outside their major fields without fear of competition with students who have more extensive experience in the selected area. This option will not apply to courses required by the University for a degree. Also, courses taken on the basis are not to be used as a part of a major. They are to enable a student to explore an area of interest and to give breadth to his university experience. The hours earned in pass-fail courses are counted in the total required for a degree. A pass grade does not affect the computation of scholastic standing; however, a fail grade in a course affects scholarship standing in the same way as any other failing grade. Courses taken on this basis are counted as a part of the student load for the term, and the type of registration elected for any course may not be changed after the last date to register as posted in the class schedule. These courses are designated at registration by a "P/F" following the course number. This option will not apply to courses required by the University for a degree except in the case of physical education. A student who properly registers for a course on a Pass-Fail basis may, at the discretion of the instructor, be assigned a grade of "A" where the student's performance merits that grade. The assignable grades are "A", "P", and "F".

Registration Procedure

Registration will be conducted as scheduled in the University Calendar at the beginning of each term. Students in good standing and those approved for admission will be eligible to participate. Insofar as it is possible, individual student schedules will have been predetermined through prior counseling and pre-registration, but all faculty members and administrative officers will be available to give additional guidance as needed. To become a member of any class and eligible for credit, the student must complete the registration procedure, including financial arrangements at the Business Office. Faculty members will receive their class lists from the Records Office after each name has been cleared by the Business Office. A late registration fee will be charged those failing to complete registration by the designated day. No student may register or enter a new class after the end of the first week in each quarter. The student must decide at registration the way he wants the credit recorded in a cross listed course and may not change this registration after registration for that term is closed.

A change in schedule after the day designated will involve the payment of a special fee and the approval of the change by the student's adviser and the instructor of each class involved. A form for this purpose will be provided by the Records Office. A signed copy returned to that office will provide copies for the adviser and the Business Office.

Student Responsibility

Each student is responsible for a knowledge of and adherence to regulations governing registration, withdrawal, degree plans, graduation requirements, and the payment of tuition and fees.

Televised Delivery of University Courses

Houston Baptist University has developed an innovative, instructional television system which will enable professional persons to have ready access to the instruction via televised delivery. This system, known as HBU/TV, is an audio interactive instructional television operation which allows live campus classes to be

telecast to locations in a 50-mile radius of the University. The interactive aspect also allows students at remote classroom locations to be fully participating members of that class. This system holds potential for many professionals who are not reached by more traditional educational delivery efforts. Those interested in courses via television should contact HBU/TV on the University campus by phone or mail.

Transcripts

Official scholastic records will be maintained in perpetuity for each student who registers for credit at Houston Baptist University. These records are really the joint property of the student and the University and as such will be handled with customary care and confidence. Certified copies will be available to students and graduates. The first copy requested is furnished free of charge. Additional copies will be provided for a fee of \$1.00 each. To obtain this service, the person whose record is involved completes and signs a Transcript Request Card and leaves it with the appropriate fee, if due, at the Records Office. Transcripts cannot be released until satisfactory arrangements have been made regarding all financial obligations to the University.

If a student questions any grade as recorded in the University Records Office, the student has a period of five years beginning with the end of the term in which the grade was awarded to challenge the accuracy of the grade. At the end of five years, the permanent record card will become the absolute record and a grade may NOT be changed for any reason.

Withdrawal Procedure

A student who ceases to attend class should follow the prescribed withdrawal procedure to protect his status and leave himself in the best possible position with respect to future registration at this or another university. Failure to do so may result in a lower scholastic standing and a greater financial loss. Proper forms and instructions to follow may be obtained from the Registrar.

Grades assigned on withdrawal are determined by the "Grading System," described elsewhere in this Bulletin.

UNDERGRADUATE PROGRAM POLICIES

Undergraduate Academic Load

The minimum number of semester hours required to complete an undergraduate degree at Houston Baptist University (130) dictates that a student must earn approximately 11 semester hours each quarter to make normal progress. In actual practice, it is anticipated that a majority of those completing an undergraduate degree will accumulate a number of hours beyond the minimum. This, then, presumes a normal load of 12 undergraduate semester hours with an allowed maximum of 13 semester hours. Undergraduate students registered for 8 or more semester hours in a regular quarter are considered to be full-time students.

Advanced Standing

High school graduates with strong academic records who have completed college level work while in high school may receive course credit in appropriate fields of interest subjects at Houston Baptist University. To become eligible for this credit, an applicant must make a satisfactory score on the College Board Advanced Placement Examination in the subject in which credit is desired. Prospective students are encouraged to consult their high school counselors and arrange to take the Advanced Placement Examinations for which they are eligible in the spring prior to expected fall enrollment. These examinations are normally given once each year, usually in May. HBU Credit is awarded for students scoring a 3, 4 or 5 on the examination. Complete information may be obtained by writing the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540.

All entering undergraduate students with fewer than 33 semester hours credit are invited to take the General Examinations of the College Level Examination Program of the College Board. A student at the 71st percentile or above shall be eligible to receive the following credit:

English 1313, 1323 — 6
semester hours
History 2313, 2323 — 6
semester hours
Mathematics 1303, 1313 — 6
semester hours
Natural Science 1414, 1424 —
8 semester hours.

The subject examinations in this same program and other approved examinations are available to students who have developed special abilities and would like to demonstrate eligibility for additional credit.

Students may receive credit by examination in French, German, or Spanish through the MLA Cooperative Foreign Language Examinations. Students who score above the 80th percentile on Form MB may receive 12 hours of credit; students, who score above the 65th percentile on Form MB may receive 6 hours of credit. Those scoring above the 80th percentile on Form LB may receive 6 hours of credit.

Students taking the American College Test (ACT) and earning very high standard scores may be awarded as much as 19 semester hours of college credit. The minimum acceptable ACT Standard Scores and the credit for which students shall be eligible for credit based on these scores are:

SUBJECTS	ACT STANDARD SCORES
English 1313	27 English
English 1313, 1323	30 English
Math 1313	28 Mathematics
History 2313, 2323	
or	29 Social Sciences
Political Science & Economics	
Natural Science 1414	31 Natural Science

An official copy of the student's ACT results must be on file with the University Records Office in order for credit to be awarded.

Army ROTC Cross-Enrollment Program

Although Houston Baptist University does not have an Army Reserve Officers Training Corps unit on campus, men and women students may participate in the program at Rice University. The cross-enrollment program is an arrangement between the student and the Military Science Department at Rice University.

Academic credits are transferred to the student's records at Houston Baptist University. Underclassmen spend two hours in class and leadership lab a week. The Army ROTC prepares selected college students for positions of responsibility in the Active Army and its Reserve Components. It enables a student to earn a commission as an officer at the same time he earns an academic degree in a field of his choice. The ROTC program prepares the individual to pursue either a military or a civilian career. No tuition is charged for the courses, and students enrolled in the Advanced Course receive \$100 per month for the time they are studying in their junior and senior years. Veterans may enroll directly into the Advanced Course, and there is a two-year program for those students completing their second year of studies.

Interested students should contact the Army ROTC Unit, Rice University, Houston, Texas 77001 — (713-527-4956).

Classification of Undergraduate Students

<i>Freshman:</i>	Less than 32 semester hours of credit
<i>Sophomore:</i>	At least 32 and not more than 63 semester hours
<i>Junior:</i>	At least 64 semester hours, and an approved degree plan on file with the Registrar
<i>Senior:</i>	At least 96 semester hours and a 2.00 scholastic standing or above
<i>Special:</i>	A student over 21 years of age, with demonstrated ability to do acceptable university work, but indicating by signed statement that he is not interested in following a degree program

Part-Time Student:

Undergraduates registered for less than 8 semester hours in a regular quarter

Convocation Program

All full-time undergraduates (8 hours or more) are required to attend convocation as long as they are enrolled at Houston Baptist University. This course is taken on a pass-fail basis with satisfactory attendance being the criteria for grading. Student must attend 2/3 of the convocation programs. In addition, an extra Tuesday attendance is requested during Religious Emphasis Week in the fall and Life Commitment Week in the spring. No disciplinary action will be taken for unsatisfactory attendance, but a student who receives a failing grade jeopardizes meeting graduation requirements.

Dean's List and Honor Roll

In order to encourage excellence in undergraduate scholarship and give recognition to superior achievement, a Dean's List and an Honor Roll are released by the Dean of Records each quarter. Full-time undergraduate students maintaining a quality point average at a level which, if continued, would make them eligible to graduate with honors (3.5 and above), are included on the Dean's List. Those completing a minimum of 8 semester hours with a standing of 3.25 through 3.499 comprise the Honor Roll.

Students registered for fewer than 8 semester hours and meeting any of the above standards are included on an Honorable Mention List.

Degree Plan

Before an undergraduate student with 64 semester hours completed can register, the student must have an approved degree plan on file. A transfer student who transfers more than 50 semester hours must file a degree plan before the second quarter in residence. A transfer student who expects to receive Veteran's Administration benefits must file a degree plan before the initial registration. The degree plan must be based on a single volume of the **Bulletin of Information** and will be valid for a period not to exceed 5 years from the date of filing.

Degrees with Distinction

Honors at graduation are awarded to undergraduate students who have completed a minimum of 64 semester hours in residence at Houston Baptist University and earned an appropriate number of quality points to be eligible for the honors indicated. An average standing of 3.5 entitles the student to graduate *cum laude*; 3.7 *magna cum laude*; 3.9 *summa cum laude*.

English Proficiency Examination

The English Proficiency Examination is required of all undergraduate students who graduate from Houston Baptist University. The student should take the exam as soon as possible after completing the twelve hours of English which are Smith College requirements; Nursing students may take the exam after completing only nine of those hours. The English Proficiency Examination is administered once each quarter on the first Thursday of the first week of classes; the two summer terms are considered one quarter. The undergraduate student is required to demonstrate his ability to communicate in standard English by writing a well organized, adequately developed, five paragraph essay. Guidelines for students taking the exam are available. The student failing the exam twice must, before taking the exam a third time, officially audit and successfully complete the requirements for one of the following courses: ENGL 1214, 1224, 1234, 1303, or 1313. The decision concerning which of these courses to take should be made in consultation with the student's assigned English Proficiency Examination adviser.

Evening Schedule

In 1974, Houston Baptist University established a formal offering of courses which would allow a student to complete requirements for a degree by attending on a part-time, evening basis.

This expansion was made to provide the Houston Baptist University community area with work-oriented service courses for degree completion, and with continuing education refresher courses.

Majors and Minors

Since each undergraduate graduate of Houston Baptist University will complete a major in each of two selected academic fields of interest, minors will not be recognized or indicated on student records. Not more than 36 semester hours in the same field may be counted as a part of an undergraduate degree program.

Naval Reserve Officers Training Corps

Although Houston Baptist University does not have a Naval ROTC Unit on campus, qualified men and women may participate in the program at Rice University. The cross-enrollment program is an arrangement between the student and the Naval Science Department at Rice University.

There are four NROTC Programs which lead to a commission in the regular or reserve components of the Navy or Marine Corps:

1. A four-year Scholarship Program leading to a commission in the regular Navy or Marine Corps. This program provides all tuition, books, school fees and uniforms plus \$100 per month.
2. A four-year College Program which leads to a commission in the Naval or Marine Corps Reserve. All books and uniforms required for naval science courses are provided.
3. A two-year Scholarship Program covering juniors & seniors.
4. A two-year Nuclear Propulsion Candidate Scholarship Program which may lead to nuclear power training after graduation.

Interested students should contact the Naval ROTC Unit, Rice University, Houston, Tx. 77001 (713-527-4825).

Pre-Law Suggested Program

Students preparing to enter a law school should plan their programs with attention to educational breadth in fields of his choice. The opportunity to choose two majors will enable the prospective law school student to prepare himself more broadly than might usually be possible. Regardless of the choice of majors, an ability to use the

English language is a requisite for a successful legal career. A broad acquaintance with history, an understanding of our social and governmental institutions, an appreciation of English literature and the classics, a knowledge of philosophy, economics and logic, together with a training in science and the scientific method, as well as basic speech courses and accounting, are all basic elements in laying a broad background for the law school. Suggested undergraduate majors include: accounting, economics, English, history, management, political science, psychology, sociology and speech. Students interested in a pre-law program are encouraged to establish a relationship with one of the members of the pre-law committee for special advising in this area. In the spring quarter of the junior year, students are advised to make preparations for the Law School Admissions Test and for compiling the information required by the Law School Data Assembly Service.

Pre-Med Program

Beginning with the graduation of the first class in 1967, Houston Baptist University has enjoyed a high ratio of acceptances to all state medical and dental schools and Baylor College of Medicine. The careful counseling of individual pre-med, pre-dental students by members of the pre-professional advisory committee, coupled with proper guidance to preparing students for MCAT (Medical College Admission Test) and DAT (Dental Aptitude Test), has resulted in placing many students who received honors in professional schools. For detailed requirements, please see Pre-Med Program under "Undergraduate Degree Requirements."

Scholastic Standing

A cumulative record of the quality point standing of each student will be maintained, and those failing to achieve acceptable minimums will be placed on academic probation for one quarter and their enrollment terminated at the end of the quarter if satisfactory progress is not made. The grade point average on which this action is based is determined by

dividing the number of grade points earned at Houston Baptist University by the number of semester hours attempted at Houston Baptist University, with repeated courses considered only once in the calculation. A student dropped from enrollment because of scholastic deficiencies may apply for readmission, to the Committee on Admissions, after the end of the suspension period.

An undergraduate student must attain the following cumulative scholastic levels:

0-22 hours	1.60
23-44 hours	1.75
45-66 hours	1.90
67 hours and above	2.00

Each undergraduate student failing to earn the standing designated above will be placed on academic probation and removed from the list of degree candidates until the appropriate cumulative standing is attained.

First time freshmen students failing to attain the cumulative scholastic standing of 1.60 at the end of their first and/or second quarter(s) will be placed on "Academic warning" for the ensuing quarter, and notification of this action will be sent to his faculty advisor. Transfer freshmen students failing to attain the minimum 1.60 during their first quarter will be placed on "Academic Warning" for the ensuing quarter. Each other undergraduate student failing to earn the standing designated above will be placed on academic probation and removed from the list of degree candidates until the appropriate cumulative standing is attained. No undergraduate student may register as a senior or be considered as a candidate for a degree who does not have a 2.00 cumulative standing. A student must maintain the cumulative academic standing specified for his classification to be eligible to represent the University.

An undergraduate student on academic probation must earn a 2.00 standing in the current quarter to be eligible to continue in enrollment beyond that quarter. The student failing to attain this standing will be suspended and may not apply for readmission until at least one full quarter has passed. Removal from academic probation requires a 2.00 average. An

undergraduate student readmitted by the Admissions Committee after a period of academic suspension and not attaining a 2.00 will be suspended and not allowed to apply for readmission in less than one calendar year from his last period of enrollment. Readmission must be approved by the Admissions Committee. Readmission is not guaranteed by the Admissions Committee after a student is suspended. A third academic suspension shall be permanent.

The Undergraduate Grading System and Quality Points

To record the level of undergraduate student achievement and stimulate quality work, the University system of grading is expressed in letters and quality points as indicated below:

- A— for excellent work — 4 quality points per semester hour
- B— for above-average work — 3 quality points per semester hour
- C— for average work — 2 quality points per semester hour
- D— for below-average work — 1 quality point per semester hour
- IS— for satisfactory progress, work incomplete — 0 quality points and 0 semester hours — becomes "F" if not completed within one quarter.
- F— for unsatisfactory work — 0 quality points and hours completed, no credit
- IU— for unsatisfactory progress, work incomplete — 0 quality points — becomes "F" if not completed and satisfactory grade obtained within one quarter.
- NR— in extenuating circumstances, when the student who fails to complete the work of a course has failed to contact the instructor, the instructor may, with the approval of the Dean of the College, assign a grade of "NR". An "NR" will have the same effect on the student's GPA as a grade of "IS". It is distinguished from the grade "IS" by the fact that an "NR" automatically changes to "F" on the last day to register for the next academic quarter.

- P— for pass-fail courses — described on page 25.
- W— for withdrawal within first seven weeks of the quarter. Withdrawal after the seventh week cannot be approved and a grade of "F" is automatically recorded. Complete withdrawal from the University is described below.
- X— for courses audited — no quality points and no hours attempted

Complete Withdrawal from University

A student who is withdrawing from all courses in the University may do so, with the approval of the Dean of Admissions and Records, at any time prior to the beginning of the final examination period with a grade of "W".

Undergraduate Transfer Credit

A student otherwise eligible to transfer to Houston Baptist University from another collegiate level institution may expect to receive as liberal an acceptance of his previous academic work as is consistent with regulations which must be observed among colleges and universities, and with the maintenance of a high quality level on this campus. In general, an official transcript from an accredited college or university is accepted and recorded as received, and the courses completed used to the fullest extent possible to apply toward a degree.

A transcript from a non-accredited institution can be validated and used in the same way only after the student has demonstrated by at least a quarter of full-time residence study on this campus his ability to succeed in a program such as is offered here and in advanced courses in his selected fields of interest. Credit from a non-accredited institution may be accepted only upon approval of the Registrar prior to first matriculation at Houston Baptist University. An undergraduate transcript from a non-accredited institution can be validated and used only after the student has completed the first 8 semester hours at Houston Baptist University with a minimum grade point average of 2.00.

A transfer student must meet the same scholastic standings as other full-time students. (See p. 30). An undergraduate transfer student with fewer than 30 semester hours must submit a high school transcript and scores on SAT or ACT tests. No credit by correspondence and no course received in transfer with a grade of "D" will be counted toward a degree. Credit for extension courses may be applied toward degree requirements by petition and supporting evidence which establishes the equivalency of the extension work to that of the regular instructional program of the institution issuing the credit.

Undergraduate students transferring to Houston Baptist University from other

accredited colleges and universities will receive transfer credit for the Smith College of General Studies Bachelor of Arts foreign language requirement only if the language is offered at Houston Baptist University. This same restriction is applied to credit by examination.

Students contemplating transient enrollment at any other institution must secure prior approval in writing from the Dean of Records at Houston Baptist University in order for credits to be accepted in transfer. Only credit from institutions listed in the current Directory of the National Center for Educational Statistics will be considered for transfer.

All grades earned remain a part of a student's permanent record.

Graduate Program Policies

Graduate Academic Load

A graduate student who is enrolled for six or more graduate semester hours during a term is considered to be a full-time student. Graduate students enrolled in particular programs of study must meet the particular enrollment requirements of that specific degree program for each quarter of enrollment.

Graduate Degree Application

Each student must pay his graduation fee and file for graduation at least three quarters prior to the date graduation is expected. The Application for Graduation Card will verify the name as it should appear on the diploma, the date the degree is expected, and the major fields of interest to be completed as a part of the degree requirements. The student will also be asked to confirm the fact that he expects to be present and participate in the Commencement exercises.

Graduate Grading System and Quality Points

Each graduate student will receive grades at the end of each quarter of enrollment. The system of grading is as follows:

GRADE	QUALITY POINTS
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
F	0.00
IS	Incomplete Satisfactory
IU	Incomplete Unsatisfactory
W	Withdraw

The "C" grades indicate below average performance and the "F" indicates failure.

Candidates must achieve a B average to graduate. After each grading period, the Registrar will review the current and cumulative grade average for each student. Those students whose performance does not meet graduation standards may be asked to do remedial work, to drop back and join a later class, or to leave the program.

A statement of good standing will be available upon request at the end of each grading period. At registration, each candidate shall indicate the address to which grades are to be sent.

Graduate Transfer Credit

There is not automatic transfer of credit toward a master's degree, but, in certain programs, work completed in residence at another accredited institution may, on the recommendation of the Program Director of the College concerned, be accepted by the Dean of Records as credit toward a graduate degree. In no case, however, will more than six hours credit be eligible for transfer. All transfer credit must carry a grade of B or higher and must have been received in residence enrollment. No correspondence or extension credit will be accepted.

Graduate Scholastic Standing

Every graduate student enrolled in graduate programs is required to maintain a high level of performance and to comply fully with policies of the University. Students who are conditionally admitted to a degree program are automatically on probation. Failure to fulfill the conditions stipulated at the time of admission will

result in suspension from the University. If a graduate student's cumulative quality point average falls below 3.0, the student will be placed on academic probation. A 3.0 average is the minimum requirement of the university for graduate students; individual academic programs may impose a higher quality point average for continuance in specific programs. Probationary status can be removed only when the cumulative QPA reaches the minimum of 3.0. Each student placed on academic probation must achieve a minimum 3.0 QPA during the student's current enrollment or he will be suspended and will not be allowed to apply for readmission until at least one full quarter has passed. Readmission is not guaranteed after a student has been suspended. A student readmitted to graduate study after a period of academic suspension and not attaining a 3.0 QPA for that period will be suspended and not allowed to apply for readmission in less than one calendar year from his last period of enrollment. A third academic suspension will be permanent.

A student must maintain the cumulative academic standing specified for his classification to be eligible to represent the University.

Time Limit on Length of Program

Required courses are scheduled for the convenience of the student. Using a combination of available offerings, a typical student will be able to earn the graduate degree within the span of twenty-four months or less. A student will have five years after first enrollment to complete all requirements for the graduate degree.

THE UNDERGRADUATE ACADEMIC PROGRAM

The academic program of Houston Baptist University presents a highly coordinated sequential approach to a thoroughly sound undergraduate education. Interdisciplinary Courses, taught by teams of faculty members, are designed to assure each graduate an opportunity to unite the wisdom of the ages in his attempt to solve in a creative way problems of his day. These are supplemented by an array of sound academic disciplines which afford areas of interest in which special competence may be attained. All instruction is presented in a framework that is consistent with the fullest meaning of the Christian commitment, and a required sequence of courses in Bible and Christianity guarantees that all graduates attain an acceptable level of Christian literacy.

The freshman year is devoted chiefly to courses required in programs leading to the Bachelor of Arts, the Bachelor of Science or the Bachelor of Music or Music Education degree. A thorough survey of both the Old and New Testaments is required for each student at this level. There are six semester hours dealing with language and literature. Natural Science, a team-taught integration of biology, chemistry, and physics, or a foreign language and math are required. Ample time is available for each student to begin work in academic fields of individual interest leading toward the two majors which must be a part of each degree program.

Interdisciplinary Courses are offered in two sequences, "Culture and Human Experience" and "Great Issues of the 20th Century." The sequence entitled "Culture and Human Experience" is directed by a team of faculty members and designed to bring each student face to face with man's imposing cultural accomplishments and to encourage an appreciation of them. A

parallel and closely related course required for all sophomores is World Literature. United States History or American Economic System and American and Texas Government should be included. A broader list of individual interest fields is available for student selection. The Interdisciplinary Course "Great Issues of the 20th Century" has as its goal for each student the development of a familiarity with the steps man has taken and is now taking to master his total environment. Special attention is given to the major unsolved problems of the era and to the attempted and proposed solutions.

In the junior year, to acquaint the student with the important place Christianity occupies in our American way of life and with the organization and work of leading denominational groups, a course dealing with Christian thought and denominational practices is required. Further development of the two majors required for graduation and a possible choice of free electives account for the remaining available time.

In the senior year, Senior Seminars claim a large block of the time and attention of each student. These seminars serve as capstone courses in individual interest areas, integrating this work with that done in the previously completed courses. Individual responsibility and independent study are emphasized. Free electives are available for those who have time to take advantage of these additional opportunities.

Long range planning for the second decade in the history of the University, in which there was wide participation of all elements in the University community, established some general principles to convey convictions and aspirations that determine the nature of instruction and life style on this campus. Degree requirements and curricular patterns are determined in a large measure by adherence to these principles.

Undergraduate Degree Requirements

An approved undergraduate degree plan must be on file with the Records Office before anyone with 64 or more semester hours can be cleared for registration. Each student is responsible for a knowledge of and adherence to regulations governing registration, withdrawal, degree plans, graduation requirements, and the payment of tuition and fees. Degrees are conferred each year as scheduled in the University Calendar. Once a student begins a degree program at Houston Baptist University, it is expected that he will complete his degree requirements at Houston Baptist University. Candidates for undergraduate degrees must complete the following requirements:

1. A minimum of 130 semester hours, including 2 semester hours in 2 different physical activity courses but not more than 4 semester hours in activity courses in physical education and not over 4 semester hours of other student activity type courses, and not fewer than 48 semester hours of upper level courses.
 2. The minimum undergraduate residence requirement is 32 semester hours including at least 12 semester hours of upper level courses in each major completed at Houston Baptist University with a grade of "C" in each course. A student whose undergraduate degree program includes 60 semester hours in residence at this University may be allowed to earn 6 of his last 30 hours in another approved institution. (No credit by correspondence, and no course received in transfer with a grade of "D" will be counted toward a degree. Credit for extension courses may be applied toward degree requirements by petition and supporting evidence which establishes the equivalency of the extension work to that of the regular instructional program of the institution issuing the credit.) Students may not be enrolled concurrently at another college or university while enrolled as a full-time student at Houston Baptist University.
 3. Regular attendance at all convocations is required and is a convocation attendance requirement for undergraduate graduation. Evening students may petition to waive convocation requirements.
 4. All undergraduate students must take the English Proficiency Examination during the next quarter of registration following completion of 12 required semester hours of English. All undergraduate students must pass the English Proficiency Examination before a degree can be granted. (See p. 29).
 5. A minimum cumulative scholastic standing of 2.00 ("C" average) must be attained, and no grade of less than "C" in courses required within each major.
 6. Two academic majors: 48 semester hours (24 hours each) and not over 36 semester hours in either field may be counted toward a degree. Each major must include a minimum of 12 semester hours above the sophomore level. Senior Seminars (8 semester hours) are included in these totals.
 7. Senior Seminars are required in each major field. To be eligible to register for a Senior Seminar, a student must have completed a total of 80 semester hours, 15 of which must be in the field to be studied, and have a 2.00 cumulative quality point standing.
 8. At the date of this publication, March 1984, majors may be selected from accounting, art, bilingual education, biology, chemistry, child development, Christianity, computer information systems, early childhood education, economics, elementary education, English, finance, French, history, management, marketing, mass media, mathematics, medical technology, music, nuclear medicine technology, nursing, physical education, physics, political science, psychology, recreation, sociology, social work, Spanish, speech.
- Programs qualifying teachers for certification to teach in both the elementary and the secondary schools are offered.
9. In order to register as a junior and become a candidate for a degree, a student must have on file with the Records Office an approved degree plan showing the exact program to be followed. A student must file a graduation application at least three quarters before anticipated date of graduation. This may be done at any time during the sophomore year

and may not be changed after registration for the second quarter of the senior year is closed. See section on Degree Plans, p. 28.

10. Each undergraduate must complete 6 semester hours of Interdisciplinary Courses from 3301, 3302, 3303, 3304, 3311, 3312, 3313, 3314.
11. History 2313, 2323 is required for teacher certification. Students in other programs may substitute Economics 1301 and Political Science 2313 for this graduation requirement.
12. Economics 1301 and Political Science 2313 are required for each student who has not completed History 2313, 2323.
13. Please check other more complete degree requirements as listed in DEGREE REQUIREMENTS includes Notes 1 through 15 on pages 35-36.
14. The recommended full-time student load is 8-12 semester hours each quarter.
15. These 6 semester hours must include either 3 semester hours in The American Economic System 1301 and 3 semester hours in American and Texas Government 2313 or 6 semester hours in The United States (Our American Heritage) 2313, 2323.

BACHELOR OF ACCOUNTANCY

Minimum academic program requirements for Bachelor of Accountancy degree are:

	Sem. Hrs.
Christianity 1313, 1323 and 2333	9
English 1313, 1323, 2313 and 2323	12
Foreign Language and Mathematics 1313	9
(or 8 semester hours in Natural Science, including laboratory)	
Computer Information System 1321	3
Physical Education 2111	2
Speech 1313	3
Social Sciences * (See note 15)	6
Degree Core:	
Economics 2303, 2304	
Finance 3307	
Mathematics 3312	
Management 3302, 3303, 3304, 4301, 4310	27
Major in accountancy:	
Accounting 2301, 2303, 3301, 3302, 3303, 3304, 3307, 4311, 4292, 4293, plus 9 semester hours of upper level accounting courses	37
Second Major (See notes 6, 7 and 8, p. 35)	25
Interdisciplinary Courses 3301, 3302, 3303, 3304 or 3311, 3312, 3313, 3314 (See note 10)	6
	139

*(Political Science 2313 and Economics 2303 meet this requirement for this degree program.)

BACHELOR OF ACCOUNTANCY RECOMMENDED DEGREE PROGRAM

	Sem. Hrs.
Freshman	
Christianity 1313, 1323 — Old and New Testament	6
English 1313, 1323 — Language and Literature	6
Foreign Language and Mathematics 1313	9
(or 8 semester hours in Natural Science including laboratory)	
Computer Information Systems 1321	3
Physical Education 2111	2
Speech 1313	3
Social Sciences*	6
	35

Sophomore

Interdisciplinary Courses 3301, 3302, 3303, 3304 or 3311, 3312, 3313, 3314 (See note 10)	6
English 2313, 2323 — World Literature	6
Degree Core:	
Accounting 2301, 2303	6
Economics 2303, 2304	6
Finance 3307	3
Mathematics 3312	3
Second Major (See note 6, p. 35)	6
	<hr/> 36

Junior

Christianity 2333 — Christian Doctrine	3
Management 3302, 3303, 3304	9
Accounting 3301, 3302, 3303, 3304, 3307	15
Second Major	9
	<hr/> 36

Senior

Management 4301, 4310	6
Accounting 4311 plus 9 semester hours of upper level accounting courses	12
Second Major	6
Senior Seminars in Accounting 4292, 4293	4
Senior Seminars in Second Major (See note 7, p. 35)	4
	<hr/> 32

*(Political Science 2313 and Economics 2303 meet this requirement for this degree program.)

BACHELOR OF ARTS

Minimum academic program requirements for all undergraduates pursuing the Bachelor of Arts Degree:

	Sem. Hrs.
Christianity 1313, 1323, and 2333	9
English 1313, 1323, 2313, 2323	12
Interdisciplinary Course 3301, 3302, 3303, 3304 or 3311, 3312, 3313, 3314 (See note 10, p. 36)	6
Foreign Language	6
Mathematics 1313	3
Computer Information Systems 1321	3
Speech 1313	3
Physical Education 2111	2
Social and Behavioral Sciences (See note 11, p. 36)	6
Two majors (See notes 6, 7 and 8, p. 35)	48
Program requirements and electives	32
	<hr/> 130

BACHELOR OF ARTS RECOMMENDED DEGREE PROGRAM

Freshman	Sem. Hrs.																																	
English 1313, 1323 — Language and Literature	6																																	
Christianity 1313, 1323 — Old and New Testaments	6																																	
Mathematics 1313	3																																	
Computer Information Systems 1321	3																																	
Speech 1313	3																																	
Foreign Language, — French, German, Greek, Spanish (six hours in same language)	6																																	
Student selected and Faculty Adviser approved courses from the following list (See Note 1)	<u>8</u>																																	
	35																																	
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Accounting</td> <td style="width: 33%;">Elementary</td> <td style="width: 33%;">Mass Media</td> </tr> <tr> <td>Art</td> <td>Education</td> <td>Mathematics</td> </tr> <tr> <td>Bilingual</td> <td>Finance</td> <td>Music</td> </tr> <tr> <td>Education</td> <td>French</td> <td>Philosophy</td> </tr> <tr> <td>Child</td> <td>German</td> <td>Physical Education</td> </tr> <tr> <td>Development</td> <td>Greek</td> <td>Political Science</td> </tr> <tr> <td>Computer Information</td> <td>Guidance</td> <td>Psychology</td> </tr> <tr> <td>Systems</td> <td>Associate</td> <td>Sociology</td> </tr> <tr> <td>Early Childhood</td> <td>History</td> <td>Social Work</td> </tr> <tr> <td>Education</td> <td>Management</td> <td>Spanish</td> </tr> <tr> <td>Economics</td> <td>Marketing</td> <td>Speech</td> </tr> </table>	Accounting	Elementary	Mass Media	Art	Education	Mathematics	Bilingual	Finance	Music	Education	French	Philosophy	Child	German	Physical Education	Development	Greek	Political Science	Computer Information	Guidance	Psychology	Systems	Associate	Sociology	Early Childhood	History	Social Work	Education	Management	Spanish	Economics	Marketing	Speech	
Accounting	Elementary	Mass Media																																
Art	Education	Mathematics																																
Bilingual	Finance	Music																																
Education	French	Philosophy																																
Child	German	Physical Education																																
Development	Greek	Political Science																																
Computer Information	Guidance	Psychology																																
Systems	Associate	Sociology																																
Early Childhood	History	Social Work																																
Education	Management	Spanish																																
Economics	Marketing	Speech																																
Sophomore																																		
English 2313, 2323 — World Literature	6																																	
Christianity 2333 — Christian Doctrine	3																																	
Culture and Human Experience 3301, 3302, 3303, 3304 (See Note 10, p. 36)	6																																	
Great Issues of the 20th Century 3311, 3312, 3313, 3314 (See Note 10, p. 36)	6																																	
History 2313, 2323 — The United States (See Note 11, p. 36)	6																																	
Physical Education 2111	2																																	
Student selected and Faculty Adviser approved courses from above list and the following fields (See Note 9, p. 35)	<u>12</u>																																	
	35																																	
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Biology</td> <td style="width: 50%;">Christianity</td> </tr> <tr> <td>Chemistry</td> <td>English</td> </tr> </table>	Biology	Christianity	Chemistry	English																														
Biology	Christianity																																	
Chemistry	English																																	
Junior																																		
Economics 1301 — The American Economic System and Political Science 2313 — American and Texas Gov't. (See Note 12, p. 36)	6																																	
Student selected and Faculty Adviser approved courses from above lists plus the following fields	<u>24</u>																																	
	30																																	
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Medical Technology</td> <td style="width: 50%;">Special Education</td> </tr> <tr> <td>Professional Education</td> <td></td> </tr> </table>	Medical Technology	Special Education	Professional Education																															
Medical Technology	Special Education																																	
Professional Education																																		
Senior																																		
Senior Seminar 429—, 429—, — Selected Major	4																																	
Senior Seminar 429—, 429—, — Selected Major	4																																	
Student selected and Faculty Adviser approved courses	<u>22</u>																																	
	30																																	

BACHELOR OF MUSIC

Minimum academic program requirements for undergraduates pursuing the Bachelor of Music degree are:

	Sem. Hrs.
Christianity 1313, 1323, and 2333	9
English 1313, 1323, 2313, 2323	12
Foreign Language	6
Physics 1303	3
Computer Information System 1321	3
Physical Education 2111	2
Social and Behavioral Sciences (See Note 12, p. 36)	6
Majors	95
	136

BACHELOR OF MUSIC RECOMMENDED DEGREE PROGRAM

	Sem. Hrs.
Freshman	
Music Theory 1212, 1222, 1232	6
Applied Theory 1112, 1122, 1132	3
Applied Major (Private lessons)	6*
Applied Secondary (Piano for non-keyboard majors)	3
Cognate courses (See specialized program requirements as listed in College of Fine Arts)	3
Ensemble (Vocal or Instrumental)	3
Recommended Academic Program Requirements	12
Christianity 1313, 1323	
English 1313, 1323	
	36
Sophomore	
Music Theory 2212, 2222, 2232	6
Applied Theory 2112, 2122, 2132	3
Music Literature 2212, 2222, 2232	6
Applied Major	6*
Applied Secondary	1**
Cognate Courses (See specialized program requirements as listed in College of Fine Arts)	4
Ensemble (Vocal or Instrumental)	3
Recommended Academic Program Requirements	10
English 2313	
Foreign Language (Spanish, French or German) 1313, 1323	
Physical Education 2111	
	39

	Sem. Hrs.
Junior	
Music Theory 3312	3
Music History 3212, 3222, 3232	6
Conducting 3172, 3272 or 3173, 3273	3***
Applied Major	9
Junior Recital	1
Cognate Courses (See specialized program requirements as listed in College of Fine Arts)	5
Ensemble (Vocal or Instrumental)	3
Recommended Academic Program Requirements	9
English 2323	
History 1313, 1323 or Economics 1313 and Pol. Sci. 2313	
	39

Senior	
Senior Seminars 4292, 4293	4
Applied Major	9
Senior Recital	2
Cognate Courses (See specialized program requirements as listed in College of Fine Arts)	8
Ensemble (Vocal or Instrumental)	3
Recommended Academic Program Requirements	10
Christianity 2313	Physics 1303
Computer Information System 1321	Physical Ed. 2111
	36

* Nine hours required for Organ Major.

** Three to six hours required for Theory/Composition Major.

*** Five hours required for Sacred Music Major.

BACHELOR OF MUSIC EDUCATION

Minimum academic program requirements for all undergraduates pursuing the Bachelor of Music Education Degree are:

	Sem. Hrs
Christianity 1313, 1323 and 2333	9
English 1313, 1323, 2313, 2323	12
Interdisciplinary Course 3301, 3302, 3303, 3304 or 3311, 3312, 3313, 3314	6
Foreign Language	6
Physics 1303	3
Computer Information Systems	3
Physical Education 2111	2
Social and Behavioral Sciences (See Note 15, p. 36)	9
Two majors (See Notes 6 and 7, p. 35)*	48
Program requirements and electives	32
	130

* One of these seminars will be MUEC 4292 Junior Recital and Research.

**BACHELOR OF MUSIC EDUCATION
RECOMMENDED DEGREE PROGRAM**

Freshman	Sem. Hrs.
Music Theory 1212, 1222, 1232	6
Applied Major (Private Lessons)	3
Applied Piano (Except keyboard majors)	3
Ensemble (Vocal or Instrumental)	3
Recommended Academic Program Requirements	21
Christianity 1313, 1323	English 1313, 1323
Computer Information	Physics 1303
Systems 1321	Speech 1313
	36
Sophomore	
Music Theory 2212, 2222, 2232	6
Applied Major (Private Lessons)	3
Applied Piano	1
Ensemble (Vocal or Instrumental)	3
Recommended Academic Program Requirements	24
English 2313, 2323	Political Science 2313
Foreign Language 1313, 1323	Elective -- 3 hours
History 1313, 1323	
	37
Junior	
Music Theory 3312	3
Music History 3212, 3222, 3232	6
Applied Major	2
Instrumental Methods 3111, 3112, 3112, 3114	4
Conducting 3172, 3272 or 3173, 3273	3
Junior Recital and Research (4292)	2
Age Group Methods*	4
Ensemble (Vocal or Instrumental)	3
Recommended Academic Program and Teacher Certification	
Program Requirements	12
Interdisciplinary course 3301, 3302, 3303, 3304, 3311, 3312, 3313, or 3314 (total of 6 hours)	
Professional Education 3313, 3323	
	37
Senior	
Instrumental 4232	2
Elective Seminar in Music	2
Age Group Methods	5
Ensemble (Vocal or Instrumental)	3
Recommended Academic Program and Teacher Certification	
Program Requirements:	20
EDUC 4313, 4323, 3300, 4397, 4398 or 4394 (Student teaching)	
Physical Ed. 2111 (2 hrs.)	
	32

*This degree requires nine hours of age group methods (4202, 4203, 4204, and 4303). Since the student should complete the appropriate methods course before student teaching, these courses must be begun in the Junior year.

BACHELOR OF SCIENCE

Minimum academic program requirements for all undergraduates pursuing the Bachelor of Science Degree are:

	Sem. Hrs.
Christianity 1313, 1323, and 2333	9
English 1313, 1323, 2313, 2323	12
Interdisciplinary Course 3301, 3302, 3303, 3304 or 3311, 3312, 3313, 3314	6
Natural Science 1414, 1424	8
Computer Information Systems 1321 (See Note 1, below)	3
Physical Education 2111	2
Social and Behavioral Sciences (See Note 12, p. 36)	6
Speech 1313	3
Two majors (See Notes 6, 7 and 8, p. 35)	48
Program requirements and electives	33
	130

Note 1. BASC 2333 or 2343 may be substituted for Computer Information Systems 1321.

BACHELOR OF SCIENCE RECOMMENDED DEGREE PROGRAMS

	Sem. Hrs.
Freshman	
English 1313, 1323 — Language and Literature	6
Christianity 1313, 1323 — Old and New Testaments	6
Natural Science 1414-1424	8
Computer Information Systems 1321	3
Speech 1313	3
Student selected and Faculty Adviser approved courses from the following list (See Note 9, p. 35)	9
	35

Accounting	Elementary	Mass Media
Art	Education	Mathematics
Bilingual	English	Music
Education	Finance	Philosophy
Child	French	Physical Education
Development	German	Political Sci.
Christianity	Greek	Psychology
Computer Information	Guidance	Sociology
Systems	Associate	Social Work
Early Childhood	History	Spanish
Education	Management	Special Education
Economics	Marketing	Speech

Sophomore	
English 2313, 2323 — World Literature	6
Christianity 2323 — Christian Doctrine	3
Culture and Human Experience 3301, 3302, 3303, 3304 (See Note 10 p. 36)	6
Great Issues of the 20th Century 3311, 3312, 3313, 3314 (See Note 10, p. 36)	6
History 2313, 2323 — The United States (See Note 11, p. 36)	6
Physical Education 2111	2
Student selected and Faculty Adviser approved courses from the above list plus the following fields (See Note 9, p. 35)	12
	35

Biology
Chemistry

Medical Technology
Nuclear Medicine Technology
Physics

Junior	Sem. Hrs.
Economics 1301 — The American Economic System and Political Science 2313 — American and Texas Gov't. (see Note 12, p. 36)	6
Student selected and Faculty Adviser approved courses from above lists plus the following fields	<u>24</u>
	30

Education

Nursing

Senior	
Senior Seminar 429—, 429—, — Selected Major	4
Senior Seminar 429—, 429—, — Selected Major	4
Student Selected and Faculty Adviser approved courses	<u>22</u>
	30

ASSOCIATE DEGREE NURSING (ADN) R.N. RECOMMENDED DEGREE PROGRAM

First Year*		Sem. Hrs.
ADN 1414	Fundamentals of Nursing	4
ADN 1525	Med-Surg Nursing I	5
ENGL 1313	Composition and Literature	3
ADN 1535	Med-Surg Nursing II	5
PSYCH 1313	General Psychology	3
ADN 1545	Med-Surg Nursing III	5
PSYC 3313	Human Growth and Development	3
Second Year		
ADN 2515	Mental Health Nursing	5
ENGL 1323	Composition and Literature	3
ADN 2525	Parent-Newborn Nursing	5
SOCI 1313	Principles of Sociology	3
ADN 2535	Parent-Child Nursing	5
CHRI 1313 or 1323	Testament (New or Old)	3
ADN 2545	Adv. Clinical Nursing	5
CISM 1321	Intro. to Computer Systems	<u>3</u>
		70
*Pre-requisite:		
Biol. 2313, 2323	Human Anatomy and Physiology	6
Biol. 2463	Fundamentals Microbiology	4

BACHELOR OF SCIENCE IN NURSING RECOMMENDED DEGREE PLAN

Freshman

	Sem.Hrs.
English *1313, *1323, *2313 — Language and Literature.....	9
Natural Science *1414, *1424.....	8
Sociology *1313 — Principles.....	3
Psychology *1313 — General.....	3
Biology *2313, *2323 — Human Anatomy and Physiology.....	6
Interdisciplinary Course *(select 1) 3301, 3302, 3303, 3304, 3311, 3312, 3323, 3314.....	3
Physical Education 2111.....	1
	33

Sophomore

English 2323 — World Literature.....	3
Interdisciplinary Course (select 1) 3301, 3302, 3303, 3304, 3311, 3312, 3313, 3314.....	3
Biology *3414 — Microbiology.....	4**
Psychology *3313 — Human Growth and Development.....	3
History 2313, 2323 — The United States OR Economics 1301 — The American Economic System AND Political Science 2313 — American and Texas Government.....	6
Nursing 2101 — Introduction to Nursing.....	1
Nursing 2616 — Fundamentals of Nursing.....	6
Nursing 3626 — Care of the Adult.....	6
Physical Education 2111.....	1
	33

Junior

Nursing 3636 — Care of the Adult.....	6
Nursing 3646 — Care of the Adult.....	6
Nursing 3656 — Mental Health/Behavior Dysfunction.....	6
Christianity 1313, 1323, 2333 — Old and New Testaments AND Christian Doctrine.....	9
CISM 1321 — Introduction to Computer Systems.....	3
SOCI 3303 — Research Methods.....	3
	33

Senior

Nursing 4626 — Parental Child Care.....	6
Nursing 4636 — Parental Child Care.....	6
Nursing 4545 — Nursing Management.....	5
Nursing 4272 — Current Issues in Nursing.....	2
Nursing 4292, 4293 — Senior Seminars.....	4
Electives.....	8
	31

*Prerequisite for nursing

**A transfer student who enters the program with only 3 semester hours of credit in this subject will be evaluated on an individual basis but must have 130 semester hours credit as a minimal requirement for graduation.

***Please note: Eight terms are required to complete the nursing courses. Entry into nursing is twice per year; in the fall and spring terms with a minimum of 39 semester hours in prerequisite courses.

PRE-MED PROGRAM

The Pre-Med Program is designed to prepare students for entry into medical and dental schools. HBU students have enjoyed a high rate of acceptance into medical and dental schools since the founding of the school, and have received many honors for their academic and clinical achievements.

A candidate for medical or dental school must complete the following courses and requirements before a recommendation to a medical or dental school will be sent:

1. Natural Science	1414, 1424
Chemistry	2414, 2323, 3313-3333, 3221, 4262
Biology	2444, 2353 plus 7 additional hours from subjects listed under requirements for major
Physics	2413, 2423
Math	2434

- The student must complete 3 full-time quarters (24 credit hours) of residency at Houston Baptist University.
 - Only courses acceptable for a HBU Science degree will be credited toward the residency requirement for recommendation.
 - If a student takes a course at HBU for which he has previously received an A or B at another institution, this course will not be credited toward the residency requirement for recommendation.
- The MCAT and DAT score must be at least equal to the national average.
- The grade point average must be at least 3.0.

The above requirements constitute the minimum, and students should be aware that a minimum program leads to poor chances of acceptance. Students should also be aware that the above courses are the standard courses in their departments, and, in particular, special "pre-med" courses in chemistry, mathematics, or physics will not be accepted in lieu of the above requirements.

PROGRAM IN NUTRITION AND DIETETICS

Students who plan to enter the field of nutrition and dietetics are eligible to seek admission to the University of Texas School of Allied Health Sciences program in

Nutrition and Dietetics upon completion of 63 semester hours including the following prescribed courses.

	Sem. Hrs.
English 1313, 1323, 2313	9
American History 2313, 2323	6
Government 1313, 2313	6
Natural Science 1414, 1424	8
General Chemistry 2414	4
Organic Chemistry 3313-3333, 3221	8
Microbiology 3414	4
Anatomy & Physiology 2313, 2323	6
Speech 1313	3
CISM 1321	3
Economics 1301	3
Algebra 1313, Psychology 1313, or Sociology 1313	3
	63

The following courses are recommended:

Physics 2413, 2423
Math 2434 (Calculus)
CHEM 2323

PRE-OPTOMETRY

Students who plan to enter the field of optometry are eligible to seek admission to the University of Houston College of

Optometry upon completion of 67 semester hours including the following prescribed courses.

Specific Course Requirements

	Sem. Hrs.
Natural Science 1414, 1424.....	8
Chemistry 2414, 3313-3333, 3221, 4373 (Chemical Principles, Biochemistry, Organic Chemistry and Organic Chemistry Lab)	15
Math 3312, 1424 and 2434 (Basic and Applied Statistics, Precalculus, and Calculus I).....	11
Physics 2413, 2423	8
Biology 2444, and 3414, 3253, 3353 (Zoology, General Physiology with lab and Microbiology)	11
English 1313, 1323, 2313	9
Psychology 1313	3
	<hr/>
	67
Required for the second year but not in the professional curriculum	
Chemistry 4373, 4181 (Biochemistry and Biochemistry Lab)	4
Recommended but not required	
Speech 1313	3
Biology 3464 (Comparative Anatomy)	4

PRE-PHARMACY

Students, who plan to enter the field of pharmacy, are eligible to seek admission to the School of Pharmacy at the University of

Houston upon completion of a minimum of 85 semester hours including certain prescribed courses:

	Sem. Hrs.
English 1313, 1323, 2313, 2323	12
Natural Science 1414, 1424.....	8
Chemistry 2414 (Chemical Principles), 3313, 3333 and 3221 (Organic Chemistry and Organic Chemistry Laboratory) and 4262 (Organic Analysis)	14
Physics 2413, 2423	8
Math 1313, 1434, 2434 (College Algebra, Precalculus, Calculus)	11
Biology 2444, 2434 and 3414 (Zoology, Botany, and Microbiology)	12
History 2313, 2323	6
Economics 1301.....	3
Political Science 1313, 2313	6
	<hr/>
	85

General Requirements

1. Three semester hours in core distributive electives in one or a combination of the following subjects: Anthropology, Art, Drama, Economics, English, History, Languages, Music,

Philosophy, Political Science, Sociology, and Speech.

2. Two semester hours of PHED 2111.

PRE-PHYSICAL THERAPY

Students who plan to enter the field of physical therapy are eligible to seek admission to the School of Allied Health Sciences at the University of Texas School

of Allied Health Sciences at the University of Texas Medical Branch in Galveston or Dallas upon completion of a minimum of 76 semester hours including certain prescribed courses:

	Sem. Hrs.
English 1313, 1323, 2313	9
Natural Science 1414, 1424.	8
Mathematics 1313, 3312, 2434 (College Algebra, Basic and Applied Statistics, and Calculus)	10
Chemistry 2414 (Chemical Principles), plus 3 semester hours	7
Speech 3313 (Public Speaking)	3
Psychology 1313 (General)	3
History 2313, 2323 (American)	6
Political Science 2313 (Plus either 1323, 2333, or 3323 depending upon U.T.)	6
Physics 2413, 2423	8
Biology 2444 (Zoology)	4
Biology 3353, 3253 (General Physiology and Physiology Lab)	5
Biology 3464 (Comparative Anatomy)	4
Sociology	3
	76

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PRE-PHYSICIAN'S ASSISTANT

Students who would like to become a physician's assistant are eligible to seek admission to the University of Texas Physician's Assistant Program upon completion of 60 semester hours including certain prescribed courses:

	Sem. Hrs.
Natural Science 1414, 1424.	8
English 1313, 1323, 2313	9
Mathematics 1313, 1323 (College Algebra, Trigonometry)	6
Chemistry 2414, (Chemical Principles) plus 4 hrs.	8
Biology 2313, (Anatomy and Physiology) plus 8 sem. hrs.	11
Speech	3
U. S. History	6
Pol. Science	6
Behav. Science	3
	60

MEDICAL TECHNOLOGY

In response to the growing need for more well trained personnel to serve in the allied medical professions, the Academic Affairs Committee of the Faculty recommended and the Board of Trustees approved, on September 25, 1970, the degree of Bachelor of Science in Medical Technology.

The requirements for admission to this program are the same as for candidates for other degrees. The program to be followed is determined in part by the Registry of Medical Technologists of the American Society of Clinical Pathologists, and meets the standards for certification established by that body. It also includes additional elements essential to meet the standards required for the granting of a degree by Houston Baptist University.

The program for the first three years, listed in detail below, must be completed with a minimum cumulative scholastic standing of 2.00 or above.

To become eligible for the Bachelor of Science Degree in Medical Technology at Houston Baptist University a student must:

1. Gain admission to and satisfactorily complete the prescribed campus program (100 semester hours) with a minimum of 32 semester hours in residence. No credit by correspondence or extension may be used and no course with a grade below "C" will be accepted in transfer. Convocation, chapel, and assembly attendance requirements must be met.
2. Gain admission to and satisfactorily complete the clinical instruction program at an approved School of Medical Technology.
3. Make official application for the degree, Bachelor of Science in Medical Technology, with the Registrar at Houston Baptist University and pay the appropriate graduate fee. This should be done prior to or early in the fourth year of study.
4. Arrange to attend and participate in the baccalaureate and commencement exercises following the satisfactory completion of the clinical instruction program. Commencement invitations and academic apparel are provided through the Houston Baptist University Bookstore.

MEDICAL TECHNOLOGY RECOMMENDED PROGRAM

<i>Freshman</i>	<i>Second Quarter</i>	<i>Third Quarter</i>	<i>Fourth Quarter</i>
Language and Literature (English 1313, 1323) . . .	3	3	
Christianity (Old Testament 1313, New Testament 1323)	3		3
Natural Science 1414, 1424	4	4	
Mathematics 1313, 3312	3	3	
Chemical Principles (Chem. 2414)			4
CISM 1321		3	
Speech 1313			3
	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>
	13	13	10

Sophomore

World Literature (English 2313, 2323)	3	3	
Culture and Human Exp. (3301, 3302, 3303, 3304) or Great Issues of the 20th Century 3311, 3312, 3313, 3314).		3	3
Quantitative Analysis (Chem. 2323).	3		
Modern Analytical Techniques (Chem. 3343)		3	
Human Anatomy and Physiology (Bio. 2313-2323)		3	3
Cellular and Molecular Biology (Bio. 2353)	3		
Microbiology (Bio. 3414)			4
Physical Education (Phy. Educ. 2111)	1	1	
Sociology 1313.			3
	<hr/>	<hr/>	<hr/>
	10	13	13

Junior

Christian Doctrine (Chr. 2333)		3	
Immunology (Biol. 4364)	3		
Organic Chemistry (Chem. 3313-3333)	3	3	
Organic Chemistry Lab (Chem. 3121)		1	
Organic Analysis (Chem. 4262)			2
American and Tex. Gov't. (Pol. Sci. 2313) and The American Economic System (Econ. 1301) or American History (History 2313, 2323)		3	3
Science Electives	3		2
Psychology 1313			3
	<hr/>	<hr/>	<hr/>
	9	10	11

NUCLEAR MEDICINE TECHNOLOGY

The requirements for admission to this program are the same as for candidates for other degrees. The program to be followed is determined in part by the Council on Medical Education of the American Medical Association and meets the standards for certification. It also includes additional elements essential to meet the standards required for the granting of a degree by Houston Baptist University.

The program for the first three years, listed in detail below, must be completed with a minimum cumulative scholastic standing of 2.00 or above.

To become eligible for the Bachelor of Science Degree in Nuclear Medicine Technology at Houston Baptist University a student must:

1. Gain admission to and satisfactorily complete the prescribed campus program (105 semester hours) with a minimum of 32 semester hours in residence. No credit by correspondence or extension may be used and no course with a grade below "C" will be accepted in transfer. Convocation, chapel, and assembly attendance requirements must be met.
2. Gain admission to and satisfactorily complete the clinical instruction program at an approved School of Nuclear Medicine Technology. Baylor College of Medicine offers the Houston area approved clinical program.
3. Make official application for the degree, Bachelor of Science in Nuclear Medicine Technology, with the Registrar at Houston Baptist University and pay

the appropriate graduation fee. This should be done prior to or early in the fourth year of study.

4. Arrange to attend and participate in the baccalaureate and commencement

exercises following the satisfactory completion of the clinical instruction program. Commencement invitations and academic apparel are provided through the Houston Baptist University Bookstore.

NUCLEAR MEDICINE TECHNOLOGY RECOMMENDED PROGRAM

	<i>Second Quarter</i>	<i>Third Quarter</i>	<i>Fourth Quarter</i>
<i>Freshman</i>			
Language and Literature (English 1313, 1323)	3	3	
Christianity (Old Testament 1313, New Testament 1323)	3		3
Natural Science 1414, 1424	4	4	
Mathematics 1313, 1434, and 3312 (College Algebra, Precalculus, Basic and Applied Statistics)	3	4	3
Chemical Principles (Chem. 2414)			4
CISM 1321			3
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	13	11	13
<i>Sophomore</i>			
World Literature (Eng. 2313, 2323)	3	3	
Culture and Human Exp. (3301, 3302, 3303, 3304) or Great Issues of the 20th Century (3311, 3312, 3313, 3314)		3	3
Quantitative Analysis (Chem. 2323)		3	
Calculus I (Math 2434)	4		
Modern Analytical Techniques (Chem. 3343)			3
Cellular and Molecular Biology (Bio. 2353)			3
Physics 2413, 2423	4	4	
Physical Education (Phy. Educ. 2111)	1		1
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	12	13	10
<i>Junior</i>			
Christian Doctrine (Chr. 2333)		3	
Biology 3414 Microbiology	4		
Human Anatomy and Physiology (Bio. 2313, 2323)	3	3	
Speech 1313			3
Organic Chemistry (Chem. 3313, 3333)	3	3	
Science Elective			3
American and Tex. Gov't. (Pol. Sci. 2313) and the American Economic System (Econ. 1301) or American History (History 2313, 2323)		3	3
Electronics (Phys. 2242)	2		
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	12	12	9
Additional Recommended Courses:			
Phys. 2252 (Optics)			
Chem. 4373 (Biochemistry)			

Graduate Degree Programs

THE MASTER OF ACCOUNTANCY (M.ACC.)

The purpose of the graduate program in accounting is to provide full or part-time students with professional education in the understanding and application of accounting theory and techniques.

Designed to meet the needs of those who have majored in accounting at the undergraduate level, as well as those with little or no undergraduate accounting, the program provides a comprehensive education for those seeking careers in accounting.

In addition to the heavy concentration in accounting, supporting work in finance, management, economics, communication, and human relations is included to assure a sound basis from which to launch a professional career.

The faculty effort is aimed, through simulation, at providing an understanding of theoretical foundations of business and toward the development of analytical skills and techniques that will facilitate and expedite progress toward the highest level of achievement in the profession.

Minimal Requirements for Granting the Master of Accountancy Degree are:

1. Credit for at least 21 semester hours from the following courses with a grade point average of at least 3.0:
ACCT 6320, 6321, 6322, 6333, 6334, 6335, 6336, 6337, 6342, 6344, 6345, 6346, 6347, 6183, 6238, 6383.
2. Credit for at least 15 semester hours from the following courses:
ECON 5341, 6351, 6352; FINA 6351, 6352; MGMT 6352, 6355, 6363, 6368.
3. An overall grade point average of at least 3.0 on all courses attempted in the program.

MASTER OF ARTS IN PSYCHOLOGY (M.A.P.)

Houston Baptist University offers the Master of Arts in Psychology with the primary emphasis in counseling psychology. A student may earn the M.A. degree as a terminal degree professionally and seek state certification as a Psychological Associate or he may earn the M.A. with the intention of pursuing a Doctoral degree at another institution.

Each student admitted to the Master of Arts program is expected to maintain satisfactory progress. There are four consecutive steps, and the student's progress is monitored at each stage. A student is not permitted to register for courses in subsequent stages unless all requirements for the preceding stage have been met. The student is responsible for monitoring his own progress through this sequence, and for the initiation of the filing of all required forms.

No. of S.H.	Step
0-18	Degree Plan Filed
18-27	Regular Admission
27-36	Admission to Candidacy
36-45	Comprehensive Examination
45 or more	Recommendation of Major Department for M.A. Degree

A student whose enrollment status is regular and who has completed at least twenty-seven (27) graduate semester hours with an average of 3.00 or higher is eligible to apply for the status of candidacy for the Master of Arts degree. Application is made to the Dean of the College of Education and Behavioral Studies. It is the responsibility of the student to initiate this

Minimal requirements for the M.A.P. degree are as follows:

PSYC 5181, 5182, 5292, 5295, 5323, 5330, 6301, 6302, 6305, 6308, 6310, 6320, 6333, 6390, 6391 and six (6) semester hours of graduate electives three (3) of which must be outside the psychology department.

Following this degree, the student is eligible to apply to the Texas State Board of Examiners for Psychologists for certification as a Psychological Associate.

THE MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

The HBU MBA Program is designed to meet the specific educational needs of Houston's businesses and their employees. The program is directed toward the early or mid-career professional who has the potential of achieving a position of substantial managerial authority and responsibility. The careers of such personnel can be greatly enhanced by professional management education.

The HBU MBA Program is designed to improve the efficiency, productivity and decision making abilities of managerial personnel by developing those skills and talents unique to the outstanding manager. The MBA candidate will achieve a thorough understanding of the basic business disciplines and functions of the modern corporation. Skills in problem formulation, analysis, solution and in administrative action will be developed. The candidate's breadth and depth of understanding of the managerial process will be enhanced as will be his ability to organize and manage the diverse resources of the modern firm.

The program of study leading to the MBA is structured so that the candidate can satisfy both job related obligations and the requirements of the program. Two years of study are required to earn the MBA Degree. Class sessions are held during twenty-eight weeks of each year of study and weeks of classes are distributed throughout the year to provide ample time for preparation between classes. Class sessions are held on Tuesday evening, Thursday evening and all day Saturday.

The Academic Program

The program of study leading to the HBU MBA is designed to exceed those standards typically imposed as requirements for graduate professional education. The curriculum is a highly integrated set of courses structured to meet the needs of Houston's business community.

The program is designed for a stable group of students who will participate in study groups and projects whose content will often cross course boundaries. For this reason, no part-time study will be allowed. Candidates may enter the program at the beginning of the first year or at the beginning of the second year. Those who wish to enter the second year must have completed graduate coursework equivalent to the first year of the program as determined by the Admissions Committee.

The instructional philosophy is that a comprehension of basic principles and methods of analysis is necessary to achieve the highest professional standards. Thus, the first year of study emphasizes economic theory, quantitative methods, accounting, and the organizational and behavioral sciences. In the second year, emphasis is placed on the business functions, issues of policy and strategy, and the management of the entire enterprise.

The program consists of twenty-two courses, designed as a coordinated package. Forty-eight semester hours of coursework are required to complete the program. Presentation of subject material is intensive and assumes both a high level of motivation in the student and familiarity with the business environment. Previous business education is not assumed or required. All courses in the program must be completed by the candidate.

Computers in the MBA Program

In the first year of the program, each student will be issued a computer for his exclusive use during the program. The machine, with appropriate software, will be employed to complete homework assignments, prepare papers and to illustrate both theoretical and applied principles as encountered in the various

courses. In addition to its use as a part of the educational process, it is expected that the computer will enhance the student's personal and professional productivity.

While prior experience with computers is not required, it is expected that the student will develop some expertise with a variety of software before graduation. Upon graduation, the student may purchase the computer used in the program.

Requirements for the Master of Business Administration degree are:

First year: MGMT 6106, 6201, 6202, 6204, 6205, 6210, 6218; ACCT 6103, 6201, 6202; ECON 6202.

Second year: ECON 6203, 6204, 6206; FINA 6201, 6202; MGMT 6112, 6114, 6208, 6213, 6215, 6216.

THE MASTER OF SCIENCE IN MANAGEMENT — MANAGEMENT, COMPUTING AND SYSTEMS (M.C.S.)

The program in Management — Management, Computing and Systems at Houston Baptist University is designed to enhance the skills, the effectiveness and the potential for advancement of the individual pursuing a career in Systems. The program includes courses in systems and computing for business applications as well as courses in management. The systems courses are designed to further develop the expertise and capabilities of the systems professional and will have an immediate and beneficial effect on his productivity. The management courses serve a dual purpose. First, they provide an understanding of the organization function so that systems development and application will be more effective and responsive to business needs. Second, they prepare the professional to assume increased managerial responsibility both in the systems function and in the entire organization.

The program is offered on an evening schedule so that the working student can pursue the degree. Further, this schedule will allow the most effective use of gifted adjunct faculty in addition to the regular faculty at Houston Baptist University.

The program of study leading to the Master of Science in Management with a major in Management, Computing and Systems consists of fourteen courses involving forty-two semester hours of academic work. The program is designed to be completed in seven consecutive quarters over a twenty month period. The program is structured as an integrated package with courses designed to complement one another. For this reason, no part-time study will be allowed. Students will be admitted with the expectation that they will take two three hour courses each quarter for seven consecutive quarters. The summer quarter will utilize a special schedule so that ample time for vacation will be available.

Course requirements for the M.C.S. are as follows:

ACCT 6311, 6312; CISM 6311, 6312, 6313, 6314, 6315, 6316, 6317, 6318; FINA 6313; MGMT 6314, 6315 and 6316.

THE MASTER OF EDUCATION DEGREE (M. Ed.)

Houston Baptist University offers the Master of Education degree in Educational Administration, Bilingual Education, Educational Diagnostician, Counselor Education, Reading Education, and General Studies. A student may earn both the M.Ed. degree and professional or provisional certification in Texas. A student may also qualify to take the state examination for Psychology Associate.

The Master of Education program at Houston Baptist University is designed to develop leaders in school administration and special services necessary to successful operation of public and private schools in Texas and to extend the classroom teaching skills of teachers. The program is also designed to provide counselors for churches, business concerns, industry, and social agencies.

Each student admitted to the Master of Education program is expected to maintain satisfactory progress. There are four consecutive steps, and the student's progress is monitored at each stage. A student is not permitted to register for courses in subsequent stages unless all requirements for the preceding stage have been met.

No. of S. H.	Step
0-18	Regular Admission
18-27	Admission to Candidacy
27-36	Comprehensive Examination
36 or more	Recommendation of Major Department for M.Ed. Degree

I. EDUCATIONAL ADMINISTRATION

Program requirements are as follows:

EDAD 6301, 6302, 6303, 6304, 6305, 6306, 6308, 6309, 6310, 6391; EDUC 6300, 6310, 6390 or 6391, and six semester hours from EDBI 6305, EPSY 5363, EPSY 6307 or MGMT 4373.

II. BILINGUAL EDUCATION

Program requirements are as follows:

ESPY 5330; EDUC 6310, 6320; EDBI 5304, 5343, 5301, 6302, 6303, 6304, 6305 and six semester hours of approved graduate electives in Bilingual Education, Counselor Education, Educational Administration, or Reading Education.

Successful completion of this program, demonstration by examination of proficiency at the teaching level in Spanish, completion of Education 4387, Student Teaching in the Bilingual Classroom, and removal of any deficiencies needed for valid Texas Teacher certification at the elementary or secondary level, will result in Texas provisional certification in Bilingual Education.

Students who already possess the Provisional Certificate in Bilingual Education may, through presentation of appropriate undergraduate equivalent courses, substitute other graduate courses for required courses in the bilingual M.Ed. program, upon approval of the advisor.

Requirements for Teacher Certification Only

A post-baccalaureate student who has never received teacher certification may earn Bilingual Education certification provided the student completes the requirements below and the other specified conditions on the "deficiency plan" prepared by the Director of Teacher Education.

A person holding Texas teacher certification who can qualify as a special post-baccalaureate student (holder of the Bachelor's Degree who meets requirements as a special student) may seek to earn either an endorsement in Bilingual Education or the Provisional Certificate in Bilingual Education.

1. Program Requirements for the Endorsement in Bilingual Education

- a. The student must complete the following courses with no mark less than C:
EDBI 5304, 5301, 6302, 6303
- b. The student must demonstrate proficiency on a T.E.A.-approved test in Spanish.
- c. Before receiving the University's recommendation for endorsement, the student must have a minimum of one year's experience teaching in a bilingual classroom that has been so designated by the Texas Education Agency.

2. Program Requirements for the Provisional Twenty-Four Hour Certificate in Bilingual Education

- a. The student must complete the following courses with no mark less than C.
EDUC 6310; EDBI 5403, 5343, 5301, 6302, 6303, 6304, 6305
- b. Upon completion of the program, the student must demonstrate, by examination, proficiency at the teaching level in Spanish.
- c. Completion of Education 4387, Student Teaching in the Bilingual Classroom; for students who are not already certified teachers.

3. Endorsement for Teachers of ESL
EDBI 5301, 5304, 5312, 5313
Certified Texas teachers may teach for one year in a TEA-approved ESL or bilingual classroom in lieu of completing student teaching in ESL.

III. COUNSELOR EDUCATION

To earn a degree in counselor Education, a student must complete 36 semester hours as stated below:
EDUC 6310, 6320; EPSY 5330, 5323, 5324, 5363, 6302, 6303, 6304, 6305, 6390, and 3 semester hours of graduate electives

The Texas professional certificate as school counselor requires that the student have a valid Texas Teaching Certificate and have completed 3 years of successful teaching in addition to the requirements stated above.

Those students wishing to be licensed as a Psychology Associate in addition to or instead of the school counselor certification must complete the following requirements:

- a. Complete the 36 semester hours of the sequenced courses for the M. Ed. degree requirements in Counseling.
- b. Earn six (6) additional semester hours in educational psychology.
- c. Complete 100 additional hours of supervised experiences in the supervised practicum beyond the school counselor requirement.
- d. Achieve a satisfactory score on the state certification examination.

IV. GENERAL STUDIES

To earn a degree in General Studies, a student must complete 36 semester hours, including the M. Ed. core and the remaining 27 credits selected from at least two fields with no less than 6 semester hours in any field. A minimum of 18 semester hours must be completed at the 6000 level courses.

M. Ed. core: EPSY 5330; EDUC 6310, 6320

Fields of Study

Educational Administration (EDAD)
Bilingual Education (EDBI)
English As A Second or Other Language (ESOL)
Early Childhood Education (EDEC)
Reading Education (EDRE)
Special Education (EDSP)
Professional Education (EDUC)
Educational Psychology (EPSY)

V. READING EDUCATION

To earn a degree in reading education, a student must complete 36 semester hours as follows:

EPSY 5330; EDUC 6310, 6320;
EDRE 6301, 6302, 6304, 6305,
6306 and six (6) semester hours of electives

and

6 semester hours of graduate electives

and

6 semester hours as follows:

(For Secondary Certificate holders)

EDUC 5313: Curriculum and Instruction in the Elementary School

EDUC 6390: Special Problems in Teaching Reading in the Elementary School

or

(For Elementary Certificate holders)

EDUC 5314: Curriculum and Instruction in the Secondary School

EDUC 6391: Special Problems in the Teaching of Reading in the Secondary School

The Texas professional certificate as reading specialist requires the student have a valid Texas teaching certificate and have completed 3 years of successful teaching in addition to the requirements stated above.

Certification as Reading Specialist for a person who already has a master's degree and provisional certification may be obtained by the completion of 24 semester hours. The required courses are EDRE 6301, 6302, 6304, 6305, 6306, EDUC 6310, and 6 semester hours from EDUC 5313, 5314, 6390, or 6391.

VI. EDUCATIONAL DIAGNOSTICIAN

To earn certification as a Professional Educational Diagnostician, the student must complete the 42 graduate semester hours from the hours listed below, must earn the M. Ed. degree, have a valid Texas Teaching Certificate, and have completed three years of successful teaching.

EDAD 6310; EDSP 5303, 5313, 5343, 5324, 6381, 6301, 5333; EPSY 6302, 6305, 5330, 6304, 6310; CEDV 5323; EDRE 6302, 6304, EDUC 6310

Completion of the 36 semester hours for the M. Ed. degree does not automatically confer certification as a diagnostician. Six additional semester hours must be selected and completed from the electives listed above before being recommended for certification.

THE MASTER OF SCIENCE IN MANAGEMENT — HUMAN RESOURCES MANAGEMENT

The program in Human Resources Management is designed to establish skills in handling human problems and in developing the human resources of the organization. Both theoretical and practical considerations are combined in the course work to meet the needs of the established professional as well as the student seeking basic competence in the field.

The program is structured to provide development of basic business skills in the core program while the major courses establish competence in the management of human resources. The emphasis of the program is on developing those analytic and managerial skills necessary for the effective functioning of the manager.

The instructional philosophy is that a comprehension of basic business principles and functions is necessary for attaining the highest professional standards. The core courses reflect this philosophy and the courses in the major develop and refine specific skills in Human Resources Management.

The program is offered during the evening hours to meet the needs of the working student. This schedule also allows the use of faculty available in the Houston business community for instructional purposes. The instructional emphasis is on the practical and applied rather than the theoretical and abstract.

The program of study leading to the Master of Science in Management with a major in Human Resources Management consists of thirty-six semester hours of study. It is expected that the degree requirements will be completed in two years by the typical student. The two year program requires two courses per quarter over the six quarters in two academic years. A less intensive program of study may be undertaken by the student who wishes to spend more than two years in pursuit of the degree.

The program is composed of five core courses and seven courses in the major, chosen from among twelve major courses offered. Students entering the program are required to have taken a three semester hour course in each of the areas of accounting, economics and management prior to their first matriculation. Three or more years of business experience may be substituted for these courses upon approval of the Admissions Committee.

Program requirements for the M.S.M. degree are as follows:

Core: ECON 6351; ACCT 6351;
MGMT 6352, 6353, 6354

Major Courses selected from:
MGMT 6361, 6362, 6363,
6364, 6365, 6366, 6367,
6368, 6369, 6370, 6371,
6372

Smith College of General Studies

Smith College of General Studies is the foundation unit in the organization of the undergraduate instructional program of Houston Baptist University. Each student admitted, regardless of past academic experiences, is first assigned to this unit for evaluation and guidance. Through personal, vocational and educational counseling an attempt is made to assure right choices on the part of the student as he relates to continuing advancement toward an enriched personal life as well as to a productive and contributing vocation.

When a student has completed the forty-nine or fifty semester hours required by the University as a part of all undergraduate degree programs (See Degree Requirements) and demonstrated an acceptable level of academic performance, he is then assigned to the other Colleges for direction and supervision. In many cases a student in the Smith College of General Studies will be registered for courses in his field of interest in the other Colleges. However, he will not be reassigned for direction and supervision until the basic University requirements for an undergraduate degree have been completed. For the regular full-time undergraduate student registered in consecutive terms this transfer will normally take place at or near the end of the sophomore year.

A student may be recommended for an appropriate degree only by the Colleges in which he takes the upper level courses needed to complete his chosen majors. These Colleges and the subjects taught in each of them are listed below.

Business and Economics: Accounting, Computer Information Systems, Economics, Finance, Management, Marketing.

Education and Behavioral Studies: Child Development, Early Childhood Education, Elementary Education, Physical Education, Psychology, Recreation, Sociology, Social Work

Fine Arts: Art, Art Education, Music, Sacred Music, Music Education, Music Performance, Theory/Composition

Humanities: Bilingual Education, Christianity, English, French, German, Greek, History, International Studies, Mass Media, Political Science, Philosophy, Spanish, Speech.

Science and Health Professions: Basic Science, Biology, Chemistry, Mathematics, Medical Technology, Nuclear Medicine Technology, Nursing, Physics.

INTERDISCIPLINARY COURSES

Six semester hours of the following interdisciplinary courses are required for all students.

INDC 3301, 3302, 3303, 3304

Culture and Human Experience

An integrated course in the fine arts, humanities, and social sciences designed to acquaint each student with man's cultural accomplishments and to encourage an appreciation of them

INDC 3311, 3312, 3313, 3314

Great Issues of the 20th Century

A consideration of the steps man has taken and is now taking to master his total environment. Special attention is given to the major unsolved problems of the era and to the attempted and proposed solutions.

SENIOR SEMINARS

Required as a part of each major.

4291, 4292, 4293, 4294, 4295, 4296, 4297, 4298, 4299

Senior Seminar (Major Area to be indicated)

The purpose of the Senior Seminar is the development of individual initiative and responsibility in addition to skills in critical thinking and independent study. The seminar is designed to equip the student with the basic tools of research and with a knowledge of significant literature in the field of study. The preparation of a presentational paper is required as demonstration of analytical and interpretative ability.

Note - A student may simultaneously register in two fields as follows i.e.

English 4292. Senior Seminar. (Milton)

History 4292. Senior Seminar. (Early European).



College of Business and Economics

UNDERGRADUATE PROGRAM

The College of Business and Economics offers undergraduate majors in six academic areas. These areas require, in addition to the Smith College requirements, that all majors in the BA and BS degrees, except economics, complete the business core and the specific requirements for the major. Students majoring in economics are not required to complete the business core. Students pursuing the Bachelor of Accountancy degree will complete the core requirements for that degree.

The undergraduate majors offered by the College of Business and Economics are accounting, computer information systems, economics, finance, management, and marketing. These majors prepare the degree candidates for continued study toward graduate degrees and for careers as professionals and as entrepreneurs who are capable of exercising authority and assuming responsibility consistent with the highest standards of management practice. The Bachelor of Accountancy provides strong professional education in accounting, qualifying the graduate at a good terminal level for the practice of accountancy.

The business core consists of courses describing that body of knowledge necessary to the practice of all business majors.

BUSINESS CORE

ACCT 2301, 2303

Principles of Accounting

ECON 2303, 2304

Principles of Economics

FINA 3307

Corporation Finance

MATH 3312

Basic and Applied Statistics

MGMT 3302

Principles of Management

MKTG 3301

Principles of Marketing

Those undergraduate students who wish to take more courses toward a major in the College of Business and Economics may use ECON 2303 and/or 2304 to satisfy Smith College Requirements and substitute advanced courses in the business core.

The requirements for each major, in addition to the business core, consist of a set of courses which must be taken plus additional courses to be selected to complete the requirements for the major. The specific courses which constitute a major will be determined with an advisor from the College of Business and Economics. Any deviation from the program requirements for various majors may be made only with the approval of the Dean of the College, and then only upon the merit of a petition individually submitted. Although a single course may appear in the list of those available for several majors, no single course may be employed to satisfy the requirements for more than one major.

ACCOUNTING

(1) Two undergraduate degree options are available to students majoring in accounting.

The Bachelor of Accountancy degree requires a special core made up of the following courses:

ECON 2303, 2304

FINA 3307

MATH 3312

MGMT 3302, 3303, 3304, 4301, 4310

Course requirements in accounting for the Bachelor of Accountancy degree and ACCT 2301, 2303, 3301, 3302, 3303, 3304, 3307, 4311, 4292, 4293, plus 9 semester hours of upper level accounting courses, making a total of 37 semester hours. The Bachelor of Accountancy degree also requires the Smith College requirements, a second major and electives.

(2) The major in accounting in the BA and BS degrees is designed to prepare students for careers in business, industry, or government as professional accountants. Emphasis is placed upon the interpretation and analysis of data and its implication for effective managerial and investment planning and decision making.

(3) In addition to the business core, BA/BS accounting major requires ACCT 3301, 3302, 4292, 4293 and at least nine additional hours of advanced accounting courses. Students planning to write the CPA examination should take six semester hours beyond these minimum requirements.

COMPUTER INFORMATION SYSTEMS

The undergraduate major in computer information systems is designed to prepare students for careers in systems analysis and design, program design, system development, testing and maintenance. Inherent in this preparation is the ability to program in depth in at least one high level language and training in systems analysis and design.

In addition to the business core, the undergraduate program for the computer information systems major requires CISM 2321, 2322, 3321, 3322, 3324, 4292, and 4293 and at least six semester hours from CISM courses. CISM 1321 (or equivalent) is a prerequisite for all other CISM courses.

ECONOMICS

The undergraduate major in economics is designed to prepare students for careers in business or government or to serve as the foundation for further professional study at the graduate level. Emphasis is placed on the fundamental theories which govern the free enterprise system and on developing those professional skills required for the analysis and planning of business activity.

The undergraduate economics major requires ECON 2303, 2304, 3303, 3304, 4292, 4293 and at least nine hours from advanced economics courses (except 3307).

FINANCE

The major in undergraduate finance is designed to prepare students for a career in business of government as a Financial Analyst and a Financial Manager. This major is designed to complement the other majors in the College of Business and Economics, recognizing that financial decisions and financial management are among the most central to the success of the enterprise.

In addition to the basic business core, the program for the undergraduate finance major consists of: FINA 3305, 4307, 4292, 4293, MGMT 4301, and at least nine hours from FINA 3306, 4301, 4305, 4181, 4281, 4381, ACCT 4304, ECON 3303, 3304.

MANAGEMENT

The major in management is designed to make available to the student knowledge of those principles and procedures appropriate to the various functions of management. The management major is constructed so as to allow the student the maximum in flexibility in structuring a program of study which will serve his unique needs.

In addition to the business core, the management major requires MGMT 3305, 4301, 4302, 4306, 4292, 4293, and at least six hours from advanced management courses. No more than 3 hours from MGMT 3303 and 3304 may be included in the management major.

MARKETING

The undergraduate major in marketing is designed to prepare students for a career in marketing and provide the background necessary for subsequent advancement to higher level marketing positions. Marketing majors can function as retail store managers, buyers, or owners of their own store. Other areas open to the marketing major include sales, sales management, and/or marketing research. The major will provide the student with knowledge of marketing fundamentals common to all types or organizations.

In addition to the business core, the undergraduate major requires MKTG 3310, 4350, 4360, 4292, 3 hours from MKTG 4320 or MKTG 4315, and 3 additional hours from other advanced marketing courses or MASM 3323.

College of Business and Economics

GRADUATE PROGRAM

The College of Business and Economics offers four graduate degrees. Each program is described in detail in the section of this catalog headed *The Graduate Academic Program*. The degrees are the Master of Accountancy, the Master of Science in Management-Management, Computing and Systems, the Master of Business Administration, and the Master of Science in Management-Human Resources Management. For more complete procedural information, request program brochures for the appropriate degree program.

THE MASTER OF ACCOUNTANCY PROGRAM

Requirements for granting the Master of Accountancy degrees are:

1. Credit for at least 21 semester hours from the following courses:
ACCT 6320, 6321, 6322, 6333, 6334, 6335, 6336, 6337, 6342, 6344, 6345, 6346, 6347, 6183, 6238, 6383.
2. Credit for a least 15 semester hours from the following courses:
ECON 5341, 6351, 6352; FINA 6351, 6352; MGMT 6352, 6355, 6363, 6368.
3. An overall grade point average of at least 3.0 on all courses attempted in the program.

Scores on the GMAT (Graduate Management Admission Test) are to be submitted to the Office of the Vice-President for Academic Affairs before the completion of 12 semester hours.

THE MASTER OF BUSINESS ADMINISTRATION

Requirements for the Master of Business Administration degree:

First year: ACCT 6103, 6201, 6202; ECON 6202; MGMT 6201, 6202, 6204, 6205, 6106, 6210, 6218.

Second year: ECON 6203, 6204, 6206; FINA 6201, 6202; MGMT 6112, 6114, 6208, 6213, 6215, 6216.

MASTER OF SCIENCE IN MANAGEMENT— MANAGEMENT, COMPUTING AND SYSTEMS

The Master of Science in Management-Management, Computing and Systems require the following courses:

ACCT 6311, 6312; CISM 6311, 6312, 6313, 6314, 6315, 6316, 6317, 6318; FINA 6313; MGMT 6314, 6315 and 6316.

MASTER OF SCIENCE IN MANAGEMENT— HUMAN RESOURCES MANAGEMENT

The Master of Science in Management-Human Resources Management requires the following core courses:

Core: ECON 6351; ACCT 6351; MGMT 6352, 6353, 6354, and seven courses selected from the Major Courses: MGMT 6361, 6362, 6363, 6364, 6365, 6366, 6367, 6368, 6369, 6370, 6371, 6372.

College of Business and Economics

COURSE DESCRIPTIONS

ACCOUNTING

ACCT 2301

Principles of Accounting I

Fundamental concepts, standards, and procedures in financial data accumulation and financial reporting. Journal and ledger procedures: asset and liability, reporting; statement preparation and analysis.

ACCT 2303

Principles of Accounting II

Uses of accounting data in the management function. Cost and budget analysis, cost-volume-profit relationships, relevant costs, contribution margin, capital budgeting.

Prerequisite: ACCT 2301

ACCT 3301, 3302

Intermediate Accounting I and II

An intensive study of accounting theory and reporting standards related to income determination and balance sheet preparation for corporate commercial enterprises. The courses should be taken in sequence.

Prerequisite: ACCT 2303.

ACCT 3303

Cost Accounting

Nature, objectives, and procedures of cost accounting as applied to the control and management of business, including job order costs, process costs, and joint and by-product costing.

Prerequisite: ACCT 2303.

ACCT 3304

Individual Income Taxes

Current federal revenue acts affecting individual tax returns; procedures for computing the income tax liability of individuals. Practice in solving typical problems and in the preparation of tax returns.

Prerequisite: ACCT 2301.

ACCT 3307

Accounting Systems

Concepts and techniques in controlling and recording of financial data on business forms or devices. Classifying, transferring, storing and summarizing stages in data accumulation, reporting techniques, systems planning.

Prerequisite: ACCT 2303.

ACCT 4181, 4281, 4381

Special Topics

Directed study of a minimum of thirty clock hours for each hour of credit. Provides an opportunity for accounting majors to conduct detailed investigations of selected accounting problems.

Prerequisite: Approval of the Dean of the College of Business and Economics.

ACCT 4292, 4293

Senior Seminars

The seminar is designed to assist the student in developing methods of research in accounting, and to prove his competence in accounting theory. A research paper will be required.

Prerequisite: See appropriate notes under BA and BS Degree Requirements.

ACCT 4301

Advanced Accounting

The application of accounting principles to specialized problems in partnership and corporation accounting; joint ventures, agencies and branches, consolidated balance sheets and income statements; estate and trust accounting, other topics.

Prerequisite: ACCT 3302.

ACCT 4302

Auditing

Standards and procedures in making audits and examinations of the accounting records of business enterprises; preparation of workpapers; the content and forms of qualified and unqualified auditor's

opinions; kinds of audits; ethics of the profession.

Prerequisites: ACCT 3302, 3303.

ACCT 4303

Controllership Problems

Advanced problems of information analysis for management. Cost, budgets, financial and operating planning and control.

Prerequisite: ACCT 3303.

ACCT 4304

Corporation Income Taxes

Federal income tax determination for corporations. Taxable income, exclusions, deductions, capital gains, credits, special corporate problems, tax returns.

Prerequisite: ACCT 3304.

ACCT 4311

Specialized Problems

The more complex problems in financial accounting and reporting not covered in ACCT 3301, 3302, and 4301. Topics may change with developments.

ACCT 4366

Extractive Industry Accounting

Special measurement and reporting problems of extractive industries. Emphasis on petroleum and coal industries.

Prerequisite: ACCT 3302.

ACCT 4346

Professional Practice Problems

Measurement and reporting problems of a special nature encountered in the practice of Accountancy. Includes requirements of government agencies.

Prerequisite: ACCT 3302, 3303.

ACCT 6103

Federal Tax

Examines Federal Corporate Tax reporting and the impact of tax considerations on investment and operating decisions. MBA only.

ACCT 6183, 6283, 6383

Special Topics

Topics not included in other courses or not emphasized there may be offered in a 1, 2, or 3 semester-hour course. M. ACC. Program.

ACCT 6201

Financial Accounting

Introduces the student to accounting concepts and standards, the income statement and balance sheet, and financial reporting. MBA only.

ACCT 6202

Managerial Accounting

Considers the problems of internal reporting and control, budgeting, and cost analysis. MBA only.

ACCT 6311

Financial Accounting

Introduction to accounting concepts and standards with emphasis on software systems. Transaction processing, the income statement, the balance sheet and other reporting documents and procedures are covered. MCS Program.

ACCT 6312

Managerial Accounting

Considers the problems and procedures for internal reporting and control, cash budgeting and cost analysis. Emphasis is given to the use of accounting data for management analysis. MCS Program.

ACCT 6320

Accounting Theory Seminar

Study of current developments in measurement and reporting concepts, with historical development where appropriate. M. ACC. Program.

ACCT 6321

Consolidated Financial Statements

Measurement and reporting concepts related to consolidated reporting. Attention to procedures to effect specific concepts. M. ACC. Program.

ACCT 6322

Auditing Concepts and Practices

Basic purposes and standards in auditing. Concepts and procedures that are applicable to the auditing process. M. ACC. Program.

ACCT 6333

Accounting Systems Seminar

Readings, library research, field research and case studies in analysis and development of accounting systems. M. ACC. Program.

ACCT 6334**Individual Income Taxes**

A study of the Internal Revenue Code, regulations and cases related to federal income taxes for individuals. M. ACC. Program.

ACCT 6335**Tax Planning**

A study of Internal Revenue Code provisions and specific procedures for minimizing income taxes. M. ACC. Program.

ACCT 6336**Extractive Industries Accounting**

Special measurement and reporting problems of extractive industries. Emphasis on petroleum and coal industries. M. ACC. Program.

ACCT 6337**Seminar in Cost Accounting**

Readings, library research and practical cases in problems of cost determination, allocation and assignment. M. ACC. Program.

ACCT 6342**Auditing Seminar**

Readings, library research and practical studies in auditing. M. ACC. Program.

ACCT 6344**Corporate Income Taxes**

A study of the Internal Revenue Code, regulations and cases related to federal income taxes for corporations. M. ACC. Program.

ACCT 6345**Tax Seminar**

Readings, library research and practical cases and problems related to current topics in federal income taxes. M. ACC. Program.

ACCT 6346**Professional Practice Problems**

Measurement and reporting problems of a special nature encountered in the practice of accountancy. Includes requirements of government agencies. M. ACC. Program.

ACCT 6347**Seminar in Managerial Accounting**

Readings, library research and practical cases in analysis of accounting data for managerial use. M. ACC. Program.

ACCT 6351**Management Analysis**

Applications of current accounting and financial procedures within the firm. Establishing programs and activities within management's decision making framework. Involves cost benefit analysis, forecasting and budgeting, cost and expense accounting, decision making and stewardship methods. MSM Program.

COMPUTER INFORMATION SYSTEMS**CISM 1321****Introduction to Computer Systems**

Introduction to computers, memory, input/output, methodology, programming, BASIC language, applications, trends, social issues. Formerly MGMT. 2303.

CISM 2321**Application Programming I**

Control structures and their syntax, elementary data structures, and sequential files. Design and implementation documents. COBOL language.

CISM 2322**Application Programming II**

Structures, random files, and simple data structure modeling and implementation. Systems of programs. COBOL language. Prerequisite: CISM 2321 or equivalent.

CISM 2323**Assembly Language Programming**

Hardware Architecture, instruction set, manufacturer software, programs, such as basic loop, branches, linkage, indexing tables, address modification.

CISM 2324**RPG Programming**

Elements of RPG programming and executing, input/output, calculations, files-tape and disk, tables, arrays, subroutines.

CISM 3321**Systems Analysis**

Systems development process, structural analysis concepts, systems documentation, deriving logical system, data design, communications.

CISM 3322**Structured System Design**

Review of systems concepts, analysis of system, planning consideration, model new logical system, data base, design principles and evaluation, system change, physical system, feasibility testing.

CISM 3324**Data Base Program Development**

Logical and physical data base development; normalization process, physical organization, administration, application project.

Prerequisite: CISM 2322.

CISM 4181, 4281, 4381**Special Topics**

Directed study of a minimum of thirty (30) clock hours for each semester hour of credit. An opportunity for computer information systems majors to conduct in-depth investigation of emerging problems in the field.

Prerequisite: Approval of the Dean of the College of Business and Economics.

CISM 4292**Senior Seminar****Applied Software Project**

Team project to demonstrate project management. Prerequisite: See Note 7 under **Degree Requirements**.

CISM 4293**Senior Seminar**

Individual and/or team research projects.

Prerequisite: See Note 7 under **Degree Requirements**.

CISM 4322**System Planning**

Developing a systematic plan for determining computer needs. Planning cycle, systems problems, hardware make or buy, acquisition problems, decision process, case studies.

Prerequisite: CISM 3322

CISM 4323**Distributed Data Processing**

Concepts, data communications, hardware and software, networks, data base structures, security, implementation and management, case studies.

CISM 4324**Data Base Management Systems**

Data base management concepts, design implementation, software, major packages, administration.

Prerequisite: CISM 3324

CISM 4325**EDP Auditing**

Systems controls and auditing computer abuse, types of controls, audit techniques, auditing real-time systems, systems approach to auditing.

CISM 6311**Hardware-The Central Processing Unit**

This course deals with the central processing unit including both the control unit and the arithmetic/logic unit. Different forms of internal storage are considered both in fixed and variable word length formats. Selection of hardware appropriate for different tasks is emphasized. MCS Program.

CISM 6312**Hardware-Peripherals and Communications**

Input/output as well as external storage is presented. Converters, buffers and other handlers are evaluated. Both low speed (wire) and high speed (microwave) transmission modes are covered. Appropriate selection of equipment forms a focal issue. MCS Program.

CISM 6313**Programming Procedures and Strategies**

Covers structured programming including modular and top down design. Hierarchical and flowcharts as well as pseudocode are developed. Library organization text and production procedures are discussed. MCS Program.

CISM 6314**Distributed Computing Systems**

Computer networks are discussed and demonstrated. Dumb and smart terminals are used. Automated office procedures are developed using on-line equipment. MCS Program.

CISM 6315**Data Base Systems**

Hierarchical, network and relational structures are presented. Integrated file structure with virtual storage is covered. Methods of access and data management are developed. MCS Program.

CISM 6316**Application Programming Projects**

Programming projects will be assigned. State of the art procedures and teamwork achievement will be emphasized. MCS Program.

CISM 6317**Systems Analysis**

Principles of systems analysis will be emphasized. Contemporary development and tools of analysis will be covered. Project management and control as well as cost effectiveness determination will be presented. MCS Program.

CISM 6318**Systems Design**

The case study approach will be used. Management information systems will be developed for various commercial applications using contemporary principles of systems analysis. MCS Program.

CISM 6319**Special Topics**

A service course designed to permit the offerings of topics of current interest. May also be used for individual study in which a minimum of 30 clock hours of directed study is required for each semester hour of credit. Advanced reading, testing, and projects involving experimentation are included.

ECONOMICS**ECON 1301****The American Economic System**

An introduction and comparative evaluation of the principles, problems, and processes of the American Economy. Not open to students with credit in ECON 2303 or 2304.

ECON 2303**Principles of Economics I**

An introduction to macroeconomic theory including supply and demand analysis, national income accounting, monetary theory and policy, modern employment theory, and applications of theory to policy.

ECON 2304**Principles of Economics II**

An introduction to microeconomic theory with emphasis on the determination of price and output in the competitive and noncompetitive market structures of American capitalism. Includes applications of price theory to a range of economic issues.

ECON 3301**American Economic History**

A review of economic resources, economic development, economic causation as a determinant of American history from the Revolution to the present.

ECON 3303**Macroeconomic Theory-Intermediate**

An intensive study of the assumptions and concepts which are basic to the theories of income determination and aggregate employment.

Prerequisite: ECON 2303.

ECON 3304**Microeconomic Theory-Intermediate**

An intensive examination of the assumptions and forces which underlie the price system.

Prerequisite: ECON 2304.

ECON 3305**Money and Banking**

A study of the structure of the banking system, the Federal Reserve System and the management of the money supply with emphasis on theories of money and their application to monetary policy.

Prerequisites: ECON 2303, 2304 (Also offered as FINA 3305).

ECON 3306**International Trade and Finance**

A study of the theories and practice of international trade and finance; direction and composition of world trade, institutions for facilitating trade, international payments, capital movement, exchange rates.

Prerequisites: ECON 2303, 2304. (Also offered as FINA 3306).

ECON 3307**Consumer Economics**

A study of family and individual consumer problems relating to topics such as money management, insurance, taxation, estate planning, savings and credit.

ECON 3308**Economic Geography and Development**

World resources and trade as affected by geography. Special emphasis is placed on industries, products, transportation and regions of Texas and the United States.

ECON 4181, 4281, 4381**Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Provides an opportunity for economics majors to conduct detailed investigations of selected economic problems.

Prerequisite: Approval of the Dean of the College of Business and Economics.

ECON 4292, 4293**Senior Seminar**

Each seminar is designed to assist the student in developing methods of economic research and to proving competence in economic theory, economic history, and economic policy formation. An extended original paper will be required.

Prerequisite: See Note 7 under BA and BS Degree Requirements.

ECON 4301**History of Economic Thought**

A survey of the development of economic philosophy and theory from the ancients to the present.

Prerequisites: ECON 2303, 2304.

ECON 4303**Comparative Economic Systems**

A study of the types of economic systems in capitalist, socialist, and communist countries; of the theories upon which they are based, and the alternative methods of organizing economic activity.

Prerequisites: ECON 2303, 2304 or permission of instructor.

ECON 4304**Labor Economics**

An intensive study of theories of the labor supply, the demand for labor, the economics of trade unionism, labor markets and wage structures. (Also offered as MGMT 4304).

Prerequisite: ECON 2304 or permission of instructor.

ECON 4305**Public Finance**

A study of tax incidence and shifting, and of the economic effects of taxing and spending actions by federal, state and local governments. (Also offered as FINA 4305). Prerequisites: ECON 2303, 2304.

ECON 4306**Business Strategy and Public Policy**

The study of the processes that lead to corporate strategy/policy formulation and implementation. Also considered are the economic and social effects of the application of public policy and regulation on business firms in general as major influences on strategic management decision.

Prerequisites: Senior standing and ECON 2303, 2304. (Also offered as MGMT 4306).

ECON 4314**Economics of Industrial Organization**

The theory, measurement and history of the firm and structure of industry. Emphasis on the structure of American industry and on actual production and pricing practices.

Prerequisites: ECON 2303, 2304.

ECON 5341**Economic Principles**

Review of basic micro and macro economic theory and analysis: supply and demand, competitive and noncompetitive market structures, government and business, factor markets, international trade and finance. Includes application of theory to basic and business issues. M. ACC Program.

ECON 6202**Microeconomic Theory**

This course considers the theory of economic behavior for the individual customer. Public Policy problems of economic organization and control are considered as are value theory and certain aspects of distribution theory. MBA Only.

ECON 6203**Macroeconomic Theory**

Examines the aggregate structure of the economy and the institutions comprising it. Monetary and fiscal policy alternatives are developed and examined as are topics in income analysis, economic growth, inflation, and business cycle analysis. MBA only.

ECON 6204**Managerial Economics and Planning**

This course combines the analysis of the firm and the economic context within which it operates. Topics include economic forecasting, long-range planning, demand analysis, volume-profit analysis, and pricing. MBA only.

ECON 6206**Money and Banking**

Examines the institutions, principles and problems of money, banking, central banking, and international finance. (Also offered as ECON 6107, 6108). MBA only.

ECON 6351**Economics for Managers**

Application of current economic methodologies to the firm; organizational implications of government activities to shape the economy; efforts of other centers of influence to alter economic consequences. Involves money supply considerations, interest rates, balance of trade, wage and price controls and labor supply and demand. M. ACC. and MSM Program.

ECON 6352**Money and Banking**

The institutions, principles and problems of money, banking, central banking, and international finance. M. ACC. Program.

FINANCE**FINA 3305****Money and Banking**

A study of the structure of the banking system, the Federal Reserve System and the management of money supply with emphasis on theories of money and their application to monetary policy. Prerequisites: ECON 2303, 2304. (Also offered as ECON 3305).

FINA 3306**International Trade and Finance**

A study of the theories and practice of international trade and finance: direction and composition of world trade, institutions for facilitating trade, international payments, capital movement, exchange rates. Prerequisite: ECON 2303, 2304. (Also offered as ECON 3306).

FINA 3307**Corporation Finance**

A study of corporate capital; the financial system, organization and financial management of corporations; expansion, failure, regulation and public policy. Prerequisites: ECON 2303, 2304, ACCT 2301, 2303.

FINA 4181, 4281, 4381**Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Provides an opportunity for finance majors to conduct detailed investigations of selected finance problems. Prerequisites: Approval of the Dean of the College of Business and Economics.

FINA 4292, 4293**Senior Seminars**

Studies in financial literature, in financial problems of business and alternative solutions, or in other areas of finance at an advanced level. Normally a significant paper is required. Prerequisite: See Note 7 under BA and BS Degree Requirements.

FINA 4301**Financial Management**

An analysis of internal and external financial decision making issues including assessment and projection of business performance, capital investment, financial funds sources, and leverage. Prerequisites: FINA 3307, MATH 3312, MGMT 4301.

FINA 4305**Public Finance**

A study of tax incidence and shifting, and of the economic effects of taxing and spending actions by federal, state and local governments. Prerequisites: ECON 2303, 2304. (Also offered as ECON 4305).

FINA 4307**Investment Principles**

A detailed analysis of types of investment media and the mechanics of investment. Comparative transaction timing of investments for individuals and investing institutions for purposes of developing an effective investment policy. Prerequisites: FINA 3307, MGMT 4301. (Also offered as MGMT 4307).

FINANCE 6201

Corporate Finance

The theory and methodology of managerial finance is presented in this course. Topics include financial analysis, budgeting, working capital management, sources and forms of financing, debt and equity instruments, leverage, the cost of capital, and financing policy. MBA only.

FINANCE 6202

Investments

The principles and practice of investment with special attention to market analysis, criteria for investment decisions, portfolio construction, and the evaluation of individual securities. MBA only.

FINA 6313

Principles of Finance

The theory and methodology of managerial finance is presented. Topics include planning, capital budgeting, working capital managements, and sources and forms of financing. Leverage, cost of capital and financing policy are included. MCS program.

FINA 6351

Corporate Finance

The theory and methodology of managerial finance. Topics include financial analysis, budgeting, working capital management, sources and forms of financing debt and equity instruments, leverage, the cost of capital, and financial policy. M. ACC. program.

FINA 6352

Investments

The principles and practice of investment with special attention to market analysis, criteria for investment decisions, portfolio construction, and the evaluation of individual securities. M. ACC. program.

MANAGEMENT

MGMT 1302

Introduction to Business

An introduction to, and overview of the business system. Explores the basic business functions of accounting, finance, marketing, management, and such topics as economics, business law, and social issues. Emphasis on the interrelationships among the various functions of business and between the business and its environment.

MGMT 3302

Principles of Management

Synthesizes the classical, behavioral, management science, and contingency approaches to modern management practices. Concentrates on the basic functions of management such as planning, organizing, coordinating and controlling. Integrates these concepts to show how modern management integrates these functions to fit with the organization's environment and internal contingencies.

MGMT 3303

Business Law I

An intensive study of the law of contracts, negotiable instruments, business organization and other areas. For business and other majors.

MGMT 3304

Business Law II

The uniform commercial code, agency, real and personal property, securities, professional liability, and other selected topics. Prerequisite: MGMT 3303 or equivalent.

MGMT 3305

Organizational Behavior and Management

Approaches the functions and problems of management from a behavioral viewpoint. Begins with a look at the individual and groups in organizations and integrates these concepts with organizational structure and process considerations. The emphasis is on effective management leading to effective organizations. Prerequisite: MGMT 3302.

MGMT 4181, 4281, 4381

Special Topics

Directed study of a minimum of thirty clock hours for each hour of credit. Provides an opportunity for business management majors to conduct detailed investigations of management problems. Prerequisite: Approval of the Dean of the College of Business and Economics.

MGMT 4292, 4293**Senior Seminars**

4292 allows the student to develop skills in identifying, analyzing, and solving business problems through the use of appropriate case studies. 4293 assists the student in developing methods of research in business management. Prerequisite: See Note 7 under BA and BS Degree Requirements.

MGMT 4300**Introduction to Management Decision Models**

Introduces the application of statistical concepts and techniques to decision oriented problems. Application is made of topics such as descriptive statistics, multiple regression, correlation and hypothesis testing. Emphasis is given to why a particular procedure should be used in a decision analysis. Prerequisite: MATH 3312.

MGMT 4301**Managements Decision Models**

An introduction to the formulation and analysis of managerial decision problems in terms of mathematical models. Models involving both risk and certainty are considered. Prerequisite: MATH 3312.

MGMT 4302**Organizational Development and Change**

Deals with changes and development in the internal activities and structure of an organization so that the organization can deal with the uncertainties of its environment and still survive and continue to grow. Covers latest state-of-the-art techniques that can be used by management to improve organizational effectiveness. Prerequisite: MGMT 3305.

MGMT 4304**Labor Economics**

An intensive study of theories of the labor supply, the demand for labor, the economics of trade unionism, labor markets and wage structures. (Offered also as ECON 4304.) Prerequisite: ECON 2304 or permission of the instructor.

MGMT 4305**Personnel Policies**

The application of personnel techniques in the industrial setting. The application and study of job evaluation, wage administration, testing and selection, training programs, and employee benefit programs. Prerequisite: MGMT 3302.

MGMT 4306**Business Strategy and Public Policy**

The study of the processes that lead to corporate strategy/policy formulation and implementation. Also considered are the economic and social effects of the application of public policy and regulation on business firms in general as major influences on strategic management decision. Prerequisites: Senior standing and ECON 2303, 2304. (Also offered as ECON 4306).

MGMT 4307**Investment Principles**

A detailed analysis of types of investment media and the mechanics of investment. Comparative transaction timing of investments for individuals and investing institutions, for purpose of developing an effective investment policy. Prerequisites: MGMT 4301, ACCT 2303. (Also offered as FINA 4307).

MGMT 4308**Business, Ethics, and Society.**

An examianation of the issues that cause conflict between business organizations and their constituencies. Focuses on business ethics and social responsibility and the role of the manager in resolving the resulting conflicts.

MGMT 4314**Principles and Policies in Production**

A study of the problems, practices, and methods of production management and control. The course will include production planning, production control, factory management, time and motion study, plant layout, inner-company transportation, methods and standards, quality control, and plant location. Prerequisite: MGMT 4301.

MGMT 4363**Communications in Organizations**

The communication process in an organizational setting and from a behavioral perspective. Communication functions and improvement are considered with organization and communication theories. (Also offered as MASM 4363).

MGMT 4373**Psychology in Business and Industry**

A survey of individual and group techniques in supervision and evaluation. Problems in selection, training, communications, motivation, morale, fatigue, accidents, job analysis, and performance. Prerequisites: PSYC 1313, 3313 or advanced classification in business and economics. (Also offered as PSYCH 4373)

MGMT 6112**Managerial and Public Policy**

A problems course involving the analysis of managerial policy issues as they interact with long-range strategic considerations and governmental actions. MBA only.

MGMT 6114**Research and Survey Methods**

This course presents research and survey methodology. Topics include design of experiments, sampling procedures, data analysis and validation techniques. MBA only.

MGMT 6201, 6202**Organization Theory I & II**

This course examines the theory of organizational structure and the functions of the manager. Relevant research results from the behavioral sciences and from research in organizations are considered and applied to cases presenting problem situations. MBA only.

MGMT 6204, 6205, 6106**Quantitative Methods and Statistics, I, II, & III**

An introduction to and application of the methods of formulating and analyzing business decisions using mathematical models. The course considers models appropriate to situations involving both certainty and uncertainty. Topics include statistical analysis, regression and

correlation, queueing theory, linear programming, location models, information and decision theory, and risk analysis. MBA only.

MGMT 6208**Management Information Systems**

A development of the structure and theory of information processing including data system design and system operation. Topics include centralized systems, distributed processing, interactive systems, batch processing and telecommunications. Emphasis is given to the role of the information system in the functioning of the firm. (Also offered as MGMT 6104 & MGMT 6105). MBA only.

MGMT 6210**Business Law**

A survey of the points of law governing corporate action, including contracts, government regulation, and trade issues. MBA only.

MGMT 6213**Marketing Theory**

An introduction to the macro and micromanagerial aspects of the marketing process, including marketing and society, environmental and governmental regulation, market segmentation, pricing decisions, promotion policies, and the distribution system. MBA only.

MGMT 6215**Personnel Management and Labor Economics**

An examination of the concepts and practice of the Personnel Administration Function. The structure of the labor market is investigated and employee related regulations are described. MBA only.

MGMT 6216**Production and Operations Management**

Production theory is developed and the structure of the various production process is presented. Problems of planning, control, design, location and process selection are presented and analyzed. MBA only.

MGMT 6218**Managerial Communications**

This course concentrates on the development of communication skill, both oral and written, within an organization. Such topics as information dissemination, image building, and media relations are considered. MBA only.

MGMT 6314**Statistics for Management Analysis**

Topics in statistical analysis are developed, including problems of estimation and hypothesis testing. Special attention is given to the use of program packages for statistical analysis. MCS program.

MGMT 6315**Principles of Management and Marketing**

The theory of organizational structure and the function of the manager is developed. The firm and its operation in the market is presented and the basic principles of marketing and market analysis are presented. MCS program.

MGMT 6316**Decision Support Systems**

The decision structure of the organization is presented along with illustrative examples of programmed systems which support decision making. Specific topics include Linear Programming, PERT/CPM analysis, inventory models, and simulation. MCS Program.

MGMT 6317**Special Topics**

Directed study of a minimum of 30 clock hours for each hour of credit. Provides the opportunity to conduct a detailed investigation of selected problems. Dean's approval required. MCS Program.

MGMT 6352**Organizational Behavior**

Systems approach to organizational design; effective organizational strategies and procedures; utilization of behavioral sciences within organizational settings; individual motivation, leadership practices; integration of management science and technology. Involves work design, matrix methods, objective setting, behavior modification, and conflict management. MSM Program.

MGMT 6353**Quantitative Methods**

Design of organizational research and special studies; historical reviews and future forecasting methods; epidemiology; questionnaire and instrument design; supplementary observations and interviews; tests and measurements; descriptive, inferential and predictive statistics. Involves statistical packages, validity and reliability, report writing and professional exchanges of data.

MGMT 6354**Organizational Law**

Legislative and judicial systems; nature of torts and crimes with emphasis on restraint of trade and conspiracy; organizational exposure, to include executive liability, agency, contributory liability; contracts, with emphasis on labor agreements; property, to include purchase and leasing; securities regulations and antitrust. Involves issues of concern to executives and managers in the conduct of the business of the firm. MSM program.

MGMT 6361**Personnel Law**

Legislation, rulemaking, agencies and enforcement procedures; federal and state courts and litigation; examination of employee laws, with emphasis on equal opportunity and safety and health. Covers mortgages, tenancy leasing, wills, estates, trusts, taxes, workers compensation, due process, and conciliation. Involves access to information, confidentiality; prudent man obligations; contractor liability, discipline, nondiscrimination, affirmative action, and compliance reviews. Prerequisite: MGMT 6354. MSM program.

MGMT 6362**Personnel Administration**

Human Resource planning and staffing; affirmative action implications; campus and noncampus recruiting; search activities; hiring procedures; interviewing and testing, placement and career pathing; professional and management development; early

identification of executive potential; evaluation of performance and estimation of potential; promotion and demotion; termination and early retirement; retrieval of marginal performers; administrative policies and procedures; international operations. Involves core concepts and practices in human resource administration. Prerequisite: MGMT 6352. MSM program.

MGMT 6363

Organizational Development

Behavioral science and educational foundations; major approaches to include survey feedback and team building; management's role; organizational analysis and diagnosis; communication objectives, strategies and systems; action planning and followup; consultant contributions; consultation skills; organizational change methods; conflict resolution procedures; quality of worklife programs. Relationship to quality circles, productivity programs and non-union operations. Involves experience in design; familiarization with a wide range of processes, and practical ways to have designed processes achieve organizational objectives. Prerequisite: MGMT 6352. MSM program.

MGMT 6364

Training and Development

Creating learning designs and delivery systems; training needs analysis; behavioral modeling and modification; consulting skills; cost benefit analysis; validation and evaluation; methods of instruction; transfer of instruction to job; audio-visual hardware and software; manager training; professional training; skill and apprentice training; developing and evaluating external resources; career and management development contributions. Involves a wide range of educational strategies and focuses on their effective application in achieving organizational objectives. Prerequisite: MGMT 6363. MSM program

MGMT 6365

Labor Relations I

History of the labor movement and the workforce, owner rights and obligations, growth and maturation of employee groups, legal developments and legislation;

national labor relations board; federal and state courts; union organization and management; power equalization; elections; fair and unfair practices; work stoppages; professional associations as labor organizations. Involves union management conflict and cooperation, election strategies, union certification and decertification, and right to work legislation. Prerequisite: MGMT 6352. MSM program.

MGMT 6366

Labor Relations II

Contract negotiations; typical collective bargaining conditions and coverages; negotiation patterns by industry; contract negotiation skills; negotiation game; contract administration to include grievance and arbitration processes; disciplining of represented employees; grievance hearing skills; grievance cases, arbitration preparation, hearings, and cases. Involves day to day administration and face to face relationships with union leaders and represented employees. Prerequisite: MGMT 6365. MSM program.

MGMT 6367

Compensation

Human resource objectives; relation to organizational behavior concepts; evolution from economic theory; legal backdrop; government programs, policies, agencies, and regulations; salary administration concepts, with emphasis on career administration; job analysis and job evaluation; salary and wage surveys; starting salary offers; wage administration; individual and group incentive programs; executive compensation and perquisites; benefit concepts, policies and programs; cafeteria benefits; individual financial planning, international operations. Involves complex and difficult trade-offs; responses to market pressures; and fundamental issues of equity and value of contribution. Prerequisite: ECON 6351. MGMT 6353. MSM program.

MGMT 6368

Organizational Productivity

Human resource contributions; international challenges; roles and contributions of managers and employees; union involvement; integration of technology; measurement challenges; job design; work practice improvement; office

automation and communication technology; incentive strategies and suggestion systems; Scanlan plans, value analysis; team involvement strategies; productivity task forces; quality circles; consultant assistance; peer reviews and self studies; methods training; stewardship reporting. Involves state-of-the-art program design and execution, gaining acceptance; and measuring progress. Prerequisite: The Core Curriculum. MSM program.

MGMT 6369

Information Systems

Organizational applications of information, data and systems analysis, flow charting and critical path method; decision-making procedures; utilization of hardware to include input-output and central processing units; mini and micro computer applications; software and languages; communication systems; integration with office automation; record storage and retrieval. Involves modern analytical procedures and state-of-the-art technology. Prerequisite: ECON 6351, MGMT 6353, MGMT 6361. MSM program.

MGMT 6370

Bargaining and Negotiations

Organizational objectives and strategies; power and influence; conflict management; bilateral and multi-party (industry) bargaining; negotiating labor and other contracts; exchange theories; value; tradeoffs and timing; quantitative and subjective decision making methods; individual skill development. Involves individual skills and organizational strategies in achieving objectives in interactions with individuals and groups. Prerequisite: The Core Curriculum, MGMT 6361. MSM Program.

MGMT 6371

Public Sector Employee Relations

Survey of specialized human resource practices in public and nonprofit sectors; managing changes in administrations; specialized employment and tenure systems, civil service and exempted executive service; distinctive qualities of state and local systems; unique obligations and client responsibilities, constraints in

human resource management; public sector labor relations; stewardship obligations. Involves the full range of human resource management processes in the public and non-profit sectors. Prerequisite: MGMT 6352. MSM program.

MGMT 6372

Seminar: Present and Future Human Resource Issues

Considers recent events in human resource management; future projections and probable trends; emphasizes developing accurate estimates of future challenges and effective responses; prepares human resource professionals for proactive contributions in shaping human resource practice in their organizations. Involves investigation and analysis of current issues and the projection of future concerns. MSM program.

MGMT 6380

Seminar: Selected Topics

Directed study. Involves specification and approval of a study design; development of data; and analysis and reporting results. MSM program.

MARKETING

MKTG 3301

Principles of Marketing

The fundamental marketing concepts and functions are analyzed and interpreted within the framework of the competitive, legal, economic and social environments.

MKTG 3310

Consumer Behavior

A study of human behavior in the market place. Attention is focused on applying concepts from the social sciences to understanding the consumer decision processes and buying patterns. Prerequisite MKTG 3301.

MKTG 3360

Professional Sales

A study of the principles and techniques of personal selling using a behavior approach. Prerequisite MKTG 3301.

MKTG 3370**Marketing for Nonprofit Organizations**

Investigates the expanding role of marketing in non-profit organizations.

Prerequisite: MKTG 3301.

MKTG 4181, 4281, 4381**Special Topics**

Directed study of a minimum of 30 clock hours for each hour of credit. Provides the marketing major the opportunity to conduct a detailed investigation of selected marketing problems. Prerequisite: Approval of the Dean of the College of Business and Economics.

MKTG 4292, 4293**Senior Seminars**

4292 allows the student to develop extensive knowledge of relevant literature in the field. The course also will provide an opportunity for students to meet various persons presently working in the field of marketing. 4293 requires an independent research project on selected marketing topics. Prerequisite: See Note 7 under *Degree Requirements*.

MKTG 4315**Industrial Marketing**

An application of marketing concepts to the movement of materials, equipment, and supplies to manufacturers and other business firms. Prerequisite MKTG 3301.

MKTG 4320**Retailing**

A study of merchandising, promotion, facilities, and expenses in the retail organization. Prerequisite MKTG 3301.

MKTG 4350**Marketing Research**

Studies the methodology and procedures used to meet the information needs of marketing management. Prerequisites: MKTG 3301, MATH 3312 plus 6 additional semester hours of marketing.

MKTG 4360**Marketing Strategy**

A comprehensive course designed to study marketing strategy through the use of case histories. This is a capstone course and requires the basic knowledge the student has acquired in earlier marketing courses. Prerequisites: MKTG 4310 and senior standing.



College of Education and Behavioral Studies

UNDERGRADUATE PROGRAMS

The College is made up of departments of Education, Physical Education and Recreation, and Behavioral Studies.

DEPARTMENT OF EDUCATION

Houston Baptist University considers the Department of Education a vital component in its total program. The department offers courses in general teacher education, elementary education, special education, and early childhood education. It has three major purposes: (1) the preparation of teachers for public and private schools from pre-school through high school; and (2) the preparation of teachers for pupils who have learning disabilities, and (3) the preparation of teachers for bilingual classrooms.

An undergraduate student who wishes to become a teacher must complete requirements in academic foundations, two teaching fields, and professional teacher education. All of the requirements were developed cooperatively by the University faculty, the interdisciplinary Teacher Education Committee, the HBU Teacher Center Advisory Council, and public and private school personnel associated with the University as members of its teacher education center staff. All programs which lead to certification are accredited and approved by the appropriate division and boards of the Texas Education Agency.

The undergraduate curriculum affords students an opportunity to prepare for the Provisional (undergraduate) teaching certificate with selected endorsements. These credentials enable one to each in the public or private schools of Texas.

Approved Undergraduate Programs

1. Teacher of Young Children (ages 3 through Grade 3)

The student who wishes to teach in pre-school and/or grades K-3 completes the two majors of Child Development and Early Childhood Education.

2. Elementary School (Grades 1-6)

A student who wishes to teach in grades 1-6 in public or private schools must elect Elementary Education as one major and a second major from the following:

Art	Mathematics
Bilingual Education	Music
Biology	Physical Education
English	Psychology
Guidance	Sociology
Associate	Spanish
History	

3. Secondary School (Grades 6-12)

The student who elects to seek certification for teaching in secondary school must choose two teaching fields from the following:

Art	History
Bilingual Education	Mathematics
Biology	Physical Education
Chemistry	*Psychology
English	**Social Studies
French	Sociology
Government (Political Science)	Spanish
*Guidance Associate	Speech (Communications)

*A student may not combine the teaching fields of Guidance Associate with Psychology.

**There is an option for a student to select the composite teaching field of Social Studies, which contains a major in History and elements of Political Science, Economics, Sociology, and Geography.

4. All-Level (Grades 1-12)

A student may select a program of Art or Music Education, either of which is a composite double major program and which leads to a certificate that permits the holder to teach these subjects at grade levels 1-12.

In addition to the certification programs listed above, the Department of Education offers the opportunity to earn additional endorsements in the all-level field of Special Education/Learning Disabilities, in Kindergarten Education, in Early Childhood Education of Exceptional Children, in Bilingual Education, and English as a second language.

Admission to Teacher Education Program.

Students interested in teacher preparation need to be aware of the standards for admission to the teacher education program at Houston Baptist University. The Teacher Education Committee will consider for admission to the program those students who, at the end of the sophomore year, present evidence of the following qualities and qualifications:

1. A satisfactory level of performance on the Pre-Professional Skills Test (Educational Testing Service), a competency examination of the basic skills areas of mathematics, reading, and writing/composition. This requirement shall apply to all persons applying for admission into an approved teacher education program after May 1, 1984.
2. A genuine desire to enter and follow a career in teaching.
3. An application for admission on file in the Education Office during the second quarter of the sophomore year.
4. A classification of junior (at least 64 semester hours) with a cumulative quality point average of not less than 2.25 on a 4-point scale.
5. A completed degree plan on file with the University Records Office and the Education Department.
6. A personal and social orientation which shows promise of contributing to success in the classroom.
7. A physical and mental fitness which indicates potential classroom leadership.
8. Evidence of Spanish language proficiency (for Bilingual Education students only.)

Retention in Teacher Education Program

Students should be aware of the conditions necessary for retention in the teacher education program.

1. The 2.25 cumulative quality point average must be maintained through graduation.

2. The student meets with his faculty adviser at least once per quarter for a conference on his progress in the teacher education program.
3. The student must participate as a member of the local chapter of the Student Education Association (or another local professional organization approved by the Teacher Education Committee) for at least two academic years.
4. The attitudinal qualities that qualified the student for admission to the program must be maintained until completion.

Approval for Student Teaching

Student teaching is among the final requirements for a Provisional teaching certificate. It is part of the Professional Education requirements. Admission to student teaching is not automatic upon completion of required courses. It is contingent upon approval by the Teacher Education Committee. The following requirements must be met:

- satisfaction of all requirements for admission to and retention in the Teacher Education Program
- a negative tuberculosis test
- completion of at least 96 semester hours from a degree plan, including a minimum of nine (9) semester hours from the Professional Education courses
- completion of at least 21 semester hours in teaching field
- a Quality Point Average of 2.25 or higher in all courses
- an approved degree plan on file with the University Records Office and a copy in the Education Office
- an "Application for Student Teaching" form on file in the Education Office two quarters prior to the quarter of student teaching
- fitness for teaching as judged by performance in the classroom and in course-related field experience
- if an Elementary Education major, completion of the reading and math courses in the Elementary sequence

- if a Secondary Education major, completion of "Fundamentals of Secondary School Teaching"
- a passing score on the English Proficiency Examination prior to quarter of student teaching
- if a Bilingual Education major, a passing score on the Spanish Proficiency Examination prior to quarter of student teaching

Undergraduate Program Requirements in Elementary Education

The major in Elementary Education requires completion of SPCH 1313 or 1323, EDEL 3350, 4310, 4320, 4330, and 9 semester hours selected from EDEL 3310, 3320, 3330, 3340, and 4340.

Undergraduate Program Requirements in Professional Education

To become certified as a teacher at the baccalaureate level, the student must include HIST 2313 and 2323, POLS 2313, and CISM 1321 in the general degree requirements.

The elementary, secondary, and all-level certification programs require that the student complete 18 semester hours in professional teacher education, in addition to the general degree requirements and two majors.

Students interested in elementary school teaching must include EDUC 3300, 3313, 3323, 4313, 4333, and 4690. However, if a student is earning the added Kindergarten endorsement, he may substitute EDUC 4390 and 4391 for EDUC 4690. In like manner, a student who is completing requirements for the elementary certificate with the added Special Education (LD) endorsement will substitute EDUC 4390 and 4392 for EDUC 4690. A student who is combining Elementary Education with Bilingual Education will substitute EDUC 4387 and 4390 for EDUC 4690.

Students who elect to prepare for secondary school teaching must complete EDUC 3300, 3313, 3323, 4314, 4323, and 4691. However, a student earning the added Special Education (LD) endorsement will substitute EDUC 4392 and 4395 for EDUC 4691. In like manner a student majoring in Bilingual Education will substitute EDUC 4387 and 4395 for EDUC 4691.

The all-level certification programs require that students earn credits in EDUC 3300, 3313, 3323, 4313, 4323, and EDUC 4393-4396 or EDUC 4394-4397(8).

The Teacher of Young Children Certification program requires that students earn credits in EDUC 3300, 3323, 4333, 4388, and 4389.

Music Endorsement

For those already holding a Bachelor's degree and wishing to be certified to teach music in the elementary school, this endorsement is available. It is not a major and cannot be used so by undergraduates.

Requirements for a Music Specialization program in Elementary Education: MUTH 1212, 1222, 1232; MUTH 1112, 1122, 1132; MUHL 3212, 3222, 3232; MUEC 3172; MUAP 4292; MUEC 4202; Applied piano 2 hrs. upper level; Applied Voice 2 hrs. upper level.

EARLY CHILDHOOD EDUCATION

A student may elect to seek certification for teaching pre-school and primary school children. This certificate is entitled "Teacher of Young Children" and qualifies the holder to teach children ages 3 through grade 3.

A student has the opportunity to add the Kindergarten endorsement to the Elementary or All-Level certificate, either by completing all requirements simultaneously upon graduation or by adding the required Kindergarten courses after graduation.

An additional option in this area is the opportunity to add the endorsement "Early Childhood Education for Exceptional Children" to an existing Elementary or All-Level certificate.

Program Requirements

1. Teacher of Young Children

In addition to the 49 or 50 semester hours included in the degree requirements for all undergraduate students, a prospective teacher must complete the major in Child Development (see Department of Behavioral Studies), the major in Early Childhood Education, 12 semester hours in a combination of subjects, and 12 semester hours in professional teacher education.

The major in Early Childhood Education includes EDEL 3340, 3350, 4310, 4320, 4330, 4340, EDEC 4313, and EDEL 3310 or 3320, for a total of 24 semester hours.

The student selects 12 semester hours from EDEL 3310 (if not counted in Early Childhood Education major); ART 3313; EDBI 3363, 4343; SPCH 1323; EDEL 3320 (if not counted in Early Childhood Education major); MUED 4202; PSYCH 1313, 2363, 3383, 4330; SOCI 1313, 3333, 3393; EDSP 4343; if the student chooses EDSP 4343, he will receive the additional endorsement "Early Childhood Education for Exceptional Children" upon graduation.

Professional teacher education requirements include EDUC 3323, 4333, 4388, and 4389.

2. Kindergarten

Any student who desires to secure the Elementary certification and Kindergarten endorsement simultaneously upon graduation may do so by satisfactorily completing EDEC 3314, 3323, and 4313. The usual requirement in student teaching in elementary school, EDUC 4690, is waived, and the student completes EDUC 4390 and 4391.

Any individual who already possesses the Elementary, All-Level or Vocational Homemaking certificate can earn the added Kindergarten endorsement by completing a minimum of 12 semester hours, including EDEC 3314, 3323, 4313, and EDUC 4391. However, a teacher with a minimum of one year's experience teaching in an accredited Kindergarten program may substitute EDEC 4381 for EDUC 4391.

3. Early Childhood Education for Exceptional Children

Any Elementary or All-Level student who desires to secure the added endorsement "Early Childhood Education for Exceptional Children" must earn credits in EDEC 3314, and 3323 or 4313; and EDSP 4303, 4343, for a total of 12 semester hours.

Special Education

There are two options available in Special Education for students who are certified as Elementary, All-Level, or Vocational Homemaking teachers, and one option available for Secondary teachers. The former may qualify for the added endorsement of Special Education (Learning Disabilities) or Early Childhood Education for Exceptional Children, and Secondary teachers may elect to add the Special Education (Learning Disabilities).

Program Requirements

1. Special Education (Learning Disabilities).

Any teacher with certification in Elementary or Secondary fields may add the Special Education (LD) endorsement by completing satisfactorily EDSP 4303, 4313, 4324, 4333, and PSYC 4330, for a total of 15 semester hours.

An undergraduate may complete this endorsement simultaneously with the other certification fields, but instead of the usual student teaching requirement will take EDUC 4392 and 4390 or 4395.

2. Early Childhood Education for Exceptional Children

An undergraduate or post-baccalaureate student with Elementary or All-Level teacher certification may earn the added endorsement "Early Childhood Education for Exceptional Children" by completing satisfactorily EDSP 4303, 4343, and EDEC 3314, 3323, or 4313, for a total of 12 semester hours.

DEPARTMENT OF BEHAVIORAL STUDIES: PSYCHOLOGY-SOCIOLOGY- SOCIAL WORK

The undergraduate student is offered an opportunity to select from five major areas of concentration—Child Development, Guidance Associate, Psychology, Sociology, and Social Work. Emphasizing a blending of theory and practice, all five require field experience.

Learning in a Christian environment fosters creative, productive thinking, and the student is provided an intellectually challenging atmosphere as the student prepares for a profession.

CHILD DEVELOPMENT

Required for the student who wishes to earn teacher certification as "Teacher of Young Children" (ages 3 through 8). Child Development is a field of study which may be appropriately linked with many other majors offered by the University. The student who wishes to teach in pre-school and/or grades K-3 completes the two majors of Child Development and Early Childhood Education.

Program Requirements

The student who wishes to complete the major in Child Development must earn credit satisfactorily in CDEV 2373, 2383, 3313, 3314, 3323, 3330, 4303, 4292, and 4293 for a total of 25 semester hours.

GUIDANCE ASSOCIATE

A student may elect to be trained as a Guidance Associate and be certified to work as an assistant to a counselor in either an elementary or a secondary school. This major field of study provides excellent preparation for graduate school en route to becoming a counselor. It is also a good second field for an elementary school teacher.

Program Requirements

The student who plans to combine Elementary Education with Guidance Associate certification must earn credits in PSYC 1313, 2363, 4323, 4330, 4363, 4293, 4296, and two other courses selected from PSYC 2333, 3333, 3343, 3363, 3373, or 3383, for a total of 25 semester hours.

The student who plans to teach in secondary school and selects Guidance Associate as one of the two required teaching fields must complete satisfactorily PSYC 1313, 2363, 4323, 4330, 4333, 4363, 4293, 4296 and one of PSYC 2333, 3333, 3343, 3363, 3373, or 3383 for a total of 25 semester hours.

PSYCHOLOGY

The curriculum is designed to introduce the student to basic understandings in the scientific, systematic study of human behavior. The bachelor's degree with a major in psychology does not prepare the graduate for immediate placement in a professional psychologist's position. There are limited employment opportunities for the graduate with a B.A. or B.S. degree. Consequently, students who wish to become professional psychologists must be prepared to do graduate study.

Flexible course offerings at upper level make psychology an excellent companion major with many disciplines.

There are three specialization programs in psychology. A student may choose psychology as a specialization with Elementary Education; as a secondary school teaching field; or as a liberal arts major without teacher certification. Only one specialization in psychology may be counted in graduation requirements.

Program Requirements

The student who plans to enter graduate school to continue education in the field of Psychology must earn credits in PSYC 1313, 2333, 2363, 3303, 3343, 4292, 4295, and three other advanced psychology courses for a total of 28 semester hours.

The student who plans to combine Elementary Education with psychology as the second major must earn credits in PSYC 1313, 2333, 2363, 3303, 4330, 4292, 4295, and three other advanced psychology courses for a total of 28 semester hours.

The student who selects psychology as a teaching field for secondary certification must complete satisfactorily PSYC 1313, 2363, 3303, 3333, 3343, 4323, 4330, 4292, 4295, and one other course from PSYC 2333, 3363, 3373, or 3383, for a total of 28 semester hours.

SOCIAL WORK

The curriculum offers knowledge and understanding of the history and philosophy of social welfare, its programs, policies and issues, the scientific method and communicative skills. It further assists the student to develop skills in problem identification, problem solution, use of appropriate interventive processes and evaluation. Opportunities to implement and develop skills, and to apply classroom concepts are provided through organized field instruction. Early engagement in an identification of the nature of community service, its structure and functions, is provided through courses offering opportunities for field observation and volunteer services as part of their educational and behavioral content. The social work program is accredited by the National Council on Social Work Education.

Program Requirements

To complete the major in social work a student must take the following courses: SOCW 1313, 2313, 3363, 3393, 4270, 4271, 4420, 4425, 4343, 4292, 4293, for a minimum of 31 semester hours.

SOCIOLOGY

The undergraduate curriculum is designed to enable the student to better understand relationships between individuals, groups, and societies. A major in sociology prepares the student for graduate study or for teaching in the elementary or secondary school. It also offers the student with other occupational aspirations an academic background that enhances his ability to work with individuals and groups in whatever field the student chooses.

There are three programs for the undergraduate sociology major. One program is designed for the student who is planning a career in another profession or who is planning to do graduate work in sociology. The other two programs are designed for those who are seeking teacher certification in either elementary or secondary education.

Program Requirements

The student who selects an undergraduate major in sociology in preparation for entrance into another profession or for entrance into graduate school is required to complete the following courses: SOCI 1313, 3303, 3323, 3333, 4292, 4293, and four additional sociology courses for a minimum of 28 semester hours.

The student who seeks certification as an elementary teacher with sociology as the second major must take the following courses: SOCI 1313, 2313, 3303, 3323, 3333, 3393, 4292, 4293, and two additional sociology courses for a minimum of 28 semester hours.

The student who chooses to earn certification for teaching sociology in the secondary school must satisfactorily complete the following courses: SOCI 1313, 2343, 3303, 3323, 3333, 3393, 4292, 4293, and two additional sociology courses for a minimum of 28 semester hours.

DEPARTMENT OF PHYSICAL EDUCATION AND RECREATION

Degree Requirements

Each person who receives a baccalaureate degree at Houston Baptist University is required to have completed satisfactorily one credit in each of two different individual sports.

These activities are listed under the designation Physical Education 2111. Students who demonstrate advanced proficiency in a particular sport may enroll in PHED 2121 without completing PHED 2111 in that sport. In such cases, PHED 2121 will suffice for the graduation requirement, provided the student also presents credit in a different sport.

A student who presents a physician's statement attesting to the non-advisability of the student's participation in activity courses may take a physical education theory course to satisfy the degree requirement. Such an individual may be examined by the University Physician.

Students may take as many sections of PHED 2111 and 2121 as they wish, but only four semester hours of credit will be counted in the 130 credits required for graduation. No P.E. credit will be given for military service.

Concentration in Physical Education

An undergraduate student may elect to major in physical education or recreation. Each of these is a concentration within the various offerings of the department.

The undergraduate curriculum is designed to acquaint the student with the contribution to be made by physical education and recreation to the total development of a human being—physically, intellectually, and spiritually. The required courses include principles of organizing and administering physical education programs in schools, intramural sports programs, coaching of athletics, and outdoor education.

The faculty recognizes the need for professional preparation of personnel to be employed in the rapidly-expanding field of recreation. A student may be interested in

church recreation, municipal park supervision, community center service, summer camp direction, YMCA, and YWCA activities.

Program Requirements

A student who chooses to major in physical education as a liberal arts field leading to entrance into graduate school or who wishes to teach in the secondary school is required to earn credits in the following courses: PHED 2323, 2363, 3333, 3363, 3383, 3393, 3394, 4292, and 4295, for a total of 25 semester hours. It is strongly recommended that this student take BIOL 2313 and 2323.

Any student who elects to major in physical education as an area of specialization to qualify for teaching in the elementary school must complete the following requirements: PHED 2363, 3323, 3363, 3393, 4323, 4324, 4292, 4295, and 3 semester hours of physical education electives, for a total of 25 semester hours.

To earn a major in recreation, a student must complete the following requirements: PHED 2373, 3373, 4313, 4314, 4293, 4296, and ten elective credits in physical education, for a total of 26 semester hours.

College of Education and Behavioral Studies

GRADUATE PROGRAM

MASTER OF EDUCATION DEGREE

To receive the Master of Education degree a student must complete the following requirements:

1. The student must have been admitted to candidacy for the degree.
2. The student must have completed 36 semester hours as prescribed in one of the programs of Educational Administration, Bilingual Education, Counselor Education, Educational Diagnostician, Reading Education, and General Studies. These courses must have been completed with an average of 3.00 on a 4-point scale with no grade less than C. A minimum of 18 semester hours must be taken at the 6000 or above level.
3. The student must have received the recommendation of his major department based upon satisfactory completion of a comprehensive examination.

Students who have earned their baccalaureate degrees in fields other than teacher education, or who are already certified to teach but who wish to earn additional endorsements to their original certificates, may enroll at HBU as Special Post-baccalaureate students. After analysis of previously earned credits, a "deficiency plan," which lists the necessary requirements for the additional endorsement, is prepared on an individual basis. Upon completion of all requirements, these students are recommended to the Texas Commission of Standards for Teacher Education for certification in the new field.

Beginning May 1, 1984, in order to be approved for the provisional teacher's certificate, students, including those holding a valid out-of-state certificate, shall be required to achieve a satisfactory level of performance on an examination prescribed by the State Board of Education.

A person who has been convicted of a felony or misdemeanor for a crime which directly relates to the duties and responsibilities of the teaching profession will not be recommended for certification.

Educational Administration.

To earn a degree in Educational Administration, a student must complete the following courses:

EDUC 6300, 6310; EDAD 6301, 6302, 6303, 6304, 6305, 6306, 6308, 6309, 6310, 6391

To earn the Texas Professional Certificate in Mid-Management School Administrator (Principal), the student must complete the 36 semester hours above, earn the M. Ed. degree, have a valid Texas Teaching Certificate and have completed two years of successful teaching, and complete 9 additional semester hours as listed below:

Three semester hours selected from:
EDUC 6390, 6391

Six semester hours selected from:
EDBI 6305; EPSY 5363, 6307; MGMT 4373

Bilingual Education

To earn a degree in Bilingual Education a student must complete 36 semester hours as follows:

EPSY 5330; EDUC 6310, 6320; EDBI 5304, 5343, 5301, 6302, 6303, 6304, 6305;

and

six semester hours of approved graduate electives in Bilingual Education, Counselor Education, Educational Administration, or Reading Education.

Successful completion of this program, demonstration by examination of proficiency at the teaching level in Spanish, completion of EDUC 4387, Student Teaching in the Bilingual Classroom, and removal of any deficiencies needed for valid Texas Teacher certification at the elementary or secondary level, will result in Texas provisional certification in Bilingual Education.

Students who already possess the Provisional Certificate in Bilingual Education may, through presentation of appropriate undergraduate equivalent courses, substitute other graduate courses for required courses in the bilingual M. Ed. program, upon approval of the advisor.

Requirements for Teacher Certification Only

A post-baccalaureate student who has never received teacher certification may earn Bilingual Education certification provided he completes the requirements below and the other specified conditions on the "deficiency plan" prepared by the Director of Teacher Education.

A person holding Texas teacher certification who can qualify as a special post-baccalaureate student (holder of the Bachelor's Degree who meets requirements as a special student) may seek to earn either an endorsement in Bilingual Education or the Provisional Certificate in Bilingual Education.

To gain unconditional admission to the Bilingual endorsement or provisional certificate programs, the prospective student must, in addition to the requirements stated above, achieve the prerequisite scores on proficiency tests in English and in Spanish. On the MLA Cooperative Language Proficiency Test in Spanish (Level M), the prospective student must achieve a minimum overall score at the eightieth (80th) percentile. In addition, each student must achieve a minimum score at the eightieth (80th) percentile in each of the four skill areas (listening, speaking, reading, and writing), or he/she must take the appropriate course or courses to remove language deficiency in each area where the score is less than the minimum standard.

1. Program Requirements for the Endorsement in Bilingual Education

- a. The student must complete the following courses with no mark less than C:
EDBI 5403, 5301, 6302, 6303
- b. The student must demonstrate proficiency on a T.E.A.-approved test in Spanish.

- c. Before receiving the University's recommendation for endorsement, the student must have a minimum of one year's experience teaching in a bilingual classroom that has been so designated by the Texas Education Agency.

2. Program Requirements for the Provisional Twenty-Four Hour Certificate in Bilingual Education

- a. The student must complete the following courses with no mark less than C:
EDUC 6310; EDBI 5304, 5343, 5301, 6302, 6303, 6304, 6305
- b. Upon completion of the program, the student must demonstrate, by examination, proficiency at the teaching level in Spanish.
- c. Completion of EDUC 4387, Student Teaching in the Bilingual Classroom; for students who are not already certified teachers.

3. Endorsement for Teachers of ESL

EDBI 5301, 5304, 5312, 5313
Certified Texas teachers may teach for one year in a TEA-approved ESL or bilingual classroom in lieu of completing student teaching in ESL.

Bilingual Education: For course description see pages 128-9, College of Humanities

Counselor Education

To earn a degree in Counselor Education, a student must complete 36 semester hours as stated below:

EPSY 5330, EDUC 6310, 6320; EPSY 5323, 5324, 5363, 6302, 6303, 6304, 6305, 6390 and
3 semester hours of graduate electives

The Texas professional certificate as School Counselor requires that the student have a valid Texas Teaching Certificate and have completed 3 years of successful teaching in addition to the requirements stated above.

Those students wishing to be licensed as a Psychology Associate in addition to or instead of the School Counselor certification must complete the following requirements:

- a. Complete the 36 semester hours of the sequenced courses for the M. Ed. degree requirements in counseling.
- b. Earn six (6) additional semester hours in educational psychology.
- c. Complete 100 additional hours of supervised experiences in the supervised practicum beyond the school counselor requirement.
- d. Achieve a satisfactory score on the state certification examination.

General Studies

To earn a degree in General Studies, a student must complete 36 semester hours, including the M. Ed. core and the remaining 27 credits selected from at least two fields with no less than 6 semester hours in any field. A minimum of 18 semester hours must be completed at the 6000 or above level courses.

M. Ed. Core

EPSY 5330; EDUC 6310, 6320

Fields of Study

Educational Administration (EDAD)

Bilingual Education (EDBI)

English As A Second or Other Language (ESOL)

Early Childhood Education (EDEC)

Reading Education (EDRE)

Special Education (EDSP)

Professional Education (EDUC)

Educational Psychology (EPSY)

Reading Education

To earn a degree in Reading Education, a student must complete 36 semester hours as follows:

(For all students)

EPSY 5330; EDUC 6310, 6320; EDRE

6301, 6302, 6304, 6305, 6306; six semester hours of graduate electives;

and

6 semester hours as follows:

(For Secondary Certificate holders)

EDUC 5313, 6390, 5310, 5320

or

(for Elementary and/or Teachers of Young Children Certificate holders)

EDUC 5314, 6391

The Texas professional certificate as Reading Specialist requires the student to have a valid Texas Teaching certificate and have completed 3 years of successful teaching in addition to the requirements stated above.

Certification as Reading Specialist for a person who already has a master's degree and Provisional certification may be obtained by the completion of 24 semester hours. The required courses are EDRE 6301, 6302, 6304, 6305, 6306, EDUC 6310, and 6 semester hours from EDUC 5313, 5314, 6390, or 6391.

Educational Diagnostician

To earn certification as a Professional Educational Diagnostician, the student must complete the 42 graduate semester hours from the hours listed below, must earn the M. Ed. degree, have a valid Texas Teaching Certificate, and have completed three years of successful teaching.

EDSP 5303, 5313, 5324, 5333, 5343, 6381; EPSY 5330, 6301, 6302, 6305; CDEV 5323; EDRE 6302; and six semester hours of electives selected from:

EDAD 6310; EDUC 6310; EPSY 6304, 6310; EDRE 6304

Completion of the 36 semester hours for the M. Ed. degree does not automatically confer certification as a Diagnostician. Six additional semester hours must be selected and completed from the electives listed above before being recommended for certification.

Master of Arts Degree in Psychology

To receive the M. A. in Psychology degree a student must complete the following requirements:

1. The student must have been admitted to candidacy for the degree.
2. The student must have completed a minimum of forty-five (45) graduate hours. These courses must have been completed with an average of 3.00 on a four-point scale with no grade less than C, with eighteen (18) semester hours at the 6000-level.

3. The student must have received the recommendation of his major department based upon satisfactory completion of a comprehensive examination.

To earn a Master of Arts degree in psychology, a student must complete forty-five (45) semester hours:

PSYC 5181, 5182, 5292, 5295, 5323, 5330, 6301, 6302, 6305, 6308, 6310, 6320, 6333, 6390, 6391 and six semester hours of graduate electives, three of which must be in a department other than the Psychology Department.

Following this course of study, students will be eligible to apply to the Texas State Board of Examiners of Psychologists for certification as Psychological Associates.

College of Education and Behavioral Studies

COURSE DESCRIPTIONS

BILINGUAL EDUCATION

Courses in Bilingual Education may be found listed in this **Bulletin** on pages 128 & 129.

EDUCATIONAL ADMINISTRATION

EDAD 6181, 6281, 6381

Special Topics

A service course designed to permit the offering of topics of current interest and special workshops. May also be used for individual study, in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

EDAD 6301

Administrative Theory and Practice.

Analysis of administrative behavior and organizational patterns. Study of conceptual models in decision-making. Examination of theory and practice as they relate to continuing problems of school administration.

EDAD 6302

Instructional Leadership and Evaluation.

Study of major issues, problems, and trends in the K-12 curriculum from an administrative point of view. Analysis of leadership skills required of the principal in the areas of supervision, group processes, organization for school improvement, and

staff development techniques. Emphasis on strategies for stimulating, implementing, and evaluating alternatives in curriculum and instruction.

EDAD 6303

School Law.

Legal basis of education at national, state, and local levels. Major court decisions affecting organization and administration of public and private schools. Legal rights and responsibilities of school administrators and other school personnel.

EDAD 6304

School Business Management and Finance.

Study of roles, responsibilities, systems, and procedures in school business matters. Includes budgeting, accounting, data processing, purchasing, personnel and management of facilities, equipment, and real property. Examination of federal, state, and local programs to finance education.

EDAD 6305

The Administration of Special Programs.

Study of legal, academic, and administrative considerations related to special programs in schools. Examination of vocational-technical, career, compensatory, reading, and guidance programs. Included are state and federal relations.

EDAD 6306**Pupil Personnel Management.**

Study of student services in schools, including principles, philosophy, and operational procedures; policies, schedules, and strategies to enhance effective learning; placement, evaluation, promotion, retention, and termination.

EDAD 6308**The Role of the Principal.**

Study of the roles and responsibilities in the administration of elementary, middle, and secondary schools, with focus on the principal's professional relations with teachers, parents, pupils, educational leaders within the district, and the board of education. Analysis of the role of the principal in curriculum development, organization and evaluation; school organization; discipline; student behavior; community relations; the teaching/learning process; inservice training; and leadership in teacher growth and evaluation. Emphasis is on personal qualities of leadership conducive to good human relations.

EDAD 6309**The School and Its Instructional Program.**

Factors influencing school curriculum in grade K-12 are studied. Included are the components of the curriculum; organization of the curriculum; how curriculum is changed; how new curriculum is developed; and the extra-curriculum in elementary and secondary schools.

EDAD 6310**Applications of Educational Research.**

A study of investigations relating to schooling with applications suitable to the specific role of the principal. Using reports from abstracts and original sources, valid research criteria are applied by the student in making written evaluations and applications in specific field settings.

EDAD 6391**Internship in Middle Management.**

This is a practicum designed to provide field experience in school administration with emphasis on public relations, personnel administration, pupil behavior and discipline, curriculum development, instructional leadership, and facilities management. The intern is assigned to an

administrator for a minimum of 90 clock hours in the field. The field experience is under the supervision of a University professor and is accompanied by a weekly symposium. The intern is given experience in applying management fundamentals to an on-going school program. Each of the topics is developed by assignments, discussions, required readings, and a report. Prerequisite: 9 semester hours of Educational Administration courses including EDAD 6301, and approval of the program director.

ELEMENTARY EDUCATION**EDEL 3310****Art for Pre-Adolescents**

This course deals with the philosophy of pre-school and elementary school art education based on Lowenfeld's continuum of growth. The laboratory experience with art emphasizes two-dimensional art media appropriate for the young child. (Offered also as ART 3310).

EDEL 3320**Music for Pre-Adolescents**

A course designed for the teacher of pre-school and elementary school children. It includes a study of the child voice, rote singing, development of rhythmic and melodic expression, directed listening, and music reading readiness. Basic materials, including song text, are studied, and simple percussion and melodic instruments are used in creative activities. (Offered also as MUED 3320)

EDEL 3330**Health and Physical Education for Pre-Adolescents**

A study of the effects of nutrition and health on the total development of the young child, including planning effective nutrition, health and safety programs for children; materials and methods for teaching physical education to pre-adolescents. (Offered also as CDEV 3330)

EDEL 3340**Science for Pre-Adolescents**

A course designed to provide practical experience in lesson planning, unit organization, and the use of teaching aids in the study of scientific concepts to children in pre-school and elementary school grades.

EDEL 3350**Language Arts for Pre-Adolescents**

The study and use of materials and techniques in the teaching of oral and written communications, with emphasis on classroom management and lesson planning in order to develop the child's potential in speaking, writing, and listening. An individualized approach is used in order to meet the professional needs of students preparing to teach in either an early childhood program or in elementary classrooms. Both on-campus and field experiences are included.

EDEL 4181, 4281, 4381**Special Topics**

A service course designed to permit the offering of topics of current interest and special workshops. May also be used for individual study, in which a minimum of 30 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

EDEL 4310**Reading for Pre-Adolescents**

Included in this course are method and materials for teaching developmental reading to children in pre-school and school settings. An individualized program is planned to develop competence in assessing specific strengths and weaknesses in the reading skills of children, lesson planning in order to prepare learning activities appropriate to the child's needs, and interacting with children in such a way that learning is maximized. Both on-campus activities and field experiences are included. This course is a prerequisite for student teaching.

EDEL 4320**Teaching Reading Through Children's Literature**

A course designed to acquaint the student with the best in literature for children. The student gains an in-depth knowledge of the major genres of children's literature, how to critically evaluate books using specific criteria, and how to make use of that knowledge in extending pupil skills in developmental reading as well as the creation of lifetime reading habits. Students also become familiar with the lives and works of major authors and illustrators of works for children.

EDEL 4330**Mathematics for Pre-Adolescents**

Included in this course are mathematics content for pre-school and elementary school grades; methods and materials for teaching mathematics to young children; particular emphasis to the psychology of teaching mathematics and the metric system of measurement. Both campus and field experiences are included. This course is a prerequisite for student teaching. Every student is required to demonstrate proficiency in arithmetic.

EDEL 4340**Social Studies for Pre-Adolescents**

Units designed to clarify the objectives, materials, and techniques unique to instruction in the social studies for pre-school and school children are included in this course. The construction of teaching units prepared for use during the student teaching experience is of major significance. Both on-campus and field experiences are included.

PROFESSIONAL EDUCATION**EDUC 3300****Sociology of Education**

This course is designed to examine the racial, ethnic, and socio-economic cultural variation of children in the Texas public schools. The impact of such variation on the child's self-concept development and the interaction of family, child, and school are studied. Field experiences are an integral part of the course. This course is required for all prospective teachers. (Offered also as SOCI 3300)

EDUC 3313**Human Growth and Development**

A study in the area of developmental psychology designed to provide an understanding of the behavior and developmental characteristics of children and youth as they have bearing on the learning process. A detailed case study is required. (Offered also as CDEV 3313 and PSYC 3313)

EDUC 3323**History and Philosophy of Education**

This series of units is intended to enable a prospective teacher to (1) identify his own

philosophy and that of others; (2) eliminate logical inconsistencies in his own philosophy; (3) possess a cognitive knowledge of the history of American education; (4) evaluate educational practices and proposals as to probable effectiveness and productivity; and (5) maximize his influence upon colleagues as an educational leader.

EDUC 4181, 4281, 4381

Special Topics

A service course designed to permit the offering of topics of current interest and special workshops. May also be used for individual study, in which a minimum of 30 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

EDUC 4313

Curriculum and Instruction in the Elementary School

Study of factors influencing the nature of curriculum in elementary schools. Examination of the role of the teacher in curriculum design, implementations, and evaluation; alternative approaches to teaching; parent and community relationships. Practice in production and utilization of educational media. Students gain knowledge of the concept of least restrictive alternatives and implications for the instructional process; the characteristics and learning differences of exceptional/handicapped pupils; skill in developing and implementing individual educational plans, and knowledge of admission, review, and dismissal procedures for exceptional/handicapped pupils.

EDUC 4314

Curriculum and Instruction in the Secondary School

Study of factors influencing the nature of curriculum in secondary schools. Examination of the role of the teacher in curriculum design, implementations, and evaluation; alternative approaches to teaching; parent and community relationships. Practice in production and utilization of educational media. Students may be required to prepare a year long syllabus. Students gain knowledge of the concept of least restrictive alternatives and implications for

the instructional process; the characteristics and learning differences of exceptional/handicapped pupils; skill in developing and implementing individual educational plans; and knowledge of admission, review, and dismissal procedures for exceptional/handicapped pupils.

EDUC 4323

Fundamentals of Secondary Schools Teaching

A course in which the prospective teacher combines campus-based seminars and a minimum of 30 clock hours in the secondary school classroom learning to plan and present lessons. An emphasis is placed on daily and unit planning with each student preparing a three week unit plan. This is a prerequisite for student teaching.

EDUC 4330

Psychology of Learning

A course stressing the major contributions of learning theorists to understanding behavior. Particular attention is paid to human learning and the applicability of learning theory to the educational process. (Offered also as PSYC 4330)

EDUC 4333

Measurement and Evaluation

The completion of this course will enable a learner to design evaluation models, construct and validate measurement instruments, and select, administer, and interpret standardized tests. The testing of young children is included. (Offered also as PSYC 4333)

EDUC 4363

Principles of Guidance

Introduction to philosophical and historical foundations of guidance and counseling, stressing practical problems of organizing and implementing guidance programs in the secondary and elementary schools. Consideration is given to professional issues, present and future, as they impact the role and function of the counselor. (Offered also as PSYC 4363)

EDUC 4386**Student Teaching in the ESL Classroom**

This course is a field-based student teaching experience in the ESL classroom. The student teacher works with an experienced teacher in the school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

EDUC 4387**Student Teaching in the Bilingual Classroom**

This course is a field-based student teaching experience in a bilingual classroom, where instruction is delivered in two languages. The student teacher works with an experienced teacher in the bilingual setting for one-half of an academic quarter. Prerequisite: demonstration of second language proficiency and approval of the Teacher Education Committee.

EDUC 4388**Student Teaching in Primary Grades**

This course is a field-based student teaching experience in grades 1-3, particularly for students working on the certification "Teacher of Young Children." The student teacher works with an experienced teacher in the school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

EDUC 4389**Student Teaching in Pre-School**

This course is a field-based student teaching experience in pre-kindergarten or kindergarten, particularly for students working on the certification "Teacher of Young Children." The student teacher works with an experienced teacher in the pre-school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

EDUC 4390**Student Teaching in Elementary School Grades**

This course is a field-based student teaching experience in grades 1-6 for students working on the combined certificate of elementary school and

kindergarten, elementary school and special education, or elementary school and bilingual education. The student teacher works with an experienced teacher in the school setting for one-half of an academic quarter. Prerequisites: Approval of the Teacher Education Committee.

EDUC 4391**Student Teaching in the Kindergarten**

This course is a field-based student teaching experience in the kindergarten. The student teacher works with an experienced teacher in the school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

EDUC 4392**Student Teaching in the School Resource Room**

This course is a field-based student teaching experience in the learning resource room. The student teacher works with an experienced teacher in the school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

EDUC 4393**Student Teaching in Elementary School Art**

This course is a field-based student teaching experience in elementary school art for the student preparing for all-level certification. The student teacher works with an experienced teacher in a school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

EDUC 4394**Student Teaching in Elementary School Music**

This course is a field-based student teaching experience in elementary school music for the student preparing for all-level certification. The student teacher works with an experienced teacher in a school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

EDUC 4395**Student Teaching in Secondary School Subjects**

This course is a field-based student teaching experience in secondary school regular classrooms for students working on the combined certification of secondary school and special education. The student teacher works with an experienced teacher in a school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

EDUC 4396**Student Teaching in Secondary School Art**

This course is a field-based student teaching experience in secondary school art for the student preparing for all-level certification. The student teacher works with an experienced teacher in a school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

EDUC 4397**Student Teaching in Secondary School Choral Music**

This course is a field-based student teaching experience in secondary school choral music for the student preparing for all-level certification. The student teacher works with an experienced teacher in a school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

EDUC 4398**Student Teaching in Secondary School Instrumental Music**

This course is a field-based student teaching experience in secondary school instrumental and/or band music for the student preparing for all-level certification. The student teacher works with an experienced teacher in a school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

EDUC 4690**Student Teaching in Elementary School Grades**

This course is a field-based student teaching experience in grades 1-6 for students seeking elementary school certification. The student teacher works

with an experienced teacher in a school setting each school day for ten weeks.

Prerequisite: Approval of the Teacher Education Committee.

EDUC 4691**Student Teaching in Secondary School Subjects**

This course is a field-based student teaching experience in a secondary school for students seeking secondary school certification. The student teacher works with an experienced teacher in a school setting each school day for ten weeks. Prerequisite: Approval of the Teacher Education Committee.

EDUC 5313**Curriculum and Instruction in the Elementary School**

Study of factors influencing the nature of curriculum in elementary schools. Examination of the role of the teacher in curriculum design, implementations, and evaluation; alternative approaches to teaching; parent and community relationships. Practice in production and utilization of educational media. Students gain knowledge of the concept of least restrictive alternatives and implications for the instructional process; the characteristics and learning differences of exceptional/handicapped pupils; skill in developing and implementing individual educational plans; and knowledge of admission, review, and dismissal processes for exceptional/handicapped children.

EDUC 5314**Curriculum and Instruction in the Secondary School**

Study of factors influencing the nature of curriculum in secondary schools. Examination of the role of the teacher in curriculum design, implementation, and evaluation; alternative approaches to teaching; parent and community relationships. Practice in production and utilization of educational media. Students gain knowledge of the concept of least restrictive alternatives and implications for the instructional process; the characteristics and learning differences of exceptional/handicapped pupils; skill in developing and implementing individual educational plans; and knowledge of admission, review, and dismissal processes

for exceptional/handicapped children. In a field experience, students develop design criteria and their application in curriculum evaluation for the secondary school.

EDUC 5386

Student Teaching in the ESL Classroom

This course is a field-based student teaching in the ESL classroom. The student teacher works with an experienced teacher in the school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee. Certified Texas teachers may teach for one year in a TEA-approved ESL or bilingual classroom in lieu of completing student teaching in ESL.

EDUC 5391

Student Teaching in the Kindergarten

This course is a field-based student teaching experience in the kindergarten. The student teacher works with an experienced teacher in the school setting for one-half of each school day for ten weeks. Prerequisite: Approval of the Teacher Education Committee.

EDUC 6181, 6281, 6381

Special Topics

A service course designed to permit the offering of topics of current interest and special workshops. May also be used for individual study, in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

EDUC 6300

Current Issues in American Education

This course is designed to provide the graduate student with updated background information on such current topics as: social change, accountability, changing staff roles, vocational life education, student privacy act, confidential information, new school architecture, drug and sex education in public schools and others.

EDUC 6310

The School in a Multi-Cultural Society

Indepth study of the socialization patterns, cultural backgrounds, values, attitudes, behaviors, and learning problems of

children and youth whose cultural and ethnic backgrounds are different from those of children and youth from the dominant culture. Emphasis is on both theoretical constructs and practice in the development of leadership roles in the school and community.

EDUC 6320

Research Techniques and Procedures

This course provides experiences essential for the development of basic understanding and knowledge of the place of research in the professional field. Analytical and objective research methods and techniques, reviews of current literature, problem-solving and the conduct and reporting of research projects are studied in detail. Offered also as PSYC 6320.

EDUC 6330

Teaching Methodology for the Professional

Structured to meet the needs of those professionals who must design, organize and present materials to various target populations, this graduate level course focuses on teaching methods, media and evaluation of the learning process.

EDUC 6390

Special Problems in Teaching Reading in the Elementary School

Special Problems encountered by teachers, researchers, parents, and children in teaching elementary children to read. Open to graduate students capable of developing the study independently under the supervision of the instructor.

EDUC 6391

Special Problems in Teaching Reading in the Secondary School

Special Problems encountered by teachers, researchers, parents and pupils in reading at the secondary level. Open to graduate students capable of developing the study independently under the supervision of the instructor.

EARLY CHILDHOOD EDUCATION

EDEC 3314

The Young Child

This course includes an indepth study of growth and development during infancy and early childhood. Directed observations of the physical, mental, and social

characteristics of the young child are conducted in pre-school and primary grade settings. Strategies for developing self-discipline, creativity, and positive interrelationships are included. The behavioral science foundations of early childhood education including psychosexual-personality, normative-motivational, behavioral-environmental, cognitive-transactional, and humanistic concepts are studied. The affective development of young children is studied, including interpersonal relationships of teachers and children and strategies for managing behaviors. (Offered also as CDEV 3314)

EDEC 3323

Language and Concept Development in Young Children

Study includes the relationship between language and thought; theories of language learning; changes in the young child's intellectual structure; role of the teacher; practical applications in field settings. (Offered also as CDEV 3323)

EDEC 4181, 4281, 4381

Special Topics

This course provides opportunities for individual research and development in areas of special interest, current issues, and special problems within the field of education of young children. A minimum of 30 clock hours of directed study is required for each semester hour of credit.

EDEC 4313

Curriculum and Instruction in Early Childhood Education

Includes the study of and experiences with application of alternative instructional strategies; planning and evaluation of learning activities based on the needs of young children; application and evaluation of factors affecting learning by young children, including the selection and planning of physical facilities; the skills necessary for management of an early childhood educational program; has a field experience component. Students gain knowledge of the concept of least restrictive alternatives and implications for the learning process; the characteristics

and learning differences of exceptional/handicapped pupils; skill in developing and implementing individual educational plans; and knowledge of admission, review, and dismissal procedures for exceptional/handicapped children.

EDEC 4343

Early Childhood Education for Handicapped Children

This course involves an indepth study of growth and development of the exceptional/handicapped child during infancy and early childhood with emphasis on values, theories, and practical aspects in designing the learning environment. Directed observations are conducted in pre-school and primary-grade settings. Prerequisite: EDEC 3314 or EDSP 4303 (Offered also as EDSP 4343)

EDEC 5314

The Young Child

This course includes an indepth study of growth and development during infancy and early childhood. Directed observations of the physical, mental and social characteristics of the young child are conducted in pre-school and primary grade settings. Strategies for developing self-discipline, creativity, and positive interrelationships are included. The behavioral science foundations of early childhood education, including psychosexual-personality, normative-motivational, behavioral-environmental, cognitive-transactional and humanistic concepts are studied. The affective development of young children is studied, including inter-personal relationships of teachers and children and strategies for managing behaviors. Students are required to assess young children in all areas of development.

EDEC 5323

Language and Concept Development in Young Children

Study includes the relationship between language and thought; theories of language learning; changes in the young child's intellectual structure; role of the teacher; practical applications in field settings. Students are required to complete a research project on the cognitive development of concepts in young children.

EDEC 5324

Curriculum and Instruction in Early Childhood Education

Includes the study of and experiences with application of alternative instructional strategies; planning and evaluation of learning activities based on the needs of young children; application and evaluation of factors affecting learning by young children, including the selection and planning of physical facilities; the skills necessary for management of an early childhood educational program; has a field experience component. Students are required to do an in-depth research project and report on one area of the early childhood education curriculum.

EDEC 6181, 6281, 6381

Special Topics

A service course designed to permit the offering of topics of current interest and special workshops. May also be used for individual study, in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

READING EDUCATION

EDRE 5310

Reading for Pre-Adolescents.

Included in this course are methods and materials for teaching developmental reading to children in pre-school and school settings. An individualized program is planned to develop competence in assessing specific strengths and weaknesses in the reading skills of children, planning learning activities appropriate to the child's needs, and to interact with children in such a way that plans are facilitated. Both on-campus activities and field experiences are included. Students do in-depth research on two projects "Helping Dyslexic Children Learn to Read" and "Providing Instruction to Minority Children".

EDRE 5320

Teaching Reading Through Children's Literature.

The student gains an in-depth knowledge of the major areas of children's literature and how to make use of that knowledge in

extending pupil skills in developmental reading. Completion of a case study including prescriptive reading program is required.

EDRE 6181, 6281, 6381

Special Topics

A service course designed to permit the offerings of topics of current interest and special workshops. May also be used for individual study, in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

EDRE 6301

Advanced Developmental Reading.

An examination of developmental reading programs for grades pre-school through college; skill in recognizing various stages in the development of reading processes; analysis of the total reading program emphasizing procedures for improvement.

EDRE 6302

Diagnostic and Remedial Reading.

Corrective and remedial aspects of reading instruction in grades pre-school through college. Course content emphasizes individual and group diagnostic procedures and instructional techniques for the evaluation of pupil progress in reading. Prerequisite: EDRE 6301.

EDRE 6304

Clinical Practice in Reading Education.

Designed to give the student clinical experience in the application of theoretical models of diagnosis and remediation through individual laboratory practice. Prerequisites: EDRE 6301, 6302, 6303.

EDRE 6305

Reading: A Linguistic Perspective.

Application of modern linguistic approaches to the reading process with concentration on oral reading. Attention given to intonation, stress, pitch, phonemes, morphemes, phonics, word study, sentence patterns, and the physiology of speaking.

EDRE 6306

Reading in the Content Areas.

Reading education skills for teachers in the content areas of secondary school; consideration of technical vocabulary, readability levels, verbal reasoning, and comprehension. Laboratory experiences with secondary level reading materials provided.

SPECIAL EDUCATION

EDSP 4181, 4281, 4381

Special Topics

A service course designed to permit the offering of topics of current interest and special workshops. May also be used for individual study, in which a minimum of 30 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

EDSP 4303

Survey in Education for Exceptional Children

Focuses on historical analysis of society's concern for exceptional/handicapped children's learning characteristics, etiology, and data relating to current issues and practices. Significant change in how the judicial system perceives responsibilities of the public school for educating exceptional/handicapped children. New commitments to mainstreaming, individualized educational plans, due process, and the severely/profoundly handicapped are analyzed.

EDSP 4313

Teaching Children Manifesting Learning Disabilities

This course involves a study of the unique psychoeducational needs of the learning disabled child. There is a survey of educational evaluation techniques, intelligence and aptitude factors, instructional strategies, remediation program design, use of specialized teaching materials and media, and alternative classroom arrangement, such as resource rooms, integrated, and self-contained classrooms.

EDSP 4324

Educational Appraisal of Handicapped Students

This course is an introduction to appraisal techniques used to identify specific learning disabilities, such as interpretation of standardized achievement, mental ability and aptitude tests; preparing educational plans; and use of case study data in educational applications.

EDSP 4333

Diagnostic Teaching of Students with Learning Problems

This course is a study of the implications of the diagnostic teaching process. Techniques of operating a diagnostic classroom, where children who are "marginal identification referrals" are studied to determine the nature of the learning environment best suited to their needs, are included. The design and implementation of individualized remedial plans are taught in this course.

EDSP 4343

Early Childhood Education for Handicapped Children

This course involves an indepth study of growth and development of the exceptional/handicapped child during infancy and early childhood with emphasis on values, theories, and practical aspects in designing the learning environment. Directed observations are conducted in pre-school and primary-grade settings. Prerequisite: EDEC 3314 or EDSP 4303 (Offered also as EDEC 4343)

EDSP 5303

Survey in Education for Handicapped Children

Focuses on historical analysis of society's concern for handicapped children's learning characteristics, etiology, and data relating to current issues and practices. Significant changes in how our judicial system perceives responsibilities of the public school for educating handicapped children. New commitments to mainstreaming, individualized educational plans, due process, and the severely/profoundly handicapped are analyzed. Students must demonstrate indepth knowledge of at least one handicapped condition.

EDSP 5313

Teaching Children Manifesting Learning Disabilities

This course involves a study of the unique psychoeducational needs of the language/learning disabled child. There is a survey of educational evaluation techniques, intelligence and aptitude factors, instructional strategies, remediation program design, use of specialized teaching materials and media, and alternative classroom arrangement, such as resource rooms, integrated, and self-contained classrooms. Students must produce a teaching module for a particular handicapping condition.

EDSP 5324

Educational Appraisal of Handicapped Students

This course is an introduction to appraisal techniques used to identify specific learning disabilities, such as interpretation of standardized achievement, mental ability and aptitude tests; preparing educational plans; and use of case study data in educational applications. Contains an individual assessment process which includes (1) physical, mental or emotional disability, (2) significant educational deficits, and (3) specific learning competency levels.

EDSP 5333

Diagnostic Teaching of Students with Learning Problems

This course is a study of the implications of the diagnostic teaching process. Techniques of operating a diagnostic classroom, where children who are "marginal identification referrals", are studied to determine the nature of the learning environment best suited to their needs, are included. The design and implementation of individualized remedial plans are taught in this course. Students are required to complete a written analysis of a handicapped child's assessment.

EDSP 5343

Early Childhood Education for Handicapped Children

This course involves an indepth study of growth and development of the exceptional/handicapped child during infancy and early childhood with emphasis

on values, theories, and practical aspects in designing the learning environment. Directed observations are conducted in pre-school and primary-grade settings. Students are required to do an indepth assessment of children in early childhood special education classes.

EDSP 6181, 6281, 6381

Special Topics

A service course designed to permit the offering of practicum in diagnosis, topics of current interest and special workshops. May also be used for individual study, in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

EDUCATIONAL PSYCHOLOGY

EPSY 5323

Theories of Counseling

Comprehensive and intensive study of major theoretical orientation in counseling and psychotherapy, stressing implications for research and practice. Includes experiences in micro-counseling and other simulations to develop counseling skills. Reading, research and field experiences are required.

EPSY 5324

Educational Appraisal of Children with Learning Disabilities.

This course is an introduction to appraisal techniques used to identify specific learning disabilities, such as interpretation of standardized achievement, mental ability and aptitude tests; preparing educational plans; and use of case study data in educational applications. Contains an individual assessment process which includes (1) physical, mental or emotional disability, (2) significant educational deficits, and (3) specific learning competency levels.

EPSY 5330

Psychology of Learning.

A course stressing the major contributions of learning theorists to understanding behavior. Particular attention is paid to human learning and the applicability of learning theory to the educational process. Students are required to design, conduct, report and evaluate an experiment pertaining to a major theory of learning.

EPSY 5363**Principles of Guidance**

Introduction to philosophical and historical foundations of guidance and counseling, stressing practical problems of organizing and implementing guidance programs in the secondary and elementary schools.

Consideration is given to professional issues, present and future, as they impact the role and function of the counselor.

Includes the design of a guidance and counseling program for elementary, secondary, or post-secondary institution.

EPSY 6181, 6281, 6381**Special Topics**

A service course designed to permit the offering of topics of current interest and special workshops. May also be used for individual study, in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

EPSY 6301**Principles of Human Development.**

Intensive study and examination of literature and theory in developmental psychology as it relates to children and adolescents. Social and personality development, intellectual development, language acquisition, and developmental expectations are emphasized. The unique concerns of the exceptional child are studied as well as in-depth case-study skill development.

EPSY 6302**Measurement and Appraisal in Guidance.**

Principles of psychological testing as applied to education are emphasized. A survey of the major testing instruments which are used by school counselors, both group and individual, are studied. Uses and critical evaluation of achievement, aptitude, interest, and non-projective personality tests are included, as are experiences in administering and scoring of tests.

EPSY 6303**Educational and Career Information.**

Methods and processes of collecting,

organizing, evaluating, and interpreting educational, occupational, and personal-social information. Theories of career development are included as well as the counselor's role in career education. Career interest inventories are investigated in relation to their theoretical bases.

EPSY 6304**Guidance and Counseling in Elementary Schools**

Guidance services as they relate to the special concerns in an elementary school setting, with emphasis on the needs of the exceptional child. Includes programs dealing with the affective domain. Delivery of services to the family are stressed. Supervised field experience is included.

EPSY 6305**Individual Psychological Evaluation**

Review of theory underlying individual aptitude tests; supervised practice in test administration, scoring, and interpretation. Writing of psychological reports is included. The Stanford-Binet and Wechsler scales are mastered.

EPSY 6307**Human Behavior in Organizations**

Perspectives for understanding and predicting behavior in formal organizations with examination and evaluation of idiosyncratic forces that affect successful leadership styles.

EPSY 6308**Methods of Group Guidance**

Group aspects of student personnel work for counselors, administrators, and other professionals dealing in services where group counseling is provided. Theory and research relevant to understanding, working with, and providing leadership for various types of groups within the educational community are stressed. Didactic and experiential activities offered.

EPSY 6310**Clinical Psycho-pathology**

A course that examines the etiology, symptoms diagnosis, prognosis and therapeutic methods applicable to the major psychological disorders. In addition to emphasis on disorders for children, adolescents, adults, and senior adults, current research on psychopharmacological developments is examined.

EPSY 6390, 6391, 6392

Practicum in Counseling

Supervised laboratory and field experience in individual and group counseling with emphasis upon personal counseling. Competence in counseling with varied types of human concerns is developed.

CHILD DEVELOPMENT

CDEV 2373

Marriage and the Family

A consideration of factors in self-understanding and interpersonal relations; changing roles of men, women, and children; problems of family life; socialization of children; the influence of school and community interaction, including parent-teacher relationships; similarities and differences in familial life styles. (Offered also as PSYC 2373 and SOCI 2373)

CDEV 2383

Psychomotor Development of the Young Child

A study of the developmental sequence of motor performance, including activities and materials that enhance sensory motor integration, gross and fine motor development, self-help, and perceptual motor skills.

CDEV 3313

Human Growth and Development

A study in the area of developmental psychology designed to provide an understanding of the behavior and developmental characteristics of children and youth as they have bearing on the learning process. Includes observations in the field. (Offered also as EDUC 3313 and PSYC 3313)

CDEV 3314

The Young Child

This course includes an indepth study of growth and development during infancy and early childhood. Directed observations of the physical, mental, and social characteristics of the young child are conducted in pre-school and primary grade settings. Strategies for developing self-discipline, creativity, and positive interrelationships are included. The behavioral science foundations of early

childhood education including psychosexual-personality, normative-motivational, behavioral-environmental, cognitive-transactional and humanistic concepts are studied. The effective development of young children is studied, including interpersonal relationships of teachers and children and strategies for managing behaviors. (Offered also as EDEC 3314)

CDEV 3323

Language and Concept Development in Young Children

Study includes the relationship between language and thought; theories of language learning; changes in the young child's intellectual structure; role of the teacher; practical applications in field settings. (Offered also as EDEC 3323)

CDEV 3330

Health and Physical Education for Pre-Adolescents

A study of the effects of nutrition and health on the total development of the young child, including planning effective nutrition, health and safety programs for children; materials and methods for teaching physical education for pre-adolescents. (Offered also as EDEL 3330)

CDEV 418I, 4281, 4381

Special Topics

A service course designed to permit the offering of topics of current interest. May also be used for individual study in which a minimum of 30 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

CDEV 4292

Senior Seminar

This course is a campus-based seminar on the development, organization, and evaluation of day care programs for young children; physical facilities, equipment, and materials needed for the care and development of young children. (See Note 7 under **Degree Requirements**)

CDEV 4293**Senior Seminar**

This course is a field-based experience in which a minimum of 60 clock hours are spent in observing and working in a pre-school program. Included are techniques of instruction; management and technical considerations; interaction of the roles of all personnel in programs for young children; and the impact of legislation and outside influences upon pre-school programs. (See Note 7 under **Degree Requirements**)

CDEV 4303**Survey in Education for Exceptional Children**

Focuses on historical analysis of society's concern for exceptional/handicapped children's learning characteristics, etiology, and data relating to current issues and practices. Significant changes in how the judicial system perceives responsibilities of the public school for educating exceptional/handicapped children. New commitments to mainstreaming, individualized educational plans, due process, and the severely/profoundly handicapped are analyzed. (Offered also as EDSP 4303)

PSYCHOLOGY**PSYC 1313****General Psychology**

An introductory course dealing with the major content areas in psychology. Topics include heredity and environment, emotions and motivation, perception, learning, personality, intelligence and measurement, and evaluation. Includes pre-school and school age spans of children. May be taken by non-psychology majors as an elective.

PSYC 2333**History and Systems of Psychology**

A survey of the major systems of thought and theory in psychology. These include materials from a wide variety of disciplines, such as medicine, religion, philosophy, and the biological and physical sciences.

PSYC 2363**Personality, Normal and Abnormal**

A study of the significant theories of human personality, and the disorders of personality, such as neuroses, psychoses,

behavior disorders, drug abuse, and psychosomatic illness. May be taken by non-psychology majors as an elective. Recommended for nursing, Christianity, and education majors as well as others who may deal with problems of people.

PSYC 2373**Marriage and Family**

A consideration of factors in self-understanding and interpersonal relations; changing roles of men, women, and children; problems of family life; socialization of children; the influence of school and community interaction, including parent-teacher relationships; similarities and differences in familial life styles. (Offered also as CDEV 2373 and SOCI 2373)

PSYC 3303**Research Methods**

Research Methods is designed to introduce students to basic research methodology in the social and behavioral sciences and to teach them research design from the conception of an idea to the analysis and interpretation of data. (Offered also as SOCI 3303)

PSYC 3313**Human Growth and Development**

A study in the area of developmental psychology designed to provide an understanding of the behavior and developmental characteristics of children and youth as they have bearing on the learning process. Includes observations in the field. (Offered also as CDEV 3313 and EDUC 3313)

PSYC 3333**Social Psychology**

Contemporary approaches to social behavior are considered. The roles of language and culture in changing the physiological organism into a socialized human being are analyzed. (Offered also as SOCI 3333)

PSYC 3343**Experimental Psychology**

A course stressing the learning of techniques for conducting psychological studies. Considerable use is made of statistics and quantitative experimentation in the laboratory. Prerequisite: PSYC 1313 and 3303.

PSYC 3363**Introduction to Interventive Skills**

Provides the initial development and use of specific skills in recognizing and understanding group dynamics and human need. Through group processes and the use of the interview, students demonstrate interpersonal skills such as self-disclosure, feedback, communication, self-acceptance, and confrontation. Opportunities for self-assessment are provided. (Offered also as SOCI 3363 and SOCW 3363)

PSYC 3383**Motivation and Behavior**

A scientific study of the principles of human action, with emphasis on studying human needs and how people satisfy their needs. Analyses are made of different theories concerning how emotions originate, and about what motivates human beings to behave as they do under a variety of conditions. May be taken by non-psychology majors as an elective.

PSYC 418I, 428I, 438I**Special Topics**

A service course designed to permit the offerings of topics of current interest. May also be used for individual study in which a minimum of 30 clock hours of directed study is required for each semester hour of credit. Advanced reading, testing, and projects involving experimentation are included.

PSYC 4292**Senior Seminar in Experimental Psychology**

In this course the student designs an original experimental project, preparing a prospectus which describes the problem, the hypothesis, the review of literature, techniques to be used, and other components normally found in research proposals. Prerequisite: PSYC 3303 and senior standing in psychology. See Note 7 under **Degree Requirements**

PSYC 4293**Senior Seminar in Guidance**

Applied counseling techniques, including testing, diagnosis, interaction with students and parents, and other skills are studied in preparation for a field experience as an assistant to a school counselor. Prerequisite: Senior standing as Guidance Associate. See Note 7 under **Degree Requirements**

PSYC 4295**Senior Seminar in Experimental Psychology**

The student conducts a previously approved research project and prepares a report which includes findings and conclusions. Prerequisite: PSYC 4292. See Note 7 under **Degree Requirements**.

PSYC 4296**Senior Seminar in Guidance**

The student is assigned to a school in which he works as an assistant to a counselor for at least 45 clock hours. Prerequisite: PSYC 4293. See Note 7 under **Degree Requirements**.

PSYC 4323**Theories of Counseling**

Comprehensive and intensive study of major theoretical orientations in counseling and psychotherapy, stressing implications for research and practice. Includes experiences in micro-counseling and other stimulations to develop counseling skills.

PSYC 4326**Psychology of Death and Dying**

See PSYC 5326

PSYC 4330**Psychology of Learning**

A course stressing the major contributions of learning theorists to understanding behavior. Particular attention is paid to human learning and the applicability of learning theory to the educational process. (Offered also as Education 4330)

PSYC 4333**Measurement and Evaluation**

The completion of this course will enable a learner to design evaluation models, construct and validate measurement instruments, and select, administer and interpret the results of standardized tests. The testing of young children is included. (Offered also as EDUC 4333)

PSYC 4334**Psychology of Religion**

The insights of psychology as a human science are used to inspect and evaluate the religious dimensions of life. Included are the sources and meanings of religion, religious development, specific religious experiences and phenomena, and the relative health and sickness of various expressions of religion. (Offered also as CHRI 4334)

PSYC 4353**Physiological Psychology**

A study of the physiological bases of animal and human behavior, with emphasis on learning the relationships between the functioning of the brain and nervous system and observable behavior. Emphasis is placed on the relationships of personality to variables such as physical disorders and changes, nutrition, and environmental agents which affect physical and mental functioning. May be taken by non-psychology majors as an elective.

PSYC 4363**Principles of Guidance**

Introduction to philosophical and historical foundations of guidance and counseling, stressing practical problems of organizing and implementing guidance programs in the elementary and secondary schools. Consideration is given to professional issues, present and future, as they impact the role and function of the counselor. (Offered also as EDUC 4363)

PSYC 4373**Psychology in Business and Industry**

A survey of individual and group techniques in supervision and evaluation. Problems in selection, training, communication, motivation, morale, fatigue, accidents, job analysis, and performance. Prerequisites: Psychology 1313, 3313, or advanced classification in business or economics. (Offered also as MGMT 4373)

PSYC 5181-5182**Ethics and Professional Issues.**

A seminar format will provide the student with opportunities to study ethical standards of the mental health profession. These courses are required early in the student's program experience.

PSYC 5292**Seminar in Research**

In this course the student designs an original experimental project, preparing a prospectus which describes the problem, the hypothesis, the review of literature, techniques to be used, and other components normally found in research proposals. Prerequisite: EDUC 6320 — **Research Techniques and Procedures.**

PSYC 5295**Seminar in Research**

The student conducts a previously-approved research project and prepares a professional paper which shall be of adequate quality to be submitted for publication. Prerequisites: EDUC 6320, PSYC 5292: **Research Techniques and Procedures.**

PSYC 5323**Theories of Counseling and Psychotherapy**

Comprehensive and intensive study of major theoretical orientation in counseling and psychotherapy, stressing implications for research and practice. Includes experiences in micro-counseling and other simulations to develop counseling skills. Reading, research and field experiences are required.

PSYC 5326**Psychology of Death and Dying**

A course dealing with the process of grief and dying. The psychological adjustments of the individual, family, and professional are examined. The student becomes very aware of his own attitudes, values and beliefs pertaining to death. Also listed as 4326.

PSYC 5330**Psychology of Learning**

A course stressing the major contributions of learning theorists to understanding behavior. Particular attention is paid to human learning and the applicability of learning theory to the educational process. Students are required to design, conduct, report and evaluate an experiment pertaining to a major theory of learning.

PSYC 5353**Physiological Psychology**

A study of the physiological bases of animal and human behavior, with emphasis on learning the relationships between the functioning of the brain and nervous system and observable behavior. Emphasis is placed on the relationship of personality to variables such as physical disorders and changes, nutrition, and environmental agents which affect physical and mental functioning. May be taken by non-psychology majors as an elective.

PSYC 6181, 6281, 6381**Special Topics**

A service course designed to permit the offerings of topics of current interest. May also be used for individual study in which a minimum of thirty (30) clock hours of directed study is required for each semester hour of credit. Advanced reading, testing, and projects involving experimentation are included.

PSYC 6301**Principles of Human Development**

Intensive study and examination of literature and theory in developmental psychology as it relates to children and adolescents. Social and personality development, intellectual development, language acquisition, and developmental expectations are emphasized. The unique concerns of the exceptional child are studied as well as in-depth case-study skill development.

PSYC 6302**Measurement and Appraisal**

Principles of psychological testing as applied to education are emphasized. A survey of the major testing instruments which are used by school counselors, both group and individual, are studied. Uses and critical evaluation of achievement, aptitude, interest, and non-projective personality tests are included, as are experiences in administering and scoring of tests.

PSYC 6305**Individual Psychological Evaluation**

Review of theory underlying individual aptitude tests; supervised practice in test administration, scoring, and interpretation. Writing of psychological reports is included. The Stanford-Binet and Wechsler scales are mastered.

PSYC 6307**Human Behavior in Organizations**

Perspectives for understanding and predicting behavior in formal organizations with examination and evaluation of idiosyncratic forces that affect successful leadership styles.

PSYC 6308**Methods of Group Process**

Group aspects of student personnel work for counselors, administrators, and other professionals dealing in services where group counseling is provided. Theory and research relevant to understanding, working with, and providing leadership for various types of groups within the educational community are stressed. Didactic and experimental activities offered.

PSYC 6310**Clinical Psycho-Pathology**

A course that examines the etiology, symptoms diagnosis, prognosis and therapeutic methods applicable to the major psychological disorders. In addition to emphasis on disorders for children, adolescents, adults, and senior adults, current research on psychopharmacological developments is examined.

PSYC 6320**Research Techniques and Procedures**

See EDUC 6320.

PSYC 6333**Projective Techniques**

Projective psychological testing techniques are administered for purposes of intensive, in-depth studies of personality. They are especially useful in the analysis of individuals who demonstrate mental, emotional, and/or behavioral disturbances. Projective testing is especially needed in cases where reasons and problems underlying such disturbances are not readily apparent to the individual. Prerequisites: PSYC 6302, 6305.

PSYC 6390**Practicum in Counseling**

Supervised laboratory experiences in individual and group counseling with emphasis upon personal counseling. Competence in counseling with varied types of human concerns is developed.

PSYC 6391**Advanced Practicum in Counseling**

Additional extensive supervised experiences in individual and group counseling experiences. Generally involves working in an off campus psychologically related environment as well as on campus.

SOCIAL WORK

SOCW 1313

Introduction to Social Work

Provides the student with an overview of the fundamental values, philosophies, and historical themes which dominate the development and present status of social welfare and social work practice. Traditional and newer practice perspectives are considered. Opportunities for volunteer service in a social service agency provide the beginning social work student a variety of experiences to assess his or her desire to pursue the profession of social work as a career.

SOCW 2313

Programs, Policies, and Issues in Social Welfare

The process of the development and implementation of social policies and their effects upon programs and services of the social welfare system are identified and analyzed. A critical assessment of the current issues related to programs and policies is included. The various practice settings of the profession and the approach and commitment of social work toward major contemporary social problems are also examined. The role of the social worker is considered throughout the course. Prerequisite: SOCW 1313 or taken concurrently with SOCW 1313.

SOCW 3363

Introduction to Interventive Skills

Provides the initial development and use of specific skills in recognizing and understanding group dynamics and human need. Through group processes and the use of the interview, students demonstrate interpersonal skills such as self-disclosure, feedback, communication, self-acceptance and confrontation. Opportunities for self-assessment are provided. (Offered also as PSYC 3363 and SOCI 3363)

SOCW 3393

Sociology of Childhood and Adolescence

Analysis of social, class, as well as ethnic influences and sex-role socialization on childhood and adolescence; consideration of the socializing agents in these age groups. (Offered also as SOCI 3393)

SOCW 4181, 4281, 4381

Special Topics

A service course designed to permit the offering of topics of current interest. May also be used for individual study, in which a minimum of 30 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

SOCW 4270, 4271

Social Work Practice I and II

Focuses on providing the student with a conceptual framework for practice. Course includes a comparison of current practice theories, an in-depth study of strategies, roles and functions involved in social intervention, and the application of interventive skills to client systems (individual, dyad, family, small group, organization and community). Emphasis is placed on the problem-solving process involved in the mutual working together of social worker and client from problem identification through problem resolution. First quarter material will highlight application of skills to micro systems; second quarter material will highlight application of skills to macro systems. These courses must be taken concurrently with field instruction courses. Prerequisite: Permission of instructor.

SOCW 4292

Senior Seminar

The techniques of social research as they apply to social work practice are investigated. The course provides social work students with the basic materials necessary to understand the different phases of research in the social services. Prerequisite: See Note 7 under **Degree Requirements**.

SOCW 4293

Senior Seminar

The capstone course of the social work program. This course provides a supervised forum for current social work issues of paramount concern to emerging baccalaureate social practitioners. Prerequisite: See Note 7 under **Degree Requirements**.

SOCW 4343**Sociology of Middle Age and Aging**

Analysis of sociological and social psychological approaches to the study of middle age and aging; the emergence of aging as a problem in industrial societies; consideration of specific problems and programs related to aging. (Offered also as SOCI 4343)

SOCW 4420, 4425**Field Instruction**

Provides an opportunity for the social work student to apply knowledge, skills and values learned in the classroom and through community service to actual practice situations in a social service agency. Weekly seminars held on campus facilitate the integration of practice content with field experiences. Self-examination in relation to personal and professional ethics is stressed. Prerequisite: Permission of Instructor.

SOCIOLOGY**SOCI 1313****Principles of Sociology**

A study of the nature of social relations, social institutions, and social processes, and of the products of these relationships. The nature of culture, communications, socialization, mobility, social control and other sociological concepts are considered.

SOCI 2313**Urban Sociology**

A social systems approach to the analysis of the emerging problems of urban-suburban man, with special consideration of the development of alternative solutions to these problems and strategies of intervention.

SOCI 2343**Social Deviance and Disorganization**

An analysis of sociological theories of social deviance and disorganization, with attention to problems of prevention and control.

SOCI 2373**Marriage and the Family**

A consideration of factors in self-understanding and interpersonal relations; changing roles of men, women, and children; problems of family life; socialization of children; the influence of

school and community interaction, including parent-teacher relationships; similarities and differences in familial life styles. (Offered also as CDEV 2373 and PSYC 2373)

SOCI 3300**Sociology of Education**

This course is designed to examine the racial, ethnic, and socio-economic cultural variation of children in the Texas public schools. The impact of such variation on the child's self-concept development and the interaction of family, child, and school are studied. Field experiences are an integral part of the course. This course is required for all prospective teachers. (Offered also as EDUC 3300)

SOCI 3303**Research Methods**

Research Methods is designed to introduce students to basic research methodology in the social and behavioral sciences and to teach them research design from the conception of an idea to the analysis and interpretation of data. (Offered also as PSYC 3303)

SOCI 3313**Cross-Cultural Understanding**

A course in cross-cultural understanding grounded in the body of knowledge of cultural anthropology which is designed to create in the student an awareness of ethnocentrism and a beginning understanding of cultural similarities and diversity. It provides the student with knowledge of the concepts of cultural relativity, cultural integration, and variation in cultural values, organization, institutions, and concept of time, space, and symbols. (Offered also as INTS 3313).

SOCI 3323**History of Sociological Thought**

A study of the development of social thought, including a critical analysis of theories of leading social thinkers.

SOCI 3333**Social Psychology**

Contemporary approaches to social behavior are considered. The roles of language and culture in changing the physiological organism into a socialized human being are analyzed. (Offered also as PSYC 3333)

SOCI 3363**Introduction to Interventive Skills**

Provides the initial development and use of specific skills in reorganizing and understanding group dynamics and human need. Through group processes and the use of the interview, students demonstrate interpersonal skills such as self-disclosure, feedback communication, self-acceptance and confrontation; opportunities for self-assessment are provided. (Offered also as PSYC 3363 and SOCW 3363)

SOCI 3393**Sociology of Childhood and Adolescence**

Analysis of social class, ethnic influences and sex-role socialization on childhood and adolescence; consideration of the socializing agents in these age groups. (Offered also as SOCW 3393)

SOCI 4181, 4281, 4381**Special Topics**

A service course designed to permit the offering of topics of current interest. May also be used for individual study, in which a minimum of 30 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and demand.

SOCI 4333**Sociology of Religion**

An analysis of the role and functions of religion in human societies, types of religious organizations, and the relation between religion and other social institutions. The role of Christianity in American society will be emphasized. (Offered also as CHRI 4333).

SOCI 4343**Sociology of Middle Age and Aging**

Analysis of sociological and social psychological approaches to the study of middle age and aging; the emergence of aging as a problem in industrial societies; consideration of specific problems and programs related to aging. (Offered also as SOCW 4343).

SOCI 4353**Sociology of Corrections**

A study of societal reactions to crime and delinquency and the criminal justice system, with emphasis on a description and evaluation of attempts to prevent crime and to rehabilitate offenders.

SOCI 4292**Senior Seminar in Sociological Research**

In this course the student designs an original experimental project, preparing a prospectus which describes the problem, the hypothesis, the review of literature, techniques to be used, and other components normally found in research proposals. Prerequisite: SOCI 3303 and senior standing in sociology. See Note 7 under **Degree Requirements**.

SOCI 4293**Senior Seminar in Sociological Research**

The student conducts a previously approved research project and prepares a report which includes findings and conclusions. Prerequisite: SOCI 4292. See Note 7 under **Degree Requirements**.

PHYSICAL EDUCATION, AND RECREATION**PHED 2111****Beginning Individual Sports**

The development of beginning skills in individual sports such as tennis, badminton, archery, gymnastics, bowling, skiing, etc.

PHED 2121**Advanced Individual Sports**

A continuation of selected individual sports for students with intermediate and advanced skills.

PHED 2131**Varsity Intercollegiate Athletics**

A student-athlete who participates in the University intercollegiate athletic program is permitted to register in the sport during the one quarter per year in which it is offered.

PHED 2323**Teaching Team Sports**

Materials and methods in teaching physical education through theory and practice in skills and techniques of team sports.

PHED 2232, 2233, 2234**Coaching of Athletics**

These courses include the methods, techniques, and psychology of coaching in football, cross country track, basketball, gymnastics, track and field, and baseball.

PHED 2363**Philosophical Foundations of Physical Education**

A study of the philosophy and history of physical education and the organization of physical education programs with emphasis on administration of selected programs.

PHED 2373**Administration of Recreation Programs**

A study of recent trends in organization and administration of recreation programs. Special attention is given to control, personnel and department organization, and administrative practices on a local level.

PHED 3242**Life Saving and Water Safety**

Techniques of teaching swimming progressions, Red Cross Life Saving and Instructor's Course.

PHED 3323**First Aid**

This course meets the requirements for the Red Cross certificates: Standard and Instructor.

PHED 3333**Teaching Individual Sports**

Materials and methods in teaching physical education through theory and practice in skill techniques of individual sports.

PHED 3363**Tests and Measurements in Physical Education**

Introductory course in the area of measurement and evaluation in physical education. Fundamental statistics and practical experiences administering and taking physical education skill tests are included.

PHED 3373**Planning and Maintenance of Recreation Facilities**

A study of problems involved in planning and maintenance of recreation facilities. Includes inspection of areas and facilities.

PHED 3383**Organization of the Intramural Program**

Methods of organizing and administering intramural programs. Competencies are developed through field experiences with intramural programs involving team sports.

PHED 3393**Physiology of Exercise**

A course concerning human physiology and its relationship to exercise. Students participate in fitness training and testing to apply fundamental principles of exercise physiology.

PHED 3394**Kinesiology**

An introduction to the elementary principles of kinesiology.

PHED 3396**Care and Prevention of Athletic Injuries**

Basic instruction in the prevention, care, and evaluation of athletic injuries through lectures, discussions, and laboratories, for the future trainer, coach, or physical education instructor.

PHED 4181, 4281, 4381**Special Topics**

Directed study of a minimum of thirty clock hours for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

PHED 4313, 4314**Recreational Leadership**

The organization and planning of recreation in schools, churches, and the community.

PHED 4323**Movement, Behavior, and Motor Learning**

A course structured around the basics of human movement and motor performance. Subject matter includes perceptual-motor foundations of physical education with emphasis on the state of the performer and his ability to learn motor skills.

PHED 4324**Adaptive and Corrective Physical Education**

A study of problems relating to body mechanics, the needs of and programs for the atypical student.

PHED 4292**Senior Seminar in Physical Education**

The student conducts a research study in the literature on a selected topic in physical education and writes a paper.

Prerequisites: Senior standing in physical education. See Note 7 under **Degree Requirements**.

PHED 4293

Senior Seminar in Recreation

The student conducts a research study in the literature on a selected topic in recreation and writes a paper. Prerequisite: Senior standing in recreation. See Note 7 under **Degree Requirements**.

PHED 4295

Senior Seminar in Physical Education

The student participates in a field experience that involves observation and contact with physical education programs

and prepares and collects resource materials for the organization and conduct of such programs. Prerequisite: Senior standing in physical education. See Note 7 under **Degree Requirements**.

PHED 4296

Senior Seminar in Recreation

The student participates in a field experience in a recreation program or surveys several such programs. Prerequisite: Senior standing in recreation. See Note 7 under **Degree Requirements**.



COLLEGE OF FINE ARTS

The College of Fine Arts is committed to a program which is designed to provide broad aesthetic experience in art and music for both the major and the general student. In addition to the course work which introduces the student to the fine arts, and to the theories which underlie them, many means are afforded for actual involvement in creativity. Regular performances by the Houston Baptist University Chorus, Band, and Orchestra; faculty recitals, music festival activities, visiting art displays in the Student Center Gallery, vocal and instrumental ensembles, and the annual Fine Arts Festival, all bring opportunity for participation and enjoyment. The location of Houston Baptist University near the cultural center of the city of Houston is an added advantage. Students can enjoy noted artists and lecturers, outstanding theater, facilities of major art museums, and performances of the Houston Symphony and the Houston Grand Opera Association.

The College of Fine Arts offers undergraduate majors in the fields of art and music. The curricula of these areas may serve as preparation for specialized graduate study, as background training for a career in the arts, or (when coordinated with supporting courses in education), as preparation for teaching. Christian liberal arts play an indispensable part in the renewal of our culture.

ART

Houston Baptist University offers a bachelor's degree with a major in art. The art program is designed to help the student develop a personal, critical attitude to his life situation through creative involvements. The beginner is offered a variety of courses which provide technical training, historical background and professional competence while not destroying the dignity of individual opinion and direction. These studies are designed to generate interest and promote understanding of art, which comes in part through analysis of creative works of past and present. The Senior Seminars provide an opportunity for the student's area of specialization to be the central theme in a final project.

There are four basic plans by which a student may arrive at a bachelor's degree with art as one or both of his majors.

- I. Art Major and unrelated Major (such as English, History or Math):
 - A. This major has studio emphasis for the production of art and is not preparatory for teaching.
 - B. A major in Art for this plan will consist of thirty-six semester hours including the following courses: ART 1303, 1313, 1323, 2313, 2323, 3343, 4292, 4293, and a minimum of 12 semester hours in studio courses.
- II. Elementary Art and Elementary Education:
 - A. This plan is for the student who wishes to teach in the elementary school classroom and/or art in the elementary school.
 - B. A student who wishes to be certified to teach art in the elementary school must take ART 1303, 1313, 1323, 2313, 3313, 3343, 4292, 4293, and a minimum of 6 semester hours in studio art courses.
 - C. The six semester hour student teaching requirement will be completed in one quarter.
- III. Art and another teaching field with Secondary Teaching Certificate:
 - A. This student will be qualified to teach in both majors on Secondary level only.
 - B. A student who plans to teach art in the secondary school must take ART 1303, 1313, 1323, 2313, 2323, 3305, 3323, 3343, 4292, 4293, and a minimum of 8 semester hours in studio art courses.
 - C. The six semester hour student teaching requirement will be completed in one quarter.
- IV. All-level Art (no additional major required.):
 - A. This plan is for the student who plans to teach only art and who wishes to be certified to teach at both elementary and secondary levels.

- B. To be certified to teach art in Grades K-12 a student must take ART 1303, 1313, 1323, 2313, 2323, 3305, 3310, 3313, 3323, 3343, 4292, 4293, and a minimum of 20 semester hours in studio art courses.
- C. The six semester hour student teaching requirement will be divided into two quarters including one quarter at elementary level, and one quarter at secondary level. Additional information on student teaching is given in the Education undergraduate section of the catalogue.

Special Requirements: Art majors are required to participate in annual student exhibitions and other exhibits, programs, and lectures. The University reserves the right to retain permanently one work from each student in each class. The disposition of these works will be decided by the art faculty. Other works may be held temporarily for use in specific exhibitions. These will be available to owners no later than two years after the lending date.

MUSIC

The curricula in Music at Houston Baptist University are designed to provide the specialization and depth of study necessary for the performance major, the sacred music major, or the music education major. In addition, curricula and courses are offered which lead to a Bachelor of Arts or a Bachelor of Science degree for those students seeking more of a non-performance degree steeped in liberal arts studies, and for other students who wish to take electives in music or to participate in one of the performing ensembles.

Students who wish to major in music at Houston Baptist University must apply for acceptance to a degree program which leads to the: Bachelor of Arts or the Bachelor of Science degree in music, in which a major from another area may be combined with a major in music; the Bachelor of Music Education degree; or the Bachelor of Music degree. In the Bachelor of Music degree, a student may choose an orchestral instrument, organ, piano, voice, theory/composition, or Sacred Music as his major.

Entrance Exams in Music

- A. **Applied:** A student majoring in applied music must demonstrate talent for solo performance by means of an audition for the area faculty before being admitted to the curriculum. A student who, at the time of the audition, does not meet entrance requirements for the projected degree but who demonstrates unusual potential, may, at the recommendation of the music faculty, be accepted to the School of Music on a "provisional" basis. Provisional students must fulfill all deficiencies within a specified time which will be stated in the initial letter of acceptance. Failure to complete the deficiencies within the specified time period will automatically terminate the student's acceptance to his current degree plan.
- B. **Written:** At the time a student auditions for admission to the School of Music, placement examinations will be given in Music Theory and in Music Literature. If the examinations are not passed with a grade of 70%, the following courses will be required before the student may begin the regular series of Music Theory or Music Literature courses (students are referred to the current Handbook for Music majors for further details):
 - 1) Rudiments of Music Theory (2 hrs.)
 - 2) Introduction to Music Literature (Up to 3 hours)
- C. **SAT or ACT Evaluations:** In addition to music theory and music literature examinations, students should be aware that if SAT or ACT scores are not satisfactory, courses in English and/or Mathematics may be required which do not count toward degree requirements. All of the courses mentioned above are geared to give students the necessary and essential backgrounds in those areas which will enable the student to enter the regular curriculum with ease. Without the necessary background, it would be extremely difficult for a student to succeed in the curriculum at Houston Baptist University.

APPLIED MUSIC

Individual instruction is offered in brass, organ, percussion, piano, voice and woodwinds. All students electing applied music for credit may be required to take a jury examination at the end of each quarter. Under no circumstances can the final grade vary more than one letter from the jury grade. (See Handbook for Music Majors for more specific information.)

Music majors must be registered for applied music in their area of concentration until recital requirements are met. B.A. and B.S. students must complete the upper level requirements in the applied area.

All lower level applied music courses (lessons) will carry an MUAP 1000 number and all upper level courses will carry an MUAP 3000 number.

All students must be enrolled in class or private piano until the minimum requirements for piano proficiency as set forth in the current Handbook for Music Majors have been met and the examination has been passed. In certain instances, students may be waived from further piano study by passing the sophomore piano proficiency examination. This examination shall be administered regularly at the end of each quarter and at other times as required by the music faculty.

The piano proficiency examination must be completed prior to student teaching or presentation of senior recital.

MUSIC THEORY

All students enrolled in a freshman, sophomore, or junior level theory course, or in a sophomore music literature or junior music history course will be given a cumulative examination at the end of the third quarter of each year. The examinations must be passed with a grade of 70% or higher in written theory and music history, and a grade of 60% or higher in aural theory of music literature in order to enroll in the next level of study. The examination may be taken a total of three times during a one year period (see Handbook for Music Majors for more specific details), and if they are not passed two years in a row, the student may not continue as a candidate for a music degree at Houston Baptist University.

ENSEMBLES

Ample opportunity is offered to all students at Houston Baptist University for creative participation in musical ensembles. Any student who meets the audition requirements may participate in musical organizations. Music majors must participate in either University Chorus, Concert Band, or Orchestra each quarter in residence. Keyboard majors are required to participate in one ensemble and will be assigned accompanying duties.

Choral Activities: Music majors with an emphasis in voice must participate in University Chorus and may elect other ensembles each quarter.

Instrumental Activities: Music majors with an emphasis in instrumental music must participate in Concert Band or Orchestra and may elect other ensembles each quarter.

All students enrolled as Music Majors must enroll and make a passing grade in an ensemble for each quarter during which they are registered as a full time student at Houston Baptist University. Students attending Houston Baptist University on a music scholarship program may be required to participate in two ensembles. Keyboard majors normally will be assigned accompanying responsibilities in lieu of a second ensemble.

UPPER DIVISION EXAMINATION IN MUSIC

The purpose of the upper division examination is to assess the progress made by the student during the first two years of study. The examination is to be taken at the end of the sixth quarter of study at Houston Baptist University, or at the end of the quarter during which a minimum of 60 semester hours of credit applicable to a degree will be earned. Transfer students with 60 hours of transfer credit must take the upper division examination upon entering the University or at the end of the first quarter of study at the University. Students may postpone the examination only by petitioning the Dean of the College of Fine Arts, and the examination must be taken as soon thereafter as possible and no later than four quarters prior to expected graduation.

The examination will be administered by the music faculty who will submit a written report upon completion of the examination with recommendations concerning the program to be pursued by the student.

All students will be graded on performance as part of the examination, and the grade received for this portion of the examination will be the grade for the quarter's work in the major applied area. The exam will be graded in the same manner as a jury exam.

Upon recommendation of the Upper Division Examination Committee, the student will be admitted to a specific degree program in Music. The student may not pursue any other degree in Music without petitioning and auditioning for a different degree once the upper division examination has been taken and the committee has submitted its recommendations.

Any student who does not pass the upper division examination will be placed on probation for one quarter, at the end of which he will retake the examination. Failure to pass the examination a second time will result in his being required to consider an alternative degree program.

JURY EXAMINATIONS IN MUSIC

Every student enrolled in a private applied music course may be required to take a jury examination at the end of each quarter of study. The jury will consist of the members of the faculty in the student's major field of performance.

MUSIC THEORY AND MUSICOLOGY EXAMINATIONS

All students enrolled in a freshman, sophomore, or junior theory course, or in a sophomore music literature or junior music history course will be given a cumulative examination at the end of the third quarter. The examination must be passed with a grade of 70% or higher in written theory and music history, and a grade of 60% or higher in aural theory or music literature in order to progress to the next level of study. If the examination is not passed at the end of the third quarter, the student may retake the examination but must pass with a

grade of 80% (70% aural and music literature.) If the student does not pass the examination the second time, he may retake it again prior to registration in the fall, but must pass with a grade of 85% (75% aural and literature). If the examination is not passed the third time, the student must appear before a review board to determine how much must be repeated. If a quarter is repeated and passed with a grade of B or higher, the cumulative examination does not need to be repeated again. If the student earns a C in the repeated quarter(s), the cumulative examination must be taken and passed with a grade of 70% or higher.

If a student does not pass to the sophomore or junior level after repeating the cumulative examination series a second time, the student may not continue as a candidate for any music degree at Houston Baptist University.

STUDENT FORUM AND CONCERT ATTENDANCE REQUIREMENT

All music majors enrolled as full time students at Houston Baptist University are required to attend at least seven student forum meetings and five concerts (on or off campus) during each quarter. Failure to meet this requirement will result in an incomplete grade being given in the student's major applied field for the quarter. The Incomplete will be changed when the student has met the requirements determined by the faculty committee.

STUDENT RECITAL REQUIREMENTS

Bachelor of Arts and Bachelor of Science students will not be required to perform a recital. Bachelor of Music Education students will be required to perform a recital of 30 minutes duration. Bachelor of Music students are required to perform both junior and senior recitals.

BACHELOR OF MUSIC EDUCATION

The Bachelor of Music Education degree is designed as a broadly-based professional program leading to teacher certification in the public school, grades K-12. Following is an outline of the requirements for this degree:

THEORY	Rudiments of Music (0212)	2 hrs.*
	Theory I (1212, 1222, 1232)	6 hrs.
	Theory II (2212, 2222, 2232)	6 hrs.
	Theory III (3312)	3 hrs.
	Instrumentation (4232)	2 hrs.
MUSIC LITERATURE AND HISTORY	Introduction to Music (1112, 1122, 1232)	3 hrs.*
	Music History (3212, 3222, 3232)	6 hrs.
MUSIC METHODS	Instrumental (3111, 3112, 3113, 3114)	4 hrs.
	Age Group Methods (4202, 4203, 4204, 4303)	9 hrs.
	Conducting (3172, 3272, or 3173, 3273)	3 hrs.
APPLIED AREA	Concentration	8 hrs.
	Piano	4 hrs.
SENIOR SEMINARS	Jr. Recital and Research (4292)	2 hrs.
	Elective Seminar	2 hrs.
		55 hrs.

*Not applicable to degree requirements

BACHELOR OF MUSIC (Church Music)

The Bachelor of Music degree with a major in Church Music is designed to be a thoroughly professional degree which concentrates not only on providing basic musical skills, but a concomitant background in the philosophy and history of Church Music, in educational philosophy and techniques, and in advanced conducting skills. Following is an outline of the requirements for this degree:

THEORY	Rudiments of Music (0212)	2 hrs.*
	Theory I (1212, 1222, 1232)	6 hrs.
	Applied Theory I (1112, 1122, 1132)	3 hrs.
	Theory II (2212, 2222, 2232)	6 hrs.
	Applied Theory II (2112, 2122, 2132)	3 hrs.
	Theory III (3312)	3 hrs.
HISTORY & LITERATURE	Introduction to Music (1112, 1122, 1132)	3 hrs.*
	Survey of Music Literature (2212, 2222, 2232)	6 hrs.
	Music History (3212, 3222, 3232)	6 hrs.
SUPPORT COURSES	Senior Seminars (4292, 4293)	4 hrs.
	Conducting (3172, 3272, 3273)	5 hrs.
MAJOR AREA	Applied Major	30 hrs.
	Recitals (2--1 in applied area, 1 in conducting)	2 hrs.
	Applied Secondary	4 hrs.
	Cognate courses	
	Choral Literature (3212)	
	Choral Literature (3222)	
	Hymnody (3232)	
	History and Philosophy of Worship for the Musician (4212)	
	Church Music Administration (4223)	10 hrs.
EDUCATION CORE	Music for Children (4202), Music for Early Adolescents (4203), Music for Adolescents (4204)	6 hrs.
		94 hrs.

LIBERAL ARTS CORE

	Sem. Hrs.
Christianity 1313, 1323, and 2333	9
English 1313, 1323, 2313, 2323	12
Foreign Language	6
Physics 1303	3
Computer Information Systems 1321	3
Physical Education 2111	2
Social and Behavioral Sciences	6
	41

There are two series of courses from which to choose:

- | | |
|-----------------------|------------------------------|
| I. ECON 1301 (3 hrs.) | II. HIST 2313, 2323 (6 hrs.) |
| POLS 2313 (3 hrs.) | |

*Not applicable to music degree.

**BACHELOR OF MUSIC
(Performance)**

The Bachelor of Music degree with a major in performance is designed as a highly selective and professional curriculum for the exceptionally gifted performer who is seeking a career in musical performance, or in preparing for further graduate study in music leading to a career in the teaching of music at the college or university level. Following is an outline of the requirements for this degree:

THEORY	Rudiments of Music (0212)	2 hrs.*
	Theory I (1212, 1222, 1232)	6 hrs.
	Applied Theory I (1112, 1122, 1132)	3 hrs.
	Theory II (2212, 2222, 2232)	6 hrs.
	Applied Theory II (2112, 2122, 2132)	3 hrs.
	Theory III (3312)	3 hrs.
HISTORY & LITERATURE	Introduction to Music (1112, 1122, 1132)	3 hrs.*
	Survey of Music Literature (2212, 2222, 2232)	6 hrs.
	Music History (3212, 3222, 3232)	6 hrs.
SUPPORT COURSES	Senior Seminars (4292, 4293)	4 hrs.
	Conducting (3172, 3272 or 3173, 3273)	3 hrs.
		40 hrs.
APPLIED AREA		
(a) Organ:	Major	36 hrs.
	Recitals	3 hrs.
	Cognate Courses	
	Applied Skills for Organists I (3212, 3222, 3232),	
	Applied Skills for Organists II (4242, 4252, 4262)	12 hrs.
	Applied Secondary	4 hrs.
		55 hrs.
(b) Piano:	Major	30 hrs.
	Recitals	3 hrs.
	Cognate Courses	
	Accompanying (2114, 2124, 2134),	
	Keyboard Harmony (3114, 3124, 3134),	
	Piano Literature (4214, 4224),	
	Piano Pedagogy (4234, 4244)	14 hrs.
	Applied Secondary	4 hrs.
		51 hrs.

(c) Voice:	Major	30 hrs.
	Recitals	3 hrs.
	Cognate Courses	
	Diction (1146, 1156, 1166, 2146),	
	Vocal Literature (3216, 3226, 3236),	
	Vocal Pedagogy (4246, 4256)	14 hrs.
	Opera Workshop 3119, 3129, 3139, 4119	4 hrs.
	Applied Secondary	4 hrs.
		<hr/>
		55 hrs.
(d) Instrumental:	Major	30 hrs.
	Recitals	3 hrs.
	Cognate Courses	
	Instrumental Chamber Music (2112, 2122, 2132,	
	3112, 3122, 3132),	
	Instrumental Pedagogy (3246, 3256),	
	Instrumentation and Orchestration (4212),	
	Studio Recording Techniques (4222),	
	Jazz Influences on Instrumental Music (4232)	16 hrs.
	Applied Secondary	4 hrs.
	<hr/>	
	53 hrs.	

LIBERAL ARTS CORE

	Sem.
	Hrs.
Christianity 1313, 1323, and 2333	9
English 1313, 1323, 2313, 2323	12
Foreign Language	6
Physics 1303	3
Computer Information Systems 1321	3
Physical Education 2111	2
Social and Behavioral Sciences	6
	<hr/>
(See the explanation under the same heading;	41
Bachelor of Music (Church Music) degree, page 112	

*Not applicable to music degree.

BACHELOR OF MUSIC (Theory/Composition)

The Bachelor of Music degree with a major in Theory/Composition is designed as a curriculum for exceptionally gifted musicians who are primarily interested in the study of the materials of music, and in the creative craftsmanship of composition. The degree is expected to serve as a basis for graduate study in either theory or composition, leading to a career in teaching at the college or university level or to a career as a professional composer.

THEORY	Theory I (1212, 1222, 1232)	6 hrs.
	Applied Theory I (1112, 1122, 1132)	3 hrs.
	Theory II (2212, 2222, 2232)	6 hrs.
	Applied Theory II (2112, 2122, 2132)	3 hrs.
	Theory III (3312)	3 hrs.
HISTORY & LITERATURE	Introduction to Music (1112, 1122, 1132)	3 hrs.*
	Survey of Music Literature (2212, 2222, 2232)	6 hrs.
	Music History (3212, 3222, 3232)	6 hrs.
SUPPORT COURSES	Senior Seminars in Theory (4292, 4293)	4 hrs.
	Conducting (3172, 3272 or 3173, 3273)	3 hrs.

APPLIED AREA	Composition I (2219, 2229, 2239)	6 hrs.
	Composition II (3219, 3229, 3239)	6 hrs.
	Composition III (4219, 4229, 4239)	6 hrs.
	Recitals: Junior and Senior (See Note 1)	3 hrs.
	Applied Secondary (See Note 2)	18 hrs.
	Cognate Courses	
	Senior Seminar in Theory (4294)	2 hrs.
	Advanced Aural and Keyboard Skills (3222)	2 hrs.
	Music Electives	12 hrs.
		<hr/> 95 hrs.

*Not applicable to music degree.

Note 1: The Junior Recital is a combination of piano performance, other applied performance, and conducting. The senior recital will be at least 45 minutes long and will consist entirely of original works written during sophomore, junior, and senior years. The composer must participate in the recital as a conductor or performer. The programs must be approved by a faculty committee prior to presentation.

Note 2: Piano is required as the secondary area until an advanced piano proficiency examination is passed. Piano must be taken every quarter until the above-mentioned examination is passed.

LIBERAL ARTS CORE		Sem. Hrs.
	Christianity 1313, 1323, and 2333	9
	English 1313, 1323, 2313, 2323	12
	Foreign Language (German or French)	6
	Physics 1303	3
	Computer Information Systems 1321	3
	Physical Education 2111	2
	Social and Behavioral Sciences	6
	(See explanation under Bachelor of Music (Church Music), page 112	
		<hr/> 41

BACHELOR OF ARTS OR BACHELOR OF SCIENCE DEGREE

Courses for Music Majors in These Programs

THEORY	Rudiments of Music (0212)	2 hrs.*
	Theory I (1212, 1222, 1232)	6 hrs.
	Theory II (2212, 2222, 2232)	6 hrs.
MUSIC LITERATURE AND HISTORY	Introduction to Music (1112, 1122, 1132)	3 hrs.*
	Survey of Music Literature (2212, 2222, 2232)	6 hrs.
	Music history (3212, 3222, 3232)	6 hrs.
APPLIED AREA	Applied Concentration	8 hrs.
	(Eight quarters of study — should be taken consecutively).	
SENIOR SEMINARS	(Two Required)	4 hrs.
	Total Music Hours	<hr/> 36 hrs.

*Not applicable toward requirements for Music Major.

College of Fine Arts

COURSE DESCRIPTIONS

ART

ART 1303

Art Methods and Materials

An introductory course concerned with basic art techniques and materials. The student will become acquainted with processes and the materials of painting, drawing, printing, sculpture, and ceramics.

ART 1313, 1323

Design

The student makes a thorough study of the principles and elements of design and visual devices which make up a work of art. By means of two and three dimensional problems, students make personal application of these concepts.

ART 2313

History of Art: Prehistoric through Gothic

Painting, sculpture and architecture reflect man's thinking (social, religious, and political) through which he sought to satisfy needs common to man of every age. The unique contribution made by each culture toward our art heritage is stressed along with influences of one culture on another.

ART 2323

History of Art. Renaissance through Modern

Beginning with the sixteenth century, this study will trace the development of modern art forms. Stylization, social factors, and important innovations which shape the destiny of man and his arts will be considered.

ART 2231, 2241, 3231, 3241, 4231, 4241

Ceramics

In ceramics, the student works with hand-built and wheel-thrown techniques of forming pottery. Experimentation with glaze formulation, glazing, and firing, and the search for a form language that expresses the individual are emphasized.

ART 2232, 2242, 3232, 3242, 4232, 4242

Drawing

These courses are basic exercises using various drawing media and subject matter

with emphasis on the human figure.

Anatomical rendering, contour and value drawing are studies which will be utilized in the student's ultimate development toward a personal approach to drawing.

Prerequisites: ART 1313, 1323.

ART 2233, 2243, 3233, 3242, 4233, 4243

Painting

These studio experiences are based on problems designed to acquaint the student with the possibilities of various painting media and approaches to painting.

Students are encouraged to explore and develop a personal direction for their work.

Prerequisites: ART 1313, 1323.

ART 2234, 2244, 3234, 3244, 4234, 4244

Printmaking

Printmaking procedures in relief, intaglio, lithography, serigraphy, and experimental forms will be included to give the student a broad understanding of the possibilities of the media. Individual solutions are encouraged after basic technical procedure has been learned. Prerequisites: ART 1313, 1323.

ART 2235, 2245, 3235, 3245, 4235, 4245

Sculpture

Emphasis is placed on understanding many three-dimensional design problems, exploration of various media in a variety of approaches including additive, subtractive, manipulative, and casting techniques.

Prerequisites: ART 1313, 1323.

ART 3305

Art for the Secondary School

This course involves the production of art using media and processes considered appropriate for middle school and senior high school art programs. Emphasis is placed on combining technique, exploration of media and interrelation of art appreciation with art activities.

Prerequisites: ART 1313, 1323, 2313, 2323, and eight semester hours of approved studio courses.

ART 3310**Art for Pre-Adolescents**

This course deals with the philosophy of preschool and elementary school art education based on Lowenfeld's continuum of growth. The laboratory experience with art emphasizes two-dimensional art media appropriate for the young child.

Prerequisite: Student must be a junior in good standing in the teacher education program.

ART 3313**Crafts for Pre-Adolescents**

This course involves creative problems in crafts designed for the pre-adolescent pupil with specialization in three-dimensional media.

Prerequisite: Junior standing in the teacher education program.

ART 3323**Crafts for the Secondary School**

This studio course presents practical experience and preparation for teaching three-dimensional design, weaving, printmaking, stitchery, and fabric design in the secondary school.

Prerequisites: ART 1313, 1323, 2313, 2323 and eight semester hours of approved studio courses.

ART 3343**Art Appreciation**

This course makes a comparative study of various modes of expression in all of the visual arts. Works of art studied in this course are selected from the prehistoric to the present. It is desired that the student see art as a very personal experience of man and that he begin to react more sensitively to art in our culture.

ART 4181, 4281, 4381**Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Topics and projects are selected on the basis of student interest and need. Open to Art majors only. Prerequisite: Permission of the instructor and the Dean of the College.

ART 4292, 4293**Senior Seminar**

Individual work in the student's area of specialization will be carried out as a final project. Participants will be encouraged to seek a personal approach to creating a

form language that can adequately express the level of awareness attained.

Prerequisite: See Note 7 under **Degree Requirements**.

MUSIC THEORY**MUTH 0212****Rudiments of Music**

A basic course for students who do not meet the level required for admission to Music Theory I. Open to all students, but not applicable to degree requirements for a music major. Music majors placed in this course will continue the second quarter with MUTH 1212, and MUTH 1112.

MUTH 1212, 1222, 1232**Music Theory I A, B, C**

An integrated course involving analysis, aural skills, and elementary composition of melody, two-part, three-part and homophonic textures; binary, ternary, and through-composed forms; chord structures through secondary dominants; modulation. Prerequisite: MUTH 0212. May not be taken out of sequence.

MUTH 2212, 2222, 2232**Music Theory II A, B, C**

A continuation of Music Theory I. 18th Century counterpoint, 17th-20th Century form analysis, chromatic harmony, and introductory work in Impressionism. Emphasis on aural and visual analysis and on basic compositional techniques. Prerequisite: completion of MUTH 1212-1232. May not be taken out of sequence.

MUTH 3312**Music Theory III**

A study of new compositional materials and analytical techniques in the 20th Century. A continuation of skills and techniques introduced in Music Theory II. Prerequisite: completion of Music Theory II.

MUTH 1112, 1122, 1132**Applied Theory I A, B, C**

Must be taken concurrently with Music Theory I courses. Prerequisite: MUTH 0212.

MUTH 2112, 2122, 2132**Applied Theory II A, B, C**

A continuation of Applied Theory I. Prerequisite: MUTH 1132.

MUTH 3222**Advanced Keyboard and Aural Skills**

A continuation of skills acquired in Music Theory II and Applied Theory II.
Prerequisite: completion of MUTH 2112-2132.

MUTH 4181, 4281, 4381**Special Topics**

Directed study in a specialized area of Music Theory. A minimum of 30 clock hours of independent study or project development is required for each hour of credit. Topics and projects are selected on the basis of student career interest and need. Prerequisite: permission of the instructor and the Dean of the College.

MUTH 4232**Instrumentation**

An introduction to the principles of orchestration, arranging, and score reading. Specific record listening assignments supplement the other work of the course. Prerequisite: MUTH 2232. (Bachelor of Music Education Degree.)

MUTH 4292, 4293**Senior Seminars in Music Theory**

4292: Score Reading: performance at the keyboard of graded scores, both instrumental and vocal. Prerequisite: MUTH 3312.

4293: Theory Pedagogy: study of examination procedures, grading procedures, and some laboratory experience in teaching.

MUTH 4294**Terminal Project in Music Theory**

A supervised paper of 20-30 pages dealing with a subject approved by an advisory committee.

MUSIC HISTORY AND LITERATURE**MUHL 1112, 1122, 1132****Introduction to Music**

A basic music appreciation course for those students with little or no background in music. Designed to acquaint students with a fundamental understanding of music and musical style from all historical periods. Open to all students, but not applicable to degree requirements for music majors.

MUHL 2212, 2222, 2232**Survey of Music Literature**

Survey of musical repertoire of all stylistic periods in Western music from the Middle Ages through the twentieth century. Emphasis is placed upon representative works, and upon analytical listening techniques designed to develop the perception of stylistic characteristics.

MUHL 3212, 3222, 3232**History of Music**

A study of the evolution and development of music from antiquity to the present. Development of skills necessary to identify and define the various musical genres, forms, and concepts. A study of the outstanding works of the major composers of the western world and their identification through aural recognition. A study of the great works of music literature from historical, analytical, and critical methods and their placement within their proper historical context.

MUHL 4292, 4293**Senior Seminar**

An advanced study in the history and literature of music, conducted through guided research, discussion, and critical analysis of musical works which is offered as demand warrants on a rotating topic basis.

MUSIC EDUCATION AND CHURCH MUSIC**MUEC 3111, 3112, 3113, 3114****Instrumental Methods in the Secondary Schools**

The study of technical problems, teaching materials and basic performance problems of brass (3111), percussion (3112), strings (3113), and woodwinds (3114). Teaching of each instrument at the elementary level is included.

MUEC 3172**Fundamentals of Choral Conducting**

Basic techniques in choral conducting and score reading. Prerequisite: Junior standing (60 hrs.) or permission of the instructor.

MUEC 3173**Fundamentals of Instrumental Conducting**

Basic study in baton technique and score reading. Prerequisite: Junior standing (60 hrs.) or permission of the instructor.

MUEC 3212**Choral Literature**

An historical survey and study of the music from the Renaissance to 1850.

MUEC 3222**Choral Literature**

An historical survey and study of the music from 1850 to the present.

MUEC 3232**Hymnody**

An historical survey of the development of hymnody from the early ages to the present, discussing both hymns and hymn tunes from the Greek and Latin period to the present. The course is designed to develop a true appreciation for the heritage which has been passed down through the ages via this unique expression of corporate worship.

MUEC 3272**Choral Conducting**

Choral conducting techniques and their application in rehearsal and performance. Prerequisite: MUEC 3172.

MUEC 3273**Instrumental Conducting**

Instrumental conducting techniques and their application in rehearsal and performance. Prerequisite: MUEC 3173.

MUEC 3320**Music for Pre-Adolescents**

A course designed for the teacher of pre-school and elementary school children. It includes a study of the child voice, rote singing, development of rhythmic and melodic expression, directed listening, and reading readiness. Basic materials, including song texts, are studied and simple percussion and melodic instruments are used in creative activities.

MUEC 4202**Music for Children**

A course for music education, church music, and early childhood education majors, designed to develop competencies necessary for implementing musical learning for pre-adolescents. The course will present principles and teaching strategies necessary for pre-adolescent instruction and includes a four-week period of observation and micro-teaching in school or church.

MUEC 4203**Music for Early Adolescents**

A course for music education and church music majors designed to develop competencies necessary for implementing musical learning for middle school age youth. The course will present principles and teaching strategies necessary for middle school instruction and includes a four-week period of observation and micro-teaching in school or church.

MUEC 4204**Music for Adolescents**

A course for music education and church music majors designed to develop competencies necessary for implementing a musical learning for senior high age youth. The course will present principles and teaching strategies necessary for senior high school instruction and includes a four-week period of observation and micro-teaching in school or church.

MUEC 4212**History and Philosophy of Church Music**

A survey of church music history with the purpose of discovering worship philosophies and resulting patterns and forms that directly affected the production and development of church music as a musical genre. Specific liturgical forms will be studied within this context. Contemporary philosophies and trends will receive significant stress.

MUEC 4223**Church Music Administration**

A study of contemporary approaches to the planning for and administering of music ministry programs in churches. Special attention will be given to resources and skills that play important roles in current church music supervision. Students will have a significant contact with

professionals in the field, as a means of developing competencies in administration. The course will be geared toward preparation for work in a protestant denomination, although a wide range of trends will be studied.

MUEC 4272

Advanced Choral Conducting

The conducting of choral groups. A study in advanced technique, style, and interpretation. Prerequisite: MUTH 2232 and MUEC 3272 or 4273.

MUEC 4273

Advanced Instrumental Conducting

The conducting of bands and orchestras. A study in technique, style, and transposition. Prerequisites: MUTH 2232 and MUEC 3273 or 4272.

MUEC 4303

Music in the Public School

A course for music education majors designed to cover philosophies of music education as applied in curriculum and pedagogy. Innovative trends will receive special emphasis. Current periodical literature will provide resource materials.

MUEC 4292

Senior Seminars:

Junior Recital and Research:

Performance of a 30-minute recital from contrasting periods of music.

Accompanying formal research paper in support of recital program material.

APPLIED MUSIC

MUPL 1101, 3101

Brass

One half-hour lesson per week. One hour credit.

MUPL 1201, 3201

Brass

One hour lesson per week. Two hours credit.

MUPL 1301, 3301

Brass

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

MUPL 1102, 3102

Organ

One half-hour lesson per week. One hour credit. Prerequisite: Piano proficiency.

MUPL 1202, 3202

Organ

One hour lesson per week. Two hours credit. Prerequisite: Piano proficiency.

MUPL 1302, 3302

Organ

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

MUPL 1103, 3103

Percussion

One-half hour lesson per week. One hour credit.

MUPL 1203, 3203

Percussion

One hour lesson per week. Two hours credit.

MUPL 1303, 3303

Percussion

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

MUPL 1104, 3104

Piano

One half-hour lesson per week. One hour credit.

MUPL 1204, 3204

Piano

One hour lesson per week. Two hours credit.

MUPL 1304, 3304

Piano

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

MUPL 1105, 3105

Strings

One half-hour lesson per week. One hour credit.

MUPL 1205, 3205

Strings

One hour lesson per week. Two hours credit.

MUPL 1305, 3305

Strings

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

MUPL 1106, 3106

Voice

One half-hour lesson per week. One hour credit.

MUPL 1206, 3206**Voice**

One hour lesson per week. Two hours credit.

MUPL 1306, 3306**Voice**

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

MUPL 1107, 3107**Woodwinds**

One half-hour lesson per week. One hour credit.

MUPL 1207, 3207**Woodwinds**

One hour lesson per week. Two hours credit.

MUPL 1307, 3307**Woodwinds**

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

MUPL 1108, 3108**Harp**

One half-hour lesson per week. One hour credit.

MUPL 1208, 3208**Harp**

One hour lesson per week. Two hours credit.

MUPL 1308, 3308**Harp**

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

MUAP 3162**Junior Recital**

A 30-minute performance of contrasting literature. Prerequisite: a pre-recital hearing in major area.

MUAP 4282**Senior Recital**

A one-hour performance of contrasting literature. Prerequisite: a pre-recital hearing in major area.

COGNATE COURSES- KEYBOARD

MUAP 2114, 2124, 2134**Accompanying**

Practical aspects of performance with vocalist and/or instrumentalist; transposition at sight; art songs;

participation as an equal in specific genres such as sonatas and art songs; matters of interpretation involving other performers.

MUAP 3212, 3222, 3232**Applied Skills for Organists I**

Basic harmonic progressions; harmonization of given melodies and basses; transposition and modulation; reading of "figured bass"; introduction to improvisation; score reading; techniques of accompanying.

MUAP 3114, 3124, 3134**Keyboard Harmony**

Development of skills in sight-reading, ensemble playing, and accompaniment; harmonization, realization of a figured bass or melody, and improvisation; practice in transposition using movable clefs; and reading four-part scores at the keyboard.

MUAP 4242, 4252, 4262**Applied Skills for Organists II**

An historical study of the great liturgies of the world and their present day usage; hymn playing and a survey of hymnody and chant; console conducting; service music.

MUAP 4214**Piano Literature**

Practical survey of major keyboard repertoire written between 1750 and 1900. Emphasis is placed upon principal forms, styles, and composers as well as practical consideration of particular pianistic techniques and problems.

MUAP 4224**Piano Literature**

Practical survey of major keyboard repertoire written during the twentieth century. Emphasis is placed upon principal forms, styles, composers, notation, as well as practical consideration of particular pianistic problems encountered in avant-garde music.

MUAP 4234**Piano Pedagogy I**

Survey of procedures and materials applicable to the teaching of beginning, intermediate, and advanced piano students. Preparatory School teaching under supervision is included.

MUAP 4244**Piano Pedagogy II**

Survey of procedures and materials applicable to group piano teachers. Preparatory School teaching under supervision is included.

COGNATE COURSES-VOICE

MUAP 1116, 1126, 1136

Voice Class I

This course is an elementary approach to the fundamentals of singing: posture, breathing, and essentials of good phonation. The repertoire consists of easy songs in English and Italian. Also included are beginning Italian diction and how to study music. Admission by audition.

MUAP 1146, 1156, 1166, 2146

Language Diction

This course is an introduction to the speech sounds and rhythms of the Italian, German, French, and English languages as applied to solo vocal literature. The first quarter deals with Italian (1146); the second, English (1156); the third, German (1166); and the fourth, French (2146).

MUAP 2116, 2126, 2136

Voice Class II

This course continues an emphasis on fundamentals: posture, breathing, good phonation. Also included is an introduction to expressive singing and stage deportment. Public performance is stressed. The repertoire consists of songs of moderate difficulty in English, Italian and German. Beginning German diction is included. Prerequisite is at least two quarters of Voice Class I or its equivalent. Admission by audition.

MUAP 3216, 3226, 3236

Vocal Literature Survey

This course is an intensive survey of solo song literature from the Renaissance period of music history to the present. The first quarter of study is devoted to Italian and English songs; the second quarter to German lieder; and the third quarter to French art songs.

MUAP 3119, 3129, 3139

Opera Workshop

A course dealing with practical experience in the technical preparation and performance of scenes or complete operas. Included are drama exercises, improvisations, and the integration of music, acting, and opera staging. Admission by permission of the instructor.

MUAP 4119, 4129, 4139

Advanced Opera Workshop

A continuation of opera workshop which incorporates more individual instruction and experience in all facets of production techniques including staging, lighting, scenic design, makeup, costuming, etc. Admission by permission of the instructor.

MUAP 4246, 4256

Vocal Pedagogy

This course is an historical and practical approach to the art of teaching voice. Emphasis is on research, writing and observation. The second quarter involves some student teaching as directed by the instructor. Admission is by permission of the instructor.

MUAP 4292, 4293

Senior Seminars

Studies in pedagogy of performance. Student interest and need will determine offerings in Advanced Vocal Pedagogy.

COGNATE COURSES- INSTRUMENTAL

MUAP 2112, 2122, 2132, 3112, 3122, 3132

Instrumental Chamber Music

The study and performance of the major chamber music literature for strings, brass, woodwind and percussion instruments.

MUAP 3246, 3256

Instrumental Pedagogy

Survey of procedures and materials applicable to the serious instrumental major. Course is research oriented with much emphasis on repertoire. Admission is by permission of the instructor.

MUAP 4212

Instrumentation and Orchestration

An introduction to the principles of orchestration, arranging and score reading. Exercises in transcribing for strings, brass, woodwind and percussion instruments are assigned. The goal is to understand techniques for writing and arranging for the full symphony orchestra. (**Bachelor of Music Degree.**)

MUAP 4222**Studio Recording Techniques**

The study of recording studio techniques concerning microphone placement, sound overlay, track control, acoustics, separation, equipment and basic tape production.

MUAP 4232**Jazz Influences of Instrumental Music**

The study of jazz and its performance as it relates to jazz-influenced symphonic, film, television, ballet, opera, and Broadway show scores, as well as the recording industry and music education.

Prerequisites: MUTH 2232.

COMPOSITION**MUAP 2219, 2229, 2239****Composition I**

Binary, Ternary, Variation, and contrapuntal vocal and instrumental forms. Beginning calligraphy and instrumentation principles.

Prerequisite: completion of Music Theory and Applied Theory I with a grade of B or higher.

MUAP 3219, 3229, 3239**Composition II**

Continuation of Composition I, introducing small instrumental and vocal ensemble writing, with introduction of larger ensemble writing. Also a continuation of calligraphy and score preparation, and introduction to orchestration principles.

Prerequisite: completion of Composition I with a grade of B or higher.

MUAP 4219, 4229, 4239**Composition III**

Composition for chamber orchestra and full orchestra; multiple movement works.

Continuation of orchestration techniques. Prerequisite: completion of Composition II with a grade of B or higher.

ENSEMBLES**MUVE 0101****University Chorus**

Open to all students, faculty members, and spouses and required of all music majors not enrolled in Concert Band or Orchestra.

MUVE 0121**Concert Chorale**

Open to all students.

MUVE 0141**University Singers**

Audition only.

MUVE 0151**Opera Workshop**

See page 000 Opera Workshop 3119.

Audition only.

MUIE 0101**Symphonic Band**

The large symphonic grouping of all band instruments for the purpose of performing the band literature in concert.

MUIE 0121**University Orchestra**

A symphony orchestra with a complete orchestral instrumentation performing a varied repertoire including operatic and choral works. Limited in size by the composition and the occasion.

MUIE 0181**Jazz Band**

Jazz-oriented ensemble open to all students. Providing experience in jazz, rock, swing, bossa nova, disco and ballads.

College of Humanities

UNDERGRADUATE PROGRAMS

DEPARTMENT OF CHRISTIANITY AND PHILOSOPHY

CHRISTIANITY

Houston Baptist University is committed to providing a liberal arts undergraduate education dedicated to the view that Christian ideals and principles provide the perspective, goals, and values most essential in higher education. The implementation of this view is the responsibility of the entire university staff, but it is the province of the Department of Christianity to offer the specific courses which enable the students to gain an intelligent and meaningful acquaintance with the Christian religion and with the superb writings of the Old and New Testaments.

Nine semester hours in Christianity are required for graduation. These are basic courses designed for all college students and not for church vocations students alone. Six of the required semester hours (CHRI 1313 and 1323) are prerequisite to all other courses in Christianity except Christianity 1131, 1132, and 1333. The remaining three hours (CHRI 2333) are offered on the sophomore level and are intended to provide an understanding of the Christian religion with particular reference to its basic doctrinal concepts.

A major in Christianity requires thirty-four semester hours, nine hours of which are required of all students. The twenty-five additional hours shall be as follows: three hours of introduction to Philosophy (PHIL 1313); three hours from Category I: Practical and Functional Studies (CHRI 3171, CHRI 3271, CHRI 3353, CHRI 3363, CHRI 3383, CHRI 4333, or CHRI 4334); three hours from Category II: Biblical Studies (CHRI 3333, CHRI 3343, CHRI 4343, or CHRI 4373); three hours from Category III: Historical and Theological Studies (CHRI 3313, CHRI 3373, CHRI 4353, or CHRI 4383); three hours from Category IV: Philosophical Studies (PHIL

2313, PHIL 2323, PHIL 4323, or CHRI 4363); four hours of Senior Seminars (CHRI 4292, CHRI 4293); and six hours from any of the above or other Christianity course offerings, including CHRI 1131, CHRI 1132, CHRI 1333, CHRI 3393, CHRI 4181, CHRI 4281, and CHRI 4381.

As preparation for the student who is committed to or considering church vocations, Houston Baptist University provides a program of field-based, practical studies. This "on-the-job" exposure to ministry settings is designed to complement classroom experiences, vocational guidance, and extra-curricular opportunities to help the student learn more about himself, his denomination, and the field of ministry. Through field-trips, seminars, personal counseling, apprenticeship experiences, and ministry projects, the student is able to integrate classroom and field experience with his developing self-concept in order to clarify more adequately God's call in his life. Although the amount of field-based experience in ministry is not limited, academic credit will be given for a maximum of four semester hours, taken from CHRI 1131, 1132 and 3171, 3271.

It is suggested that each pre-theological student choose Christianity as one of his two major fields of study and that he work closely with a faculty adviser in the Department of Christianity. A program of study in line with suggestions of the American Association of Theological Schools should be followed.

PHILOSOPHY

Philosophy is a basic element in an adequate liberal arts education and serves to integrate the various areas of knowledge. The purpose of the study of philosophy is to help the student in his search for the meaning and destiny of human life. It seeks to attain this purpose through a critical study of the significant problems of human thought and of the main systems that have been proposed as solutions to these problems.

DEPARTMENT OF COMMUNICATIONS

The Department of Communications offers majors in speech and mass media. A student may select either one or both of his majors from these areas. The courses offered in the department are designed to provide the student with essential communication skills that can be applied as he pursues a career in theatre, professional speech, teaching, journalism, broadcasting, advertising, public relations, or other professions.

SPEECH

Students who wish to be certified to teach speech in the secondary schools must take SPCH 1313, 1323, 2303, 2333, 3313, 3353, 4303, 4292, 4293, and one additional three-hour speech course for a total of twenty-eight hours.

Students not seeking teacher certification may major in speech by taking MASM 1313, SPCH 1313, 1323, 2303, 3313, 3353, 4333, 4292, 4293, and either 3373 or 4313 for a total of twenty-eight hours.

MASS MEDIA

The mass media major is designed to develop capable, flexible, responsible communicators able to perform effectively in a variety of media and communications-oriented career areas. Students may major in mass media by taking MASM 1313, 1323, 2313 (or 2323), 3323, 3333, 4373, 4374, 4292, 4293, and one additional three-hour course for a total of twenty-eight hours.

Students are encouraged to select electives and/or a second major from the following: speech, English, art, marketing, computer information systems, management, history, or another career-related subject area.

DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

HISTORY

History majors are encouraged to make a diversified selection of courses in their field, with at least two major areas such as United States history and European history represented.

The requirements for a history major are: (a) a minimum of twenty-five semester hours in history, including the survey courses in Western Civilization and United States history; (b) Senior Seminars. The survey courses in Western Civilization or United States history are prerequisites to all advanced work in history.

History majors who plan to teach must take HIST 1313, 1323, HIST 2313, 2323, HIST 3333, three advanced hours of United States history, three advanced hours of European or English history, and Senior Seminars (4292, 4293) for a total of twenty-five semester hours.

Students who plan to teach social studies may follow a program including courses from history, economics, political science, and sociology. This program requires twenty-five hours in history, including HIST 1313, 1323, HIST 2313, 2323, HIST 3333, six hours in advanced history, and Senior Seminars (4292, 4293); nine hours in economics, including Principles of ECON 2303, 2304 and ECON 3308; and fifteen hours from political science and sociology, these hours to be divided so that nine are in one field and six in the other in one of the following combinations. If the student chooses to take nine hours in political science, he must take introduction to POLS 1313 and six hours of advanced political science plus six hours in sociology. If he takes nine hours in sociology, he must take SOCI 1313 and six hours of advanced sociology plus six hours in political science.

POLITICAL SCIENCE

The political science major prepares students for a variety of careers in law, government service, business, and education.

Requirements for the major are: POLS 1313, 2313, 3333, 3373, 4333, Senior Seminars 4292 and 4293, and six additional hours in political science, of which three must be advanced, for a total of twenty-five hours.

Students who wish teacher certification in social studies should see the program outline under History.

Pre-law students are encouraged to take Judicial Process 3343 and Constitutional Law 4313.

DEPARTMENT OF LANGUAGES

The Department of Languages comprises four areas: English language and literature; French, Spanish, and German language and literature; New Testament Greek; and bilingual education.

The English language and literature courses are designed to afford a mastery of the English language through practical exercise in grammar, composition, and rhetoric; to develop a knowledge and appreciation of the masterpieces of world literature; to instill an appreciation and understanding of British and American thought and literature through the application of critical and analytical techniques to the corpus of belletristic tradition; and to trace the cultural continuity of Great Britain and America through the language and literature of the two nations.

The foreign language courses are designed to afford a mastery of the French, Spanish, and German languages by developing skills in reading, writing, and conversation; to foster an understanding of another people and their cultural and literary traditions; and to instill an appreciation of the major literary works of France, Germany, and the Spanish-speaking countries. The Language Center is available to foreign language students for listening to tapes, small group practice in speaking, culture and civilization projects, and foreign language club activities.

The course offerings in Greek are designed to provide a reading knowledge of the Greek New Testament and to afford practice in the skills essential to scholarly interpretation. They are especially appropriate for the ministerial student and others preparing for a church-related vocation.

The curriculum in bilingual education is designed to prepare the student to teach in the bilingual classroom at the elementary or secondary school levels. Through a well-rounded program, the student develops an awareness of the confluence of two cultures, their historical contributions, and their cultural characteristics. He acquires the theory and

skill needed to teach first and second languages, and the ability to teach content material in a bilingual context. Undergraduate and graduate programs are offered in bilingual education.

Students who wish to teach English to non-English speakers may become qualified to teach English as a Second Language by earning the Endorsement for Teachers of English as a Second Language (ESL). This endorsement, which requires twelve hours of coursework plus student teaching in the ESL classroom, is open to all candidates for Texas Teacher Certification.

ENGLISH

Six hours of ENGL 1313, 1323 and ENGL 2313, 2323 are required of all students. Students whose scores on the English section of the ACT or on the TSWE indicate a need for additional work in formal grammar will be required to take ENGL 1303, before enrolling in ENGL 1313. Students with no available test scores will also be enrolled in ENGL 1303.

The English division of the Department of Languages offers five programs: a liberal arts English major; teacher certification in English; an internship; a writing specialization; and Teaching English to Speakers of Other Languages.

The Liberal Arts English Major:

English majors who are not working toward teacher certification must take the twelve hours of freshman and sophomore English; ENGL 3313; ENGL 3333; nine hours selected from English 3373, ENGL 4313, 4314, 4315, 4316, 4317, 4318, or ENGL 4323, 4324, 4325, six hours of which must be in English literature; and two Senior Seminars in English or American literature, for a total of thirty-one semester hours. In addition to these courses, all English majors are strongly advised to elect at least twelve hours of foreign language. Students contemplating graduate study in English are also advised to elect additional courses in English.

Teacher Certification in English:

English majors working toward teacher certification must take the required freshman and sophomore courses; ENGL 3313; ENGL 3333; ENGL 4302; six hours selected from English 3373; ENGL 4313, 4314, 4315, 4316, 4317, 4318, and ENGL 4323, 4324, 4325, three hours of which must be in English literature; ENGL 4303; and two Senior Seminars in English or American literature, for a total of thirty-four semester hours.

English Internship:

This program offers outstanding English majors the option of working as interns in the business community for one or two quarters in order to apply the verbal and analytical skills which they have developed in the classroom. English majors who wish to graduate with an Internship must take the twelve hours of freshman and sophomore English; ENGL 3313; ENGL 3333; six hours selected from ENGL 3373, ENGL 4313, 4314, 4315, 4316, 4317, 4318, and ENGL 4323, 4324, 4325, three hours of which must be in English literature; MASM 3343; ENGL 4302; two Senior Seminars in English or American literature; and ENGL 4501.

Admission to the program will be determined by the English Intern Selection Committee. Each applicant must be classified as a senior working toward a degree with a major in English at Houston Baptist University and should have a cumulative grade point average of 3.0, with an average of 3.5 in English courses. The applicant must submit an application and letters of recommendation to the Intern Selection Committee. If accepted by the committee, the applicant must also be interviewed and accepted by the prospective employer.

Writing Specialization:

This program, designed primarily for non-English majors, teaches expertness in writing to students majoring in the social and medical sciences, education, business, and mass media in order to give students flexibility in career choices and enhance needed communication skills in their fields. Students pursuing certification in the writing specialization program must take ENGL 3343 and ENGL 4302, followed

by a minimum of one other writing course from English 3353, or one of the Senior Seminars in writing. These minimum eight hours must be completed at Houston Baptist University. Upon satisfactory completion of the minimum eight hours in the required writing courses and satisfactory performance on a writing competency examination, students will receive a certificate of achievement, and a statement of achievement in this program will be noted on their transcripts. Completion of the Smith College requirements in English is a prerequisite for admission to this program.

Endorsement for Teachers of English as a Second Language:

Candidates for Texas teacher certification may earn the endorsement for Teachers of English as a Second Language by taking the following courses: EDBI 4301, Language Acquisition; ENGL 4304, Methods of Teaching English as a Second Language; ENGL 4312, English Contrastive Linguistics for Teaching ESOL; EDBI 4313, Basic Linguistics; and EDUC 4386, Student Teaching in the ESL Classroom. (Certified Texas teachers may teach for one year in a TEA approved ESL or bilingual classroom in lieu of completing student teaching.)

FRENCH

The course offerings in French are designed to enable students to develop proficiency in understanding, speaking, reading, writing, and culture. Those wishing to major in French, including teacher candidates, should take FREN 1314, 1324, 2314, 2324, 3305 (or 3306 or 3307), 3314, 3324, 4305 (or 4306 or 4307), and the Senior Seminars 4292, 4293 for a total of 28 semester hours. Teacher candidates in French must have achieved Advanced proficiency for elementary certifications, and Advanced Plus proficiency for secondary certification.

Proficiency levels refer to the ACTFL/ETS Provisional Proficiency Guidelines. Those wishing to increase proficiency in French should take the Work Internship in French or other advanced courses. Students who come to HBU with language proficiency may receive up to 12 semester hours credit through examination.

GERMAN

Currently, there is no major in German offered at Houston Baptist University. However, the courses listed in the Course Description section of this College are offered on a regularly scheduled basis.

GREEK

The course offerings in Greek are designed to provide a reading knowledge of the Greek New Testament and to afford practice in the skills essential to scholarly interpretation. They are especially appropriate for the ministerial student and others preparing for a church-related vocation.

SPANISH

The course offerings in Spanish are designed to enable students to develop proficiency in understanding, speaking, reading, writing, and culture. Those wishing to major in Spanish, including teacher candidates, should take SPAN 1314, 1324, 2314, 2324, 3314, 3324, 4333, or 3305 (or 3306 or 3307), 4343 or 4305 (or 4306 or 4307), and the Senior Seminars 4292, 4293 for a total of 28 semester hours. Teacher candidates in Spanish must have achieved Advanced proficiency for elementary certification and Advanced Plus proficiency for secondary certification.

Proficiency levels refer to the ACTFL/ETS Provisional Proficiency Guidelines. Those wishing to increase proficiency in Spanish should take the Work Internship in Spanish or other advanced courses. Students who come to HBU with language proficiency may receive up to 12 semester hours credit through examination.

BILINGUAL EDUCATION

The curriculum in bilingual education prepares the student to teach in a bilingual setting on the elementary or secondary school levels. The student learns to teach first and second languages and to teach content material in a bilingual context.

To receive either elementary or secondary school bilingual certification, students must take the following courses: EDBI 4313; EDBI 3363, 4333, or one elective course to be chosen from 3321, 4301, and ENGL 4312 (the adviser in bilingual education will determine whether

the student takes 3363, 4333, or an elective option, depending on the student's proficiency in English and Spanish); EDBI 4343, 4385, 4292, and 4293; HIST 3333 or 3343; ENGL 4302; and EDBI 4303 or English 4304.

Special Requirements: Basic language study as such is not a part of the bilingual preparation. It is recommended that the student take Spanish 2314 and 2324 in his freshman year as preparation for entrance into the bilingual program. To gain admission to the bilingual program, the student must achieve a minimum overall score at the eightieth (80th) percentile on the MLA Cooperative Language Proficiency Test (Form M) in Spanish. In addition, each student must achieve a minimum score at the eightieth (80th) percentile in each of the four skill areas (listening, speaking, reading, and writing), or he must take the appropriate course or courses to remove language deficiency in each area where the score is less than the minimum standard. A student who has not passed the MLA Proficiency Test may begin his bilingual courses. He is not, however, assured of acceptance in the program until he has completed this requirement. Before he can register for student teaching, the student must demonstrate language proficiency at the teaching level in content areas in both Spanish and English. The secondary certification student who chooses bilingual education as one of his teaching fields may **not** choose Spanish as his other teaching field. The special requirements for admission to the bilingual program apply to all students, including special post-baccalaureate candidates.

Endorsement for Teachers of English as a Second Language:

Candidates for Texas teacher certification may earn the endorsement for Teachers of English as a Second Language by taking the following courses: EDBI 4301, Language Acquisition; ENGL 4304, Methods of Teaching English as a Second Language; ENGL 4312, English Contrastive Linguistics for Teaching ESOL; EDBI 4313, Basic Linguistics; and EDUC 4386, Student Teaching in the ESL Classroom. (Certified Texas teachers may teach for one year in a TEA approved ESL

or bilingual classroom in lieu of completing student teaching.)

INTERNATIONAL STUDIES

This program is designed primarily for students interested in international living, working, and studying in order to enhance their professional training and increase flexibility in career choices. Students pursuing a specialization in international

studies must take International Studies 3111, 3313, 3381, and three additional hours from among the following courses: ECON 3306, HIST 4333, and POLS 4353. Upon completion of the minimum ten hours in the required courses, students will receive a certificate of achievement, and a statement of achievement in this program will be noted on their transcripts.

College of Humanities

Course Descriptions

BILINGUAL EDUCATION

EDBI 3121, 3221, 3321

Special Topics in Language and Literature

Special topics to be treated are determined by interested students with the approval of the Department Chairman.

Mexican-American literature, sociolinguistics, grammar for native speakers of Spanish, and field experience in Hispanic language and culture are examples of possible areas of interest.

EDBI 3173, 3174, 3175

Language Center Internship

Students expand their knowledge of and increase their skills in bilingual education through a wide variety of listening and cultural activities. All work is done in the Language Center under the supervision of a supervising instructor and an evaluating instructor. Prerequisite: SPAN 1313 or its equivalent.

EDBI 3363

Phonetics, Voice, and Diction

Study and use of the international phonetic alphabet, study and application of methods of improving voice production, and concentration upon articulation and pronunciation. Methods of working with pre-adolescents are included. (Offered also as SPCH 3363 and MASM 3363)

EDBI 4301

Language Acquisition

First and second language acquisition. The bilingual child. Sociolinguistic considerations. Problems in the assessment of language dominance and proficiency, intelligence, and achievement in the child of limited English-speaking ability.

EDBI 4303

Methods of Teaching Second Languages

A survey of methods and materials for teaching and testing the four skills (listening, speaking, reading, and writing) at all levels. Practice in applying current language teaching techniques to the four skill areas. Prerequisite: EDBI 4313 or permission of the instructor.

EDBI 4313

Basic Linguistics

Nature and structure of language. Language variation and change. First and second language acquisition. The testing of language dominance or proficiency. Sociolinguistic considerations for the classroom.

EDBI 4333

Advanced Composition

Intensive practice in writing Spanish sentences and paragraphs. Individualized attention given to problems of (A) the native speaker, or (B) the non-native speaker of Spanish. (Offered also as SPAN 4333)

EDBI 4343**Hispanic Cultural Perspectives**

A study of the major cultural aspects of Spanish-speaking people, including special emphasis upon pre-adolescents in the family setting; cultural patterns and cultural change. (Offered also as SPAN 4343)

EDBI 4385**Teaching School Content Areas In Spanish**

Preparation and teaching in Spanish of lessons and units in content areas. Spanish vocabulary for school content areas. Evaluation of curriculum materials for the Spanish speaker. Special considerations in the teaching of bilingual language arts. Familiarization with state-adopted materials written in Spanish. Prerequisite: Spanish proficiency level of Intermediate or above.

EDBI 4292**Senior Seminar: Spanish/English Contrastive Linguistics**

Linguistics for the bilingual classroom. Applied and contrastive linguistics with special emphasis on research on corrective techniques for cross-language interferences. Prerequisite: EDBI 4313 or permission of the instructor.

EDBI 4293**Senior Seminar: Foundations of Bilingual Education**

Rationale for bilingual education. Study of research findings in bilingual education and of legal, linguistic, and educational considerations in bilingual education. Survey of types and structure of bilingual programs. Research project involving one aspect of bilingual education. Prerequisite: EDBI 4313 or permission of the instructor.

EDBI 5301**Language Acquisition**

First-language acquisition, and second-language acquisition by the young child. The bilingual child. Code-switching. Sociolinguistic considerations. Problems in the assessment of language dominance and proficiency, intelligence, and achievement in the child of limited English-speaking ability.

EDBI 5302**Advanced Grammar, Writing, and Linguistics**

A course designed to instruct students in the principles of grammar, rhetoric, and composition with a view to preparing them either for writing, editing, or teaching of languages. A portion of the course will also acquaint the student with the fundamentals of linguistic behavior.

EDBI 5304**Methods of Teaching English as a Second Language**

Theories, pedagogical considerations and current methodology in the teaching of listening, speaking, reading, and writing skills in English as a second language. Phonological, morphological and syntactic features of English will be considered as necessary. Special consideration will be given to the development of bilingual children's reading skills in English.

EDBI 5312**English Contrastive Linguistics for Teaching ESOL**

Phonological and morphological rules of English. Basic sentence patterns. Contrast of English phonology, morphology, and syntax with structures of other languages. Practice in problem solving to discover areas of difference between English and the native language of the learner. Emphasis on development of techniques to teach an identified problem area. Prerequisites: EDBI 4313/5313, and a course in the Teaching of English as a Second Language, or consent of instructor.

EDBI 5313**Basic Linguistics**

Nature and structure of language. Language variation and change. Language acquisition. Language and society. Languages of the world.

EDBI 5333**Advanced Composition**

Intensive practice in writing Spanish sentences and paragraphs. Individualized attention given to problems of (a) the native speaker, or (b) the non-native speaker of Spanish. Also includes individualized study and composition dealing with stylistics.

EDBI 5343**Hispanic Cultural Perspectives**

A study of the major cultural aspects of Spanish speaking people, including special emphasis upon pre-adolescents in the family setting; cultural patterns and cultural change. Extensive reading and investigation involving one particular cultural parameter. This course will be taught in Spanish.

EDBI 5385**Teaching School Content Areas in Spanish**

Preparation and teaching in Spanish of lessons and units in content areas. Spanish vocabulary for school content areas. Evaluation of curriculum materials for the Spanish speaker. Special considerations in the teaching of bilingual language arts. Familiarization with state-adopted materials written in Spanish. Prerequisite: Spanish proficiency level of intermediate or above.

EDBI 6181, 6281, 6381**Special Topics**

A service course designed to permit the offering of topics of current interest and special workshops. May also be used for individual study, in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

EDBI 6302**Teaching Language Arts and Reading in Spanish**

Development and utilization of materials for language arts and reading in Spanish. Vocabulary and fluency development in Spanish for the teacher of language arts and reading. Adaptation of materials for use with Spanish-speaking children. This course will be taught primarily in Spanish.

EDBI 6303**The Teaching of Mathematics, Science, and Social Studies in Spanish**

Resources and materials. Use of materials assessment instruments to evaluate materials for use with the target population. Vocabulary and fluency development in content areas in Spanish. This course will be taught primarily in Spanish.

EDBI 6304**Applied Linguistics for Bilingual Teaching**

Contrastive analysis between English and Spanish. Implications of linguistic considerations for identification of special concerns in the teaching of bilingual reading and language arts.

EDBI 6305**Foundations of Bilingual Education**

Rationale for bilingual education. Goals, curriculum, classroom management, and testing in the various types of bilingual programs. Research findings in bilingual education.

CHRISTIANITY**CHRI 1131, 1132****Internship in Church Vocations**

Students considering church vocations receive opportunity to learn by observing an experienced minister in the pursuit of his role within the ministry setting. Requirements include field-based observation, dialogue with the field supervisor, and on-campus conferences. Internships are available in a variety of ministerial settings, including children's ministry, deaf ministry, denominational administration, music ministry, pastoral counseling, pastoral ministry, recreation ministry, religious education, and youth ministry. It is recommended that Christianity 1333 precede the Internship in Church Vocations.

CHRI 1313**Old Testament**

A course designed to introduce the student to the Old Testament and to provide an understanding of the history, institutions, and theological insights of the Hebrew people. Required for graduation. Prerequisite for all Christianity courses except 1131, 1132, 1323, and 1333.

CHRI 1323**New Testament**

A course designed to introduce the student to the New Testament and to an appreciative understanding of the life and teaching of Jesus, the early Christian movement, and the doctrinal concepts and ethical ideals of Christianity. Required for graduation. Prerequisite for all Christianity courses except 1131, 1132, 1313, and 1333.

CHRI 1333**The Christian Ministry**

The course includes a study of the occupational field of church vocations with emphasis upon the church vocations worker's personal and ministerial identity, ministerial ethics, Baptist denominational history and polity and the development of basic skills common to ministry. It incorporates the use of professional ministers from a variety of specializations who serve as resource personnel and role models for the aspiring church vocations student.

CHRI 2333**Christian Doctrine**

A course designed to acquaint the student with the great doctrines of the Christian religion. Attention is given to such doctrines as Revelation, Man, God, Sin, Salvation, the Church, and the Christian Life. Required for graduation.

Prerequisites: CHRI 1313 and CHRI 1323.

CHRI 3171, 3271**Supervised Ministry Practicum**

A field-based learning opportunity in which the church vocations student functions in a ministry role under the supervision of an experienced minister and a university professor. Requirements include the completion of ministry projects within the field setting as well as on-campus conferences. Emphasis is placed on functional competence in ministry through development of both personal and professional skills. It is recommended that CHRI 1131 and 1333 precede the Supervised Ministry Practicum.

CHRI 3313**Christian History**

A course designed to introduce Christianity in its historical development and the origin and progress of Christianity in America.

CHRI 3333**Jesus and His Teachings**

An intensive study of the life and teachings of Jesus.

CHRI 3343**Life and Works of Paul**

A study of the apostle Paul and his contribution to the progress of early Christianity based upon the book of Acts and the epistles attributed to Paul.

CHRI 3353**Homiletics**

A basic course to introduce the student to the principles of preaching and other ministerial speaking. Attention is given to various types of sermons and their preparation and delivery.

CHRI 3363**Evangelism**

A general study of evangelism as a primary thrust in expanding the Kingdom of God. Emphasis is given to the Biblical concept of evangelism and to an effective church program to carry out Christ's commission.

CHRI 3373**New Religious Movements in America**

An examination of religious cults and new religious movements in America. Special consideration will be given to the founder, circumstances of origin, historical development, organization, unique beliefs and practices, methods of propagation, and their relationship to mainline Christianity.

CHRI 3383**The Life and Work of the Pastor**

A study of preparation for the multifaceted responsibilities of the pastorate. Areas of pastoral work are examined and practical suggestions made to assist the student to conclude how most effectively to perform pastoral ministries. Field experience is utilized to enable the student to observe the pastoral function in areas studied in class.

CHRI 3393**Biblical Backgrounds**

A study of the geographical, archaeological, and cultural backgrounds of biblical lands.

CHRI 4181, 4281, 4381**Special Topics**

Guided research involving special projects relating to Christianity and its mission to the world.

CHRI 4292, 4293**Senior Seminar**

Directed studies in selected areas of the student's special interests, including opportunities for independent research. Prerequisite: See Note 7 under **Degree Requirements**.

CHRI 4333**Sociology of Religion**

An analysis of the role and functions of religion in human societies, types of religious organizations, and the relation between religion and other social institutions. The role of Christianity in American society will be emphasized. (Offered also as SOCI 4333)

CHRI 4334**Psychology of Religion**

The insights of psychology as a human science are used to inspect and evaluate the religious dimensions of life. Included are the sources and meanings of religion, religious development, specific religious experiences and phenomena, and the relative health and sickness of various expressions of religion. (Offered also as PSYC 4334)

CHRI 4343**Old Testament Prophets**

A study of the prophetic movement in Israel and the writings of the canonical prophets.

CHRI 4353**World Religions**

An introduction to the thought and practices of the great religions of the world. Attention is given to the origin, development, and major teachings of Hinduism, Buddhism, Confucianism, Taoism, Shintoism, Judaism, Islam, and Christianity. (Offered also as PHIL 4353)

CHRI 4363**Philosophy of Religion**

A critical examination of the nature and validity of religion experience and the place of religion in human life. Consideration is given to religious problems such as the existence and nature of God, the source of religious knowledge, the nature of man, the origin and nature of evil. (Offered also as PHIL 4363)

CHRI 4373**Poetry and Wisdom Literature of the Old Testament**

An intensive study of the poetical books and wisdom literature of the Old Testament, with special attention to the books of Job, Psalms, Proverbs, and Ecclesiastes.

CHRI 4383**Baptist History**

A study of Baptist history and polity with particular emphasis given to Baptist origins, developments, distinctive theological positions, leaders, and current trends. Special attention will be given to Baptist life in America and particularly the Southern Baptist Convention.

ENGLISH**ENGL 1214, 1224, 1234****Writing Laboratory in English for Speakers of Other Languages**

This course in English for Speakers of Other Languages (ESOL) is designed for students who need additional practice in writing standard English. Writing assignments are planned to meet individual student needs. The course is for ESOL students who have completed ENGL 1404, but are not yet ready to enter ENGL 1303, or for ESOL students who need to increase their English writing skills. At the end of the course, the student's readiness to proceed with ENGL 1303 or ENGL 1313 is determined by the Department of Languages. A grade of P means that the student should take an additional writing laboratory.

ENGL 1303**Basic Grammar and Composition**

A prerequisite course for enrollment in ENGL 1313 for students whose scores on the English section of the ACT or on the TSWE indicate a deficiency in basic English skills. Students with no available test scores will also be enrolled in ENGL 1303. ENGL 1303 emphasizes basic grammar and composition, with emphasis on sentence structure and on organizing and developing the short essay. ENGL 1303 does not meet the Smith College requirements for either the B.A. or the B.S. degree but does carry elective credit.

ENGL 1313, 1323**Composition and Literature**

A course designed for freshmen, with special emphasis on composition. 1313 is an introductory course in composition, accompanied by selected readings illustrating effective writing. 1323 continues practice in composition through analysis of major literary genres, thereby preparing the student for World Literature. Students must demonstrate effective writing ability in order to pass the course. ENGL 1313 (or its equivalent) is a prerequisite for ENGL 1323.

ENGL 1404**English for Speakers of Other Languages**

A pre-freshman composition course designed for the student whose native language is not English. Emphasis is given to correct syntax, standard American English, and increased composition ability through intensive practice in writing English sentences and paragraphs. At the end of the course, the student's readiness to proceed with ENGL 1303 or ENGL 1313 is determined by the Department of Languages. A grade of P means that the student must take ENGL 1214, 1224, or 1234. (ENGL 1404 is the prerequisite to other English courses for the student with a TOEFL score of less than 600 or for the resident non-native speaker of English without a TOEFL score).

ENGL 2313, 2323**World Literature**

A reading course in the literary heritage of western civilization. The first quarter includes writings from the Greeks, the Romans, the Middle Ages, and the Renaissance. The second quarter deals with works from the Age of Neoclassicism to the present. Prerequisites: ENGL 1313 and ENGL 1323.

ENGL 3121, 3221, 3321**Special Topics in Literature**

Topics to be treated are determined by interested students with the approval of the Department Chairman. Creative writing, ethnic literature, cinematic adaptations of literature, science fiction, and Christ archetypes in literature are examples of possible areas of interest.

ENGL 3313**English Literature**

A survey of the historical development of English literature from Beowulf to the present. The course will provide requisite information for advanced study in major periods of English literature.

ENGL 3333**American Literature**

A survey of the literature of the United States from the Colonial Period to the present. This course will provide background material essential for more advanced study of American literature.

ENGL 3343**Writing for the Professions**

A course in utilitarian writing, technical editing, and preparation of bibliographies, illustrations, and manuscripts for publication. Emphasis will be placed on analysis of various kinds of written materials (summaries, process descriptions, memoranda, abstracts, proposals, short and long reports, letters); a special project in the student's respective major field may be planned for the final weeks of the course. Recommended for business, education, science, nursing, pre-law, pre-med, communications, and all career-oriented students. (Offered also as MASM 3343).

ENGL 3353**Creative Writing**

A course designed for students interested in an intensive study of the materials and forms of fiction, drama, poetry, and the essay. The student analyzes, compares, and imitates reputable literary works, after which he creates his own. (Offered also as MASM 3353)

ENGL 3373**Shakespeare**

A study of selected tragedies, history plays, and comedies, with emphasis on the major tragedies. Some consideration will be given to the cultural and philosophical characteristics of the Elizabethan Age as they are reflected in the drama of Shakespeare.

ENGL 4292, 4293**Senior Seminar**

Intensive analytical study of a major author, genre, or movement in English and American literature. Flexibility of seminar format allows for combinations of lecture-discussion, preparation and presentation of formal papers, and independent research projects. Students must have completed ENGL 3313 and ENGL 3333 before enrolling in a Senior Seminar. Prerequisite: **See Note 7 under Degree Requirements.**

ENGL 4302**Advanced Rhetoric, Grammar, and Writing**

The study and application of grammar, rhetoric, and style for the preparation of secondary English teachers as well as professional writers. The study emphasizes traditional, descriptive grammar and classical rhetoric and their applications to composition.

ENGL 4303**Methods of Teaching English**

A survey of methods and materials for teaching writing, language study, and literature in the secondary school. Prerequisite: ENGL 4302 or permission of the instructor.

ENGL 4304**Methods of Teaching English as a Second Language**

Phonological, morphological, and syntactic features of English. Theories of second language teaching. Pedagogical consideration and current methodology in the teaching of listening, speaking, reading, and writing skills.

ENGL 4312**English Contrastive Linguistics for Teaching ESOL**

Phonological and morphological rules of English. Basic sentence patterns. Contrast of English phonology, morphology, and syntax with the structures of other languages. Practice in problem solving to discover areas of difference between English and the native language of the learner. Emphasis on development of techniques to teach an identified problem area. Prerequisites: EDBI 4313/5313, Basic Linguistics, and a course in the teaching of English as a second language, or consent of instructor.

ENGL 4313, 4314, 4315, 4316, 4317, 4318**Periods of English Literature**

Intensive study of the major works of one of the following periods: (A) The Renaissance, (B) The Seventeenth Century, (C) The Eighteenth Century, (D) The Romantic Age, (E) The Victorian Age, or (F) The Twentieth Century. Courses in each period may be taught concurrently during the same quarter or may be offered in alternate quarters.

ENGL 4323, 4324, 4325**Periods of American Literature**

Intensive study of the major works of one of the following periods: (A) Age of Romanticism, (B) Age of Realism and Naturalism, or (C) The Twentieth Century. Courses in each period may be taught concurrently during the same quarter or may be offered in alternate quarters.

ENGL 4501**Internship in English**

The application of verbal and analytical skills in a commercial environment through full-time work for one quarter or half-time work for two quarters. Prerequisite: Approval by the Department's Intern Selection Committee.

FRENCH**FREN 1314, 1324****Beginning French Proficiency**

Emphasis is on understanding and speaking with some reading and writing. Students learn to use and understand the language necessary for expressing basic needs, wants, and courtesies. Vocabulary and structures for meeting immediate survival needs are practiced. Students begin to gain insights into French cultural values and patterns of daily life. Not open to students with more than two years of high school French or with proficiency level above Novice level.

FREN 2314, 2324**Continuing French Proficiency**

Emphasis is on understanding and speaking with the addition of some reading and writing. Students ask and answer questions on everyday topics, initiate and respond to simple statements, and maintain basic conversations. Students learn to comprehend utterances in areas of immediate need and in situations where context aids understanding. Students gain insights into culture and civilization through interaction activities and through discussions and readings in the language. Not open to students with proficiency level above Novice High. Prerequisites: FREN 1314 and 1324 or the equivalent.

FREN 3121, 3221, 3321**Special Topics**

Topics to be treated are determined by interested students with the approval of the Department Chairman. The reading of specialized texts in French, the essentials of French grammar and pronunciation for music majors, and the history and civilization of France are examples of possible areas of interest.

FREN 3173, 3174, 3175**Language Center Internship**

Students expand their knowledge of and increase their skills in French through a wide variety of listening and cultural activities. All work is done in the Language Center under the supervision of a supervising instructor and an evaluating instructor. The course may not be used in partial fulfillment of the language requirement. Prerequisite: French 1314 or its equivalent.

FREN 3305, 3306, 3307**Individualized French Proficiency**

Development of language proficiency is continued beyond the early Novice levels. Individualization by means of small group work is emphasized, allowing students to concentrate on the development of individual language proficiencies. Not open to students with proficiency above Intermediate. Prerequisites: FREN 1314 and 1324.

FREN 3314, 3324**Advancing French Proficiency**

Focus is on achieving increased proficiency in listening, understanding, reading, writing, and cultural awareness. Discussions include general conversational topics such as social, work, and leisure activities, as well as literature and culture. Reading practice includes literature, cultural material, newspapers, magazines, and everyday messages. The development of writing, based on the topics discussed and read, is emphasized. Not open to students with language proficiency above Intermediate. Prerequisites: FREN 2314 and 2324 or the equivalent.

FREN 3333, 3334**French Composition**

Intensive practice in writing French sentences and paragraphs in (A) General French, or (B) Commercial French.

FREN 3353**An Introduction to Reading French**

A beginning course in French focusing on reading skills. Texts from both the sciences and the arts are read. Students exit course reading with intermediate proficiency or above.

FREN 4305, 4306, 4307**Masterworks of French Literature and Culture**

Discussion, readings, and writing practices center on literary and cultural material with a view toward preparation for the Senior Seminars. Further development of language proficiency in understanding, speaking, reading, and writing is emphasized.

FREN 4353, 4363**Twentieth Century French Literature**

This course will acquaint the student with the principal modern French authors. The first quarter deals with the contemporary theatre. The second quarter is a study of twentieth-century prose and poetry.

FREN 4385, 4386, 4387**Work Internship in French**

The student serves as an intern in a supervised setting where the language is used. Eighteen hours per week is required. Internships might be in business, in health care fields, in education, or with consulates, depending on availability of positions and student interest. Prerequisites: FREN 3314 and 3324 or the equivalent.

FREN 4292, 4293**Senior Seminars**

Surveys of the literature of France. Proficiency in French is demonstrated through reading, discussion, and papers in French and the preparation of a term report in French. Prerequisite: See Note 7 under Degree Requirements.

GERMAN**GERM 1313, 1323****Elementary German**

The skills of listening comprehension, speaking, reading, and writing are emphasized. During the second quarter, special emphasis is given to subjects concerning German culture.

GERM 2313, 2323**Intermediate German**

Grammar review combined with readings in a cultural and literary context. A course in which the cultural impact of Germany is considered as an adjunct to the language.

GERM 3121, 3221, 3321**Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Only students with exceptional ability and interest in German may take this course. Prerequisite: Permission of the instructor and the Dean of the College.

GERM 3173, 3174, 3175**Language Center Internship**

Students expand their knowledge of and increase their skills in German through a wide variety of listening and cultural activities. All work is done in the Language Center under the supervision of a supervising instructor and an evaluating instructor. A maximum of three hours in this course may be used toward the major. The course may not be used in partial fulfillment of the language requirement. Prerequisite: GERM 1313 or its equivalent.

GERM 3313, 3323**Introduction to German Literature**

A survey course designed to illustrate the development of German literature. First quarter readings include those prior to the Classical Period; second quarter readings are selected chiefly from nineteenth and twentieth-century writers.

GERM 3333**The German Novelle**

A study of the German novelle in the nineteenth and twentieth centuries, including writers such as Keller, Storm, Kleist, Hebbel, and Mann.

GERM 3383**German Conversation**

Intensive training in current idiomatic German, with emphasis upon oral practice.

GERM 3393**German Literature in Translation**

Selected works of German literature studied in translation.

GERM 4333**Classical German Writers**

A study of readings selected chiefly from Schiller and Goethe.

GREEK**GREK 2212-2222-2232****Greek Grammar**

An intensive study of the forms, vocabulary, and grammatical usage of the Koine Greek, designed to give the student the tools necessary for translation of the Greek New Testament.

GREK 3212, 3222, 3232**Greek Syntax and Reading**

An intensive study of Greek syntax with extensive application to the translation and exegesis of the Greek New Testament. Prerequisite: Six hours of Greek grammar or permission of the instructor.

HISTORY**HIST 1313, 1323****Western Civilization**

A survey of man and his history, with emphasis on political, intellectual, social, and cultural events as they develop in Western Europe. The first quarter covers the period to 1715. The second quarter begins with 1715 and extends to the present.

HIST 2313, 2323**The United States**

A general survey of American history from its origins to the present. The first quarter covers the period to 1865, and the second quarter brings the survey from the close of the Civil War to the present. This course is required for certification to teach in the public schools of Texas.

HIST 3313**Colonial America**

An advanced survey of the establishment and development of the British colonies in North America to 1763. Includes the transplanting of English institutions and their modifications in the North American setting.

HIST 3314**Revolutionary and Early National America**

An advanced survey of the causes and consequences of the American Revolution and the development of the United States to 1808. Includes the evolution of the political system from Confederation to Federation and the origin of political parties.

HIST 3323**Civil War and Reconstruction**

A study of the rise of sectionalism, the abolition crusade, the secession crisis, United States versus Confederate States, aftermath of the war, reconstruction, economic and social consequences of the war, and emergence of a New South.

HIST 3333**History of Texas**

A survey course from the period of exploration and early colonization to the present. Includes the struggle for independence, the Civil War in Texas, and the growth of the state into an industrialized, urbanized society. Stresses social and political factors.

HIST 3343**Spanish Borderlands**

Historical foundations of United States-Mexico biculturalism in the Spanish borderlands (Mexico, Texas, New Mexico, Arizona, California). Factors in the development of the area during the colonial era are studied as background for the contemporary bicultural Southwest. Mexican American contributions to politics and economics of the area are considered as well as the social and intellectual consequences of the biculturalism of the region.

HIST 3353, 3363**History of England**

The origins and development of British political, social, and cultural institutions; their overall impact on the history of Western Europe and the British dominions. The first quarter begins with pre-Roman times. The second quarter begins with 1688 and deals with the colonial expansion of Great Britain as a maritime power.

HIST 4181, 4281, 4381**Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Projects are selected on the basis of student interest and need. Open to history majors only. Prerequisite: Permission of the instructor and the Dean of the College.

HIST 4292, 4293**Senior Seminar**

Historiographical study and readings on topics of individual interest and the preparation of a properly researched paper. Seminar 4292 deals with United States history and 4293 with an area other than the United States. Prerequisite: See Note 7 under **Degree Requirements**.

HIST 4313**The Gilded Age and After, 1877-1916**

An advanced study of the major political, social, economic, and scientific developments in the United States between 1877-1916. Special emphasis will be given to the period of the Gilded Age, 1877-1896, and the Progressive Era which followed—as the formative stage in the development of modern America. The course includes an examination of industrialization, agrarian unrest, the silver issue, the growth of world power status, imperialism, and the reform movement.

HIST 4323**History of the American Frontier**

A study of the American frontier from the Atlantic shore to the Pacific Ocean with emphasis on the significant role of the frontier in the development of American ideals and institutions.

HIST 4333**United States Foreign Policy**

A survey of the foundations of foreign policy and the major diplomatic developments from the colonial period to the present. Emphasis will be placed on the means and methods by which United States foreign policy is formulated and executed. (Offered also as POLS 4333)

HIST 4352**The French Revolution and Napoleon**

A study of the origins and course of the Revolution, the nature of the Napoleonic regime, and the spread of revolutionary ideas to other countries of Europe.

HIST 4353**Europe, 1814-1870**

A study of the intellectual, religious, economic, social, diplomatic, and political trends of the period, with emphasis on the revolutionary movement of 1848, the reign of Napoleon III, the unification of Germany, and the Franco-Prussian War.

HIST 4354**Europe Since 1871**

A study of the political, diplomatic, and cultural history of Europe from the proclamation of the German Empire, with emphasis on the nationalistic rivalries and conflicting ideologies that led to two world wars.

HIST 4363**Twentieth Century America**

A study of American political, social, and economic history from 1900 to the present.

HIST 4373, 4374, 4375, 4376**Studies in British History**

An advanced study of special problems or periods in British history, examined through lectures, discussions, and presentations, in one of the following periods: (a) Tudor-Stuart England, (b) Victorian Britain, (c) the British Empire, (d) Modern Britain.

INTERNATIONAL STUDIES**INTS 3111****International Living Internship**

The student lives in the home of a selected international family for one quarter. The resulting exposure to another language and culture facilitates the student's acquisition of a broader awareness of other cultures. A field supervisor monitors the student's progress in the new learning environment. Eligibility requirements must be met.

INTS 3313**Cross-Cultural Understanding**

(Offered also as SOCI 3313)

INTS 3381**Applied Language Learning**

A computer-assisted course in which the student learns to apply the techniques for language learning to a language new to the student or a language studied only at the elementary level. The student learns the precise methods and practices for acquiring the basic sounds, structures, and communicative framework of the language and applies them by working with recordings and people who speak the target language. By the end of the course, the student should be able to communicate with others in the target language at a Novice level (ACTFL and ETS).

INTS 4181, 4281, 4381**Special Topics**

A service course designed to permit the offering of topics of current interest. May also be used for individual study, in which a minimum of thirty clock hours of directed study is required for each semester hour of credit. Prerequisite: Permission of the instructor and the Dean of the College.

MASS MEDIA**MASM 1313****Introduction to Mass Media**

A study of the history, organization, operation, and impact of mass media. The course is designed to acquaint the student with the role of mass media in society. Special emphasis is placed on print and electronic journalism and the areas of ethics in and regulation of mass media.

MASM 1323**Broadcasting and Programming**

The course acquaints the students with the historical background on technology, operation, regulation, and programming in telecommunications, including current developments and future prospects. Social and cultural impacts on society are examined.

MASM 2313**News Reporting and Editing: Print**

A study of the fundamentals of news reporting, writing, and editing for newspapers. Headline writing, typesetting, page make-up, and the VDT process are also studied.

MASM 2323**News Reporting and Editing: Broadcast**

A study of the fundamentals of news writing and editing for telecommunications media. Analyzes the economic, political, and journalistic structure of local and national network news organizations and their effect on news coverage. Practice reporting will be held in class using portable television equipment.

MASM 3323**Advertising and Promotional Public Relations**

The study of advertising strategy and image making, including how audience buying habits are identified, and how audience response is influenced by type, location, color, and content of an ad. The use of media mix promotion packages is also studied.

MASM 3333**Photojournalism**

Basic theory of visual communications in print is studied. Also included is instruction in basic camera operations in still, black and white photography. Individual, photographic projects are required. The student will be responsible for film expenses.

MASM 3343**Writing For The Professions**

A course in utilitarian writing, technical editing, and preparation of bibliographies, illustrations, and manuscripts for publication. Emphasis will be placed on analysis of various kinds of written materials (summaries, process descriptions, memoranda, abstracts, proposals, short and long reports, letters); a special project in the student's respective major field may be planned for the final weeks of the course. Recommended for business, education, science, nursing, pre-law, pre-med, communications, and all career-oriented students. (Offered also as ENGL 3343)

MASM 3353**Creative Writing**

A course designed for students interested in an intensive study of the materials and forms of fiction, drama, poetry, and the essay. The student analyzes, compares, and imitates reputable literary works, after which he creates his own. (Offered also as ENGL 3353)

MASM 3363**Phonetics, Voice, and Diction**

Study and use of the international phonetic alphabet, study and application of methods of improving voice production, and concentration upon articulation and pronunciation. Methods of working with pre-adolescents are included. (Offered also as EDBI 3363 and SPCH 3363)

MASM 3373**Conference Methods**

The study and application of group problem-solving techniques. Particular emphasis is placed on reflective thinking, nominal grouping, and the Delphi method as approaches to decision making. (Offered also as SPCH 3373)

MASM 4181, 4281, 4381**Special Topics**

Directed study in a specialized area of mass media. A minimum of thirty clock hours of independent study or project development is required for each hour of credit. Topics and projects are selected on the basis of student career interest and need. Prerequisite: Permission of the instructor and the Dean of the College.

MASM 4292, 4293**Senior Seminar**

Intensive research in a specialized area of mass media including, where possible, field experience in that area. Prerequisite: See Note 7 under **Degree Requirements**.

MASM 4313**Media Management**

A study of the operation of a newspaper, magazine, and radio or television station, including a detailed look at each department and its role in the organization. The social responsibility of the media and of those associated with it is also studied.

MASM 4363**Communications in Organizations**

The communication process in an organizational setting and from a behavioral perspective. Communication functions and improvement are considered with organization and communication theories. (Offered also as MGMT 4363)

MASM 4373, 4374**Internship in Mass Media**

Directed work experience at newspapers, radio and television stations, advertising agencies, public relations firms, and production houses. Students are encouraged to intern in more than one area each quarter.

PHILOSOPHY**PHIL 1313****Introduction to Philosophy**

A foundational course designed to familiarize the student with the meaning and relevance of philosophy through a study of its main problems and the principal theories that have been proposed as solutions to them.

PHIL 2313**Ancient and Medieval Philosophy**

A study of the historical development of Western philosophy from its early beginnings in Greece to the end of the Middle Ages.

PHIL 2323**Modern Philosophy**

A continuation of PHIL 2313, beginning with the Renaissance and ending with the more important philosophers of recent times.

PHIL 3313**Logic**

A study of the significance of language, the basic principles of critical thinking, and the fundamental procedures of scientific method.

PHIL 4181, 4281, 4381**Special Topics**

Guided research involving special topics relating to philosophy.

PHIL 4323**Ethics**

A course in which the major ethical systems and their theories of value and conduct are studied critically and evaluated from a Christian point of view.

PHIL 4353**World Religions**

An introduction to the thought and practices of the great religions of the world. Attention is given to the origin, development, and major teachings of Hinduism, Buddhism, Confucianism, Taoism, Shintoism, Judaism, Islam, and Christianity. (Offered also as Christianity 4353)

PHIL 4363**Philosophy of Religion**

A critical examination of the nature and validity of religious experience and the place of religion in human life. Consideration is given to religious problems such as the existence and nature of God, the source of religious knowledge, the nature of man, the origin and nature of evil. (Offered also as CHRI 4363)

POLITICAL SCIENCE**POLS 1313****Introduction to Political Science**

An introduction to major concepts and institutions of governance and to techniques of political analysis. Emphasis is placed on a comparative study of governmental processes in the United States and other major political systems.

POLS 1323**American Political Thought**

An analysis of the chief American political theories from the colonial period to the present.

POLS 2313**American and Texas Government**

A survey of the structure and operation of the national and Texas governments. This course is required for certification to teach in the public schools of Texas.

POLS 2333**American Politics**

An analysis of the techniques and development of political parties with their relationship to pressure groups, public opinion, and the regulatory agencies of government.

POLS 3323**Urban Policy**

A study of contemporary metropolitan problems and resources, with emphasis on community power structures, urban poverty, and trends in governmental organization and programs. Students select a problem area for special reading or field research.

POLS 3333**Political Analysis**

Introduction to empirical methods of political science research. Emphasis on research design and quantitative analysis of data.

POLS 3343**Judicial Process**

Survey of the law, courts, trial procedure, and legal rights. This course is designed for all citizens interested in learning more about our legal system and is basic to pre-law and political science.

POLS 3353**Contemporary Political Thought**

A study of the major political doctrines of the present day, with primary emphasis upon Marxism, Fascism, and the doctrines of the modern democratic state.

POLS 3363**Comparative Government**

A comparative study of the political processes and institutions of different political systems, with attention given to party politics, parliamentary institutions, and the executive. Consideration will be given to European governments along with significant non-European governments.

POLS 3373**Legislative Process**

An analysis of organizational structure, procedures, and political behavior in state and national legislatures. Attention focuses on law-making and methods of influencing the legislative process.

POLS 3383**The Chief Executive**

A comparative study of the origin and background of the Presidency and Governorship with special attention to qualifications, nominations and elections, succession and removal, the organization of the executive branch, and the powers and functions of the President and Governor.

POLS 4181, 4281, 4381**Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Topics and projects are selected on the basis of student interest and need. Open to political science majors only. Prerequisite: Permission of the instructor and the Dean of the College.

POLS 4292, 4293**Senior Seminar**

Seminar 4292 will instruct students in traditional research methodology. Seminar 4293 will require students to complete a research project using empirical methods of data collection and analysis. Students must complete Political Science 3333 before enrolling in this seminar.

Prerequisite: See Note 7 under **Degree Requirements**.

POLS 4313**Constitutional Law**

A study of judicial review, the political role of the courts, American federalism, the jurisdiction of the limitations on the judicial branch, the power of taxation, the commerce power, the substantive and procedural rights of the individual, and the powers of the President.

POLS 4333**United States Foreign Policy**

A survey of the foundations of foreign policy and the major diplomatic developments from the colonial period to the present. Emphasis will be placed on the means and methods by which United States foreign policy is formulated and executed. (Offered also as HIST 4333)

POLS 4353**International Relations**

A survey of contemporary international political conditions. Along with the analysis of the forces and pressures behind contemporary events, the principles, origin, and development of international law and international organizations will be given consideration.

SPANISH

SPAN 1314, 1324

Beginning Spanish Proficiency

Emphasis is on understanding and speaking with some reading and writing. Students learn to use and understand the language necessary for expressing basic needs, wants, and courtesies. Vocabulary and structures for meeting immediate survival needs are practiced. Students begin to gain insights into Hispanic cultural values and patterns of daily life. Not open to students with more than two years of high school Spanish or with proficiency level above Novice.

SPAN 2314, 2324

Continuing Spanish Proficiency

Emphasis is on understanding and speaking with the addition of some reading and writing. Students ask and answer questions on everyday topics, initiate and respond to simple statements, and maintain basic conversations. Students learn to comprehend utterances in areas of immediate need and in situations where context aids understanding. Students gain insights into culture and civilization through interaction activities and through discussions and readings in the language. Not open to students with proficiency level above Novice High. Prerequisites: SPAN 1314 and 1324 or the equivalent.

SPAN 3121, 3221, 3321

Special Topics

Special topics to be treated are determined by interested students with the approval of the Department Chairman.

Mexican-American literature, the contemporary Latin American short story, literature of the Mexican Revolution, and literature of post-Civil War Spain are examples of possible areas of interest.

SPAN 3173, 3174, 3175

Language Center Internship

Students expand their knowledge of and increase their skills in Spanish through a wide variety of listening and cultural activities. All work is done in the Language Center under the supervision of a supervising instructor and an evaluating instructor. The course may not be used in partial fulfillment of the language requirement. Prerequisite: SPAN 1314 or its equivalent.

SPAN 3305, 3306, 3307

Individualized Spanish Proficiency

Development of language proficiency is continued beyond the early Novice levels. Individualization by means of small group work is emphasized, allowing students to concentrate on the development of individual language proficiencies. Not open to students with proficiency above Intermediate. Prerequisites: SPAN 1314 and 1324.

SPAN 3314, 3324

Advancing Spanish Proficiency

Focus is on achieving increased proficiency in listening, understanding, reading, writing, and cultural awareness.

Discussions include general conversational topics such as social, work, and leisure activities, as well as literature and culture. Reading practice includes literature, cultural material, newspapers, magazines, and everyday messages. The development of writing, based on the topics discussed and read, is emphasized. Not open to students with language proficiency above Intermediate. Prerequisites: SPAN 2314 and 2324 or the equivalent.

SPAN 3386, 3387, 3388, 3389, 3390

Spanish Conversation

Intensive training in current idiomatic Spanish with emphasis upon oral practice in (A) Medical Spanish, (b) Advanced Medical Spanish, (C) Spanish for Travel or Residence, (D) Business Spanish, or (E) Spanish in the Community. Not open to students with proficiency above Intermediate except by permission of the instructor.

SPAN 4303

Methods of Teaching Second Languages

Theory of second language learning, effective methods for teaching and testing the four skills at all levels; cross-language interference problems. (Offered also as EDBI 4303)

SPAN 4305, 4306, 4307

Masterworks of Hispanic Literature and Culture

Discussions, readings, and writing practices center on literary and cultural material with a view toward preparation for the Senior Seminars. Further development of language proficiency in understanding, speaking, reading, and writing is emphasized.

SPAN 4313**Literature of the Siglo de Oro**

Intensive study of the masterpieces of the Golden Age, Cervantes, Lope de Vega, Calderon de la Barca, and Quevedo as principal authors.

SPAN 4323**Contemporary Spanish-American Novel**

A study of the selected works of the foremost contemporary Spanish-American novelists.

SPAN 4333**Spanish Composition**

Intensive practice in writing Spanish sentences and paragraphs. Individualized attention given to problems of (A) the native speaker, or (B) the non-native speaker of Spanish. (Offered also as EDBI 4333)

SPAN 4343**Hispanic Cultural Perspectives**

A study of the major cultural aspects of Spanish-speaking people, including special emphasis on pre-adolescents in the family setting; cultural patterns and cultural change. (Offered also as EDBI 4343)

SPAN 4385, 4386, 4387**Work Internship in Spanish**

The student serves as an intern in a supervised setting where the language is used. Eighteen hours per week is required. Internships might be in business, in health care fields, in education, or with consulates, depending on availability of positions and student interest. Prerequisites: SPAN 3314 and 3324 or the equivalent.

SPANISH 4292, 4293**Senior Seminar**

Surveys of the literature of Spain and Hispanic America. Proficiency in Spanish is demonstrated through reading, discussion, and papers in Spanish and the preparation of a term report in Spanish. Prerequisite: See Degree Note 7 under **Degree Requirements**.

SPEECH**SPCH 1304****Voice and Diction for the International Student**

A basic course designed to help the student improve his vocal production, with special emphasis on varying sounds in the English language. Open only to students whose native language is not English.

SPCH 1313**The Communication Process**

The nature and effect of communication are studied with particular emphasis on overcoming breakdowns in interpersonal communication. The elements of effective expository communication are also studied.

SPCH 1323**Oral Interpretation**

Personal speaking effectiveness is studied with emphasis on vocal variety and intelligibility. Oral interpretation is studied as a means of communicating ideas from the printed page.

SPCH 2101, 2102, 2103, 2104**Forensic Workshop**

Speech and debate workshop for students who actively compete in tournaments and forensic speaking contests. A maximum of four semester hours may be counted toward a degree.

SPCH 2303**Appreciation of Dramatic Rhetoric**

A survey course which traces the general history of various forms of dramatic rhetoric for the oral interpreter and actor/actress, with emphasis on the physical space where performed. The survey will include selected scripts from classical and modern literature.

SPCH 2333**Argumentation and Debate**

A consideration of problem analysis, research, types of evidence, kinds of reasoning, and the detection of obstacles to clear thinking in writing and speaking. Practice debates will be held in class.

SPCH 3313**Public Speaking**

A performance course designed to help the student improve his speaking. Various communication situations are studied with emphasis on the organized extemporaneous speech. Prerequisite: SPCH 1313.

SPCH 3353**Advanced Oral Interpretation**

Studies in stimulating listener response to literary experiences. Various literary forms are analyzed and readers theatre methods of presentation are stressed. This course should be taken in the junior year and must be completed before the student will be allowed to enroll in Directing Readers Theatre (SPCH 4293). Prerequisite: SPCH 1323.

SPCH 3363**Phonetics, Voice, and Diction**

Study and use of the international phonetic alphabet, study and application of methods of improving voice production, and concentration upon articulation and pronunciation. Methods of working with pre-adolescents are included. (Offered also as EDBI 3363 and MASM 3363)

SPCH 3373**Conference Methods**

The study and application of group problem-solving techniques. Particular emphasis is placed on reflective thinking, nominal grouping, and the Delphi method as approaches to decision making. (Offered also as MASM 3373)

SPCH 4181, 4281, 4381**Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Topics and projects are selected on the basis of student interest and need. Prerequisite: Permission of the instructor and the Dean of the College.

SPCH 4292, 4293**Senior Seminar**

Intensive directed research in limited areas of oral communication. Prerequisite: Permission of the instructor. See Note 7 under Degree Requirements.

SPCH 4303**Methods of Teaching Speech**

A critical analysis of the textbooks and related materials of the basic speech course and the preparation of course syllabi.

SPCH 4313**The Rhetoric of Great Issues**

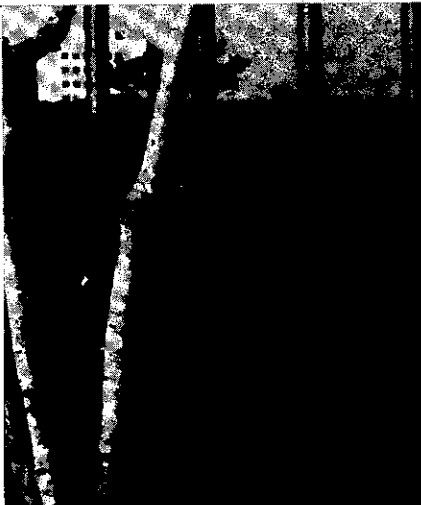
A study of selected world orators since 1900. Analysis of speaker, audience, and occasion as contributing to the development of twentieth-century ideas.

SPCH 4333**Persuasion**

A study of the factors in attitude formation and behavioral modification. The principles are applied in classroom speaking situations. Prerequisite: SPCH 3313.

SPCH 4343**Directing the Forensic Program**

Theoretical and practical application of administering the forensic program in the secondary school. Areas of focus will be on debate (cross-examination and standard), extemporaneous speaking, original oratory, and dramatic interpretation.



JESUS CHRIST
THE CHIEF CORNERSTONE

ANNO DOMINI
MCMLXIII

College of Science and Health Professions

The College of Science and Health Professions includes courses in basic science, biology, chemistry, mathematics, medical technology, nuclear medicine technology, nursing, and physics.

DEPARTMENT OF BIOLOGY

All biology majors are required to take Natural Science 1414-1424 and all biology majors except those obtaining elementary teacher certification must take CHEM 2414. Students desiring teacher certification to teach biology in either elementary or secondary schools must take 20 hours in biology including 2434, 2353, 4454, and four hours of Senior Seminar. Four hours of credit in biology is given for completion of Natural Science 1414-1424, giving 24 hours for a major. Biology majors not obtaining teacher certification must take Principles of Research and 24 hours in biology, including 2434, 2444, 2353, 4314, and four semester hours of Senior Seminars.

DEPARTMENT OF CHEMISTRY

All chemistry majors are required to complete BASC 1414 and 1424, and CHEM 2414, 2323, 3313-3333, 3121, 3343, 4414, 4262, 4373, 4290 and four semester hours of Senior Seminar. In order to take CHEM 4414, the student must have completed the following prerequisites: PHYS 2413, 2423, and MATH 2434. For students preparing for graduate study or employment as a chemist, CHEM 4102, 4323, 4333, and 4353 are recommended. Students also receiving a secondary school teaching certificate may omit CHEM 4290 and CHEM 3343 and 4373.

DEPARTMENT OF MATHEMATICS AND PHYSICS

MATHEMATICS

The curriculum in mathematics is designed to provide for the student an important part of a broad liberal education along with equipping the student with the essentials for a continuing career in mathematics. All mathematics majors except those obtaining a teacher's certificate must take the following courses: MATH 2434, 2343, 3313, 3323, 3333, 3353 or 4313, 4333, Senior Seminars 4292 and 4293, and three additional advanced hours in mathematics, other than 3312.

A student preparing for a certificate to teach mathematics in the secondary school must take MATH 1434, 2434, 2343, 3353, six additional advanced hours in mathematics and the Senior Seminars 4292, 4293. A student preparing for a certificate to teach in elementary school and electing a major in mathematics must take MATH 1313, 1434, 2434, nine additional advanced hours in mathematics and Senior Seminars 4292 and 4293. (Students who use MATH 1313 to satisfy the mathematics requirement for a BA degree must substitute a more advanced mathematics course for MATH 1313.)

PHYSICS

All majors must take PHYS 2413, 2423, 3313, 3323, 4414, three additional advanced hours, 4290, and four semester hours of Senior Seminar. Students looking toward graduate work or employment as physicists are advised to also take PHYS 2242, 2252, 3323 and 4353.

SCHOOL OF NURSING

Accredited by the National League for Nursing
Approved by the Texas State Board of Nurse Examiners

NURSING

The Department of Nursing offers two different programs; a two-year associate degree program and a four-year baccalaureate program. Both programs prepare graduates to take the examination for licensure by the Board of Nurse Examiners for the State of Texas

The associate degree program prepares nurses to function primarily in secondary health care settings as a member of a health team guided by an experienced professional nurse.

The baccalaureate program prepares nurses at a professional level to function in a variety of settings as an accountable and responsible practitioner.

Applicants to the nursing programs are to meet entrance requirements of Houston Baptist University and are to manifest positive qualities of health, character and personality.

To be eligible to enroll in the nursing major, departmental requirements are:

- A. For the associate degree program, applicants are to:
 1. Have satisfactorily completed the courses in Anatomy and Physiology and Microbiology with a grade of "C" or above; and
 2. Make application to the Program Director.

- B. For the baccalaureate program, applicants are to have:
 1. An overall grade point average of 2.0. For the prerequisite courses a grade point average of 2.5 is required and no grade less than a "C".
 2. A satisfactory performance on the English Proficiency and Math Examination.

Criteria for graduation are that the applicant meets all general requirements for graduation as outlined in the Houston Baptist University Bulletin with:

1. No grade less than "C" in the nursing courses;
2. That a minimum of 70 semester hours be satisfactorily completed for the associate degree in nursing and that a minimum of 130 semester hours be satisfactorily completed for the baccalaureate in nursing.
3. Candidates for the Bachelor of Science Degree in Nursing are expected to have earned a prescribed number of points in the Nursing Student Association.

Applicants are expected to make application to write the State Board Examination for licensure.

BACHELOR OF SCIENCE DEGREE IN NURSING

Prerequisite Courses	Semester Hours.
English 1313, 1323, 2313	9
Natural Science 1414, 1424	8
Sociology 1313	3
Psychology 1313	3
Biology 2313, 2323 (Anat. & Phys.)	6
Interdisciplinary Course	3
Biology 3414-Microbiology	4
Psychology 3313 (Growth & Dev.)	3
	37
Nursing Courses	
Introduction, NURS 2101	1
Fundamentals of Nursing, NURS 2616	6
Nursing Process: Adult Health, NURS 3626, 3636, 3646	18
Nursing Process: Parent-Child Health, NURS 4626, 4636	12
Nursing Process: Mental Health, NURS 3656	6
Current Issues in Nursing, NURS 4272	2
Nursing Management, NURS 4545	5
Senior Seminars 4292, 4293	4
	54
Courses Required for Graduation	
Interdisciplinary Course, INDC	3
Physical Education 2111	2
English 2323-World Literature	3
U. S. History 2313, 2323, ECON 1301 and POLS 2313	6
Christianity 1313, 1323, 3323	9
Introduction to Computer System, CISM 1321	3
Research Methods	3
Electives	8
	37

ASSOCIATE OF SCIENCE DEGREE IN NURSING

Prerequisite Courses	Semester Hours
BIOL 2313, (Anatomy & Physiology); BIOL 2463 (Micro)	10
Nursing Courses	
Fundamentals	4
Medical-Surgical	15
Mental Health	5
Parent-Newborn	5
Parent-Child	5
Advanced Clinical Nursing	5
	39
Required for Graduation	
Growth and Development 3313	3
English 1313, 1323	6
Psychology 1313	3
Christianity 1313 or 1323	3
Introduction to Computer Systems 1321	3
	21

College Of Science and Health Professions

The College of Science and Health Professions includes courses in basic science, biology, chemistry, mathematics,

medical technology, nuclear medicine technology, nursing, and physics.

COURSE DESCRIPTIONS

BASIC SCIENCE

BASC 1414, 1424

Natural Science

An integrated science course covering introductory college chemistry, biology and physics. Laboratory experiments have been developed which are sequentially offered so as to enhance the information given in lectures. This course is designed so that the student will develop basic scientific skills. It is a required introductory course for all students pursuing majors in Chemistry, Biology, and Physics or for students seeking a BS degree.

BASC 2333

Introduction to Computer Science

Includes instruction in binary as well as other base transformations, problem solving, design of algorithms, extensive programming in BASIC, file manipulation, debugging, data storage/retrieval and manipulation, operating systems, peripherals. This course can be used by science and mathematics majors to substitute for the computer requirements of Smith College. Prerequisite: MATH 1313 or equivalent.

BASC 2343

Programming in FORTRAN

An introduction to scientific computer programming using the FORTRAN language. Topics include algorithm design, elements of FORTRAN, and use of text editors. This course can be used by science and mathematics majors to substitute for the computer requirement of Smith College. Prerequisite: MATH 1313 or equivalent.

BIOLOGY

BIOL 2313, 2323

Human Anatomy and Physiology

The course deals with the description of the several body systems and a study of the function of these systems. The interrelationships of the various systems to one another will be considered. Cannot be applied toward a biology major. Includes 30 clock hours of laboratory work.

BIOL 2434

Botany

This course is devoted to the study of plants and related topics. Course content is divided equally among plant systematics, plant anatomy, and plant physiology. Includes 44 clock hours of laboratory work. Prerequisite: BASC 1414, 1424.

BIOL 2444

Zoology

This is a course devoted to a systematic study of organisms from protozoa to the human being. This course is designed to provide the student with a broader knowledge of zoology and promote better understanding of man and his position in the world of life. Care is taken here not to overemphasize human biology to the neglect of other animal types. Includes 44 clock hours of laboratory work. Prerequisite: BASC 1414, 1424.

BIOL 2353

Cellular and Molecular Biology

A study of the biochemical, structural, and physiological characteristics of cellular activity from the cellular level and from the ultrastructure on cellular organized level. Prerequisite: BASC 1414, 1424.

BIOL 2463**Fundamental Microbiology**

A general introduction of microbiology with emphasis placed on public health. Various disease-causing agents are discussed. Procedures used in disinfection and sterilization are demonstrated with consideration given to infection control. Includes 44 hours of laboratory work. Cannot be counted for credit toward biology major.

BIOL 3414**Microbiology**

This course is a general survey of the microorganisms and includes the history of microbiology and the morphology and physiology of the organisms most important to man. The microbiology of soil, food, water, and disease will be considered. Includes 44 clock hours of laboratory work. Prerequisite: BASC 1414, 1424.

BIOL 3424**Parasitology**

This course is a study of the important parasites, with special attention to those affecting the life of man. Morphology, taxonomy, and life histories will be considered. Includes 44 clock hours of laboratory work. Prerequisite: BIOL 2434 or 2444.

BIOL 3335**Nutrition and Metabolism**

Nutrition and Metabolism is designed to acquaint the student with the role of nutrients in the healthy adult, the physiology of the gastrointestinal tract, and the importance of nutrition in preventive and curative medicine. Prerequisites: BASC 1414, 1424; CHEM 2414; and BIOL 2353.

BIOL 3353-3253**General Physiology, General Physiology Laboratory**

This course deals with the function of selected organ systems in vertebrates with the major emphasis on humans. Mechanisms of kidney function, circulation, respiration, nerve transmission, muscular contraction, endocrine function, and digestion are discussed in detail. In the laboratory, the physiological aspects of vertebrates are illustrated and investigated. The laboratory part of the course (3253)

includes 60 clock hours of laboratory work. Prerequisites: BIOL 2324 or 2444 and 2353, CHEM 2414; and CHEM 3313-3333 is strongly recommended.

BIOL 3464**Comparative Vertebrate Anatomy**

A comparative study of the anatomy of representative vertebrates which stresses the biological principles applying to vertebrate anatomy. Includes 44 clock hours of laboratory work. Prerequisites: BIOL 2434 or 2444, 2353, and CHEM 2414.

BIOL 4181, 4281, 4381**Special Topics**

Topics are selected on basis of students' needs and academic qualifications of staff. This will include such topics as Plant Physiology, Mycology, Advanced Physiology, Diet, Diseases, Microbial Techniques, etc. Laboratory may or may not be included. The course must include a minimum of 30 hours for each hour credit.

BIOL 4290**Senior Seminar****4290: Principles of Research**

Principles of Research is a required course for all science students except those obtaining teaching certification. It is an introduction to research methods with emphasis on the philosophy of research, planning and executing the experiments, evaluating the data, and oral and written presentations of scientific information. Prerequisites: Note 7 under **Degree Requirements**. Attendance at a weekly Science Forum is required for the quarter the student is enrolled in this course.

BIOL 4291**Topic Research Project**

A topic of current research interest in (CHEM, BIOL or PHYS) will be offered each quarter. Each student enrolled in 4291 will select one aspect of this topic for an in-depth study of the significant literature. All students will meet each week with faculty for instruction, guidance and exploration of the topic. A written senior research paper is required. Attendance at the Science Forum is required. Prerequisites: Note 7 under **Degree Requirements**; completion or concurrent enrollment in 4290.

BIOL 4292, 4293**Laboratory Research Project**

One quarter of laboratory research (4292) is required for a student majoring in two areas of science; if a project requires two quarters for completion, the student enrolls in 4293 for the second quarter. The execution of the research will emphasize the application of the fundamentals presented in 4290. At the conclusion of the research, a written paper will be presented to the student's seminar advisor and an oral presentation of the results will be presented to the Science Forum. Attendance at the Science Forum is required. Prerequisites: Note 7 under **Degree Requirements**; completion or concurrent enrollment in 4290.

BIOL 4314**Genetics**

This course deals with the physical basis of inheritance. The laws of heredity and variation will be discussed. Knowledge concerning the chemical nature and genetic code of the chromosome will be included. Includes 30 clock hours of laboratory work. Prerequisites: BIOL 2434 or 2444 and 2353.

BIOL 4333**Embryology**

This is a study of the normally developing human from conception through birth. Common congenital defects are briefly discussed. Includes 44 clock hours of laboratory work. Prerequisites: BIOL 2434 or 2444 and BIOL 2353.

BIOL 4363**Medical Microbiology**

A study of microbial organisms that cause disease in man. The characteristics of each pathogen are discussed along with its pathogenesis and pathology. Prerequisite: BIOL 3414.

BIOL 4364**Immunology**

An introductory study of the biological and clinical approaches to immunology. This includes discussions of implications and applications of immunobiology in autoimmunity, cancer and tissue transplant. Prerequisite: BIOL 2434 or 2444.

BIOL 4423**Histology**

A study of the fine structure of normal tissue is the principle area of consideration in this course. Tissue techniques will be included in order to afford an appreciation of the types of preparations used in the laboratory. Includes 44 hours of laboratory work. Prerequisites: BIOL 2434 or 2444 and 2353.

BIOL 4454**Ecology**

A study of plants and animals in relation to their environment. Field studies constitute a large part of the laboratory work. Includes 60 clock hours of laboratory work. Prerequisites: BIOL 2434, 2444, and 2353.

CHEMISTRY**CHEM 2414****Chemical Principles**

This is a study of the basic principles of chemistry, and the most important elements and compounds. The laboratory is devoted to qualitative analysis. Includes 44 clock hours of laboratory work. Prerequisite: BASC 1414, 1424.

CHEM 2323**Quantitative Analysis**

This is a study of the basic principles of analytical chemistry, including stoichiometry, homogeneous and heterogeneous equilibria. Laboratory work includes both volumetric and gravimetric analysis. Includes 44 clock hours of laboratory work. Prerequisite: CHEM 2414.

CHEM 3313-3333**Organic Chemistry**

This course is a study of the fundamental theories and principles of organic chemistry. Prerequisite: CHEM 2414.

CHEM 3121**Organic Chemistry Laboratory**

Course includes 44 clock hours of laboratory work. Open only to transient students who need a total of 88 clock hours of laboratory to complete their organic chemistry sequence. Such students must take CHEM 3221 and 3121.

CHEM 3221**Organic Chemistry Laboratory**

Course includes a study of the principles underlying important laboratory operations and an introduction to organic reactions mechanisms. Course also contains 44 clock hours of laboratory work.

Prerequisite: CHEM 3313-3333 or concurrent registration.

CHEM 3343**Modern Analytical Techniques**

This is an introduction to the basic concepts of applied analytical chemistry. It includes an introduction to instrumentation as applied to routine chemical analysis, including spectroscopy, chromatography and electrochemical methods. Includes 44 clock hours of laboratory work.

Prerequisite: CHEM 2323.

CHEM 4102**Physical Chemistry Laboratory**

Experiments in thermochemistry, chemical equilibria, phase equilibria, chemical kinetics, electrochemistry and molecular structure. Includes 44 clock hours of laboratory work. Prerequisite: CHEM 4414.

CHEM 4181, 4281, 4381**Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Projects are selected on the basis of student interest and need.

CHEM 4251**Introduction to Quantum Mechanics**

The Lagrangian and Hamiltonian formulations of classical mechanics are presented together with those mathematical techniques required to understand them. The quantum mechanics is introduced from the standpoint of experimental situations which cannot be adequately explained by classical mechanics. The unique features of Quantum mechanics, probabilistic interpretation, uncertainty, and wave-particle duality are explained. The time-independent Schrodinger equation is introduced and used to explain simple one-dimensional systems. Prerequisites: PHYS 2413, 2423.

CHEM 4252**Quantum Theory of Structure of Matter**

The Schrodinger equation for the central field problem is presented, solved for the case of the hydrogen atom, and physical interpretation of the solutions is discussed. After briefly examining the Quantum Mechanical approach to many-body problems, the self-consistent field approach is used to study the electronic structure of atoms. Finally, molecular bonding is explored and rotational, vibrational and electronic states of simple molecules are explored. Prerequisite: PHYS 4251.

CHEM 4262**Organic Analysis**

Qualitative analysis of organic compounds using both the classical method and the modern instrumental methods. Includes 88 clock hours of laboratory work.

Prerequisite: CHEM 3333.

CHEM 4290**Senior Seminar Sequence 4290:****Principles of Research**

Principles of Research is a required course for all science students except those obtaining teacher's certificate. It is an introduction to research methods with emphasis on the philosophy of research, planning and executing the experiments, evaluating the data, and oral and written presentations of scientific information. Prerequisites: Note 7 under **Degree Requirements**. Attendance at a weekly Science Forum is required for the quarter the student is enrolled in this course.

CHEM 4291**Topic Research Project**

A topic of current research interest in (Chem. Biol or Phys) will be offered each quarter. Each student enrolled in 4291 will select one aspect of this topic for an in-depth study of the significant literature. All students will meet each week with faculty for instruction, guidance and exploration of the topic. A written senior research paper is required. Attendance at the Science Forum is required. Prerequisites: Note 7 under **Degree Requirements**; completion or concurrent enrollment in 4290.

CHEM 4292, 4293**Laboratory Research Project**

One quarter of laboratory research (4292) is required for a student majoring in two areas of science; if a project requires two quarters for completion, the student enrolls in 4293 for the second quarter. The execution of the research will emphasize the application of the fundamentals presented in 4290. At the conclusion of the research, a written paper will be presented to the student's seminar advisor and an oral presentation of the results will be presented to the Science forum.

Attendance is required. Prerequisites: Note 7 under **Degree Requirements**; completion or concurrent enrollment in 4290.

CHEM 4323**Physical Chemistry**

Thermodynamics of solutions and phase equilibria, the kinetic molecular theory of gases, molecular motions and energies, distribution functions, and theoretical aspects of chemical kinetics. Prerequisite: CHEM 4414.

Chem 4333**Instrumental Methods of Analysis**

An advanced in-depth study of spectroscopic techniques such as x-ray methods, chromatographic techniques, and electrochemical methods such as polarography and other modern methods of analysis. Includes 44 clock hours of laboratory work. Prerequisites: CHEM 2323, 3343. PHYS 2413, 2423, CHEM 4414 or concurrent registration in this course.

CHEM 4373**Biochemistry**

This course is a study of the basic principles of biochemistry, with emphasis placed on the physical and chemical properties of carbohydrates, lipids, and proteins, the three major components of the living organism. Prerequisites: CHEM 3333 and 4262.

CHEM 4414**Introductory Physical Chemistry**

A survey of the fundamental principles which govern chemical phenomena. Emphasis is placed on basic

thermodynamics, solutions, chemical equilibria, phase equilibria, chemical kinetics and electrochemical phenomena. A working knowledge of basic calculus is necessary. Prerequisites: PHYS 2413, 2423, MATH 2434. (Offered also as PHYS 4414)

**DEPARTMENT OF
MATHEMATICS AND PHYSICS****MATHEMATICS****MATH 1303****Basic Mathematics**

The quantitative tools required in a modern society. Computational algorithms, mensuration, graphical representation of information, useful approximation techniques, and an introduction to algebra. This course is offered to aid students with deficiencies in basic mathematical skills. Students who already have credit in a higher level mathematics course will not be given credit in this course.

MATH 1313**College Algebra**

Manipulations of literal numbers and functions, solution of algebraic equations, and applications. Elements of real and complex numbers, logarithms and exponents. Students with no previous exposure to algebra should take MATH 1303 before MATH 1313.

MATH 1323**Trigonometry**

A study of trigonometric functions, exponentials, logarithms, and applications for students needing a more comprehensive background than the accelerated coverage given in MATH 1434. Prerequisite: MATH 1313.

MATH 1434**Precalculus Mathematics**

The basic pre-calculus course. Sets, relations, functions, roots of polynomial equations, trigonometry, and analytic geometry. May not be counted as part of the mathematics major except by students seeking teacher certification. Prerequisite: MATH 1313 and some familiarity with trigonometry.

MATH 2434**Calculus I**

Limits, continuity, differentiation and integration of elementary and transcendental functions. Applications, including rates of change, max/min problems, and areas under curves.

Prerequisite: MATH 1434 or equivalent.

MATH 2343**Calculus II**

A continuation of Mathematics 2434.

Topics include: techniques and applications of integration, vector calculus in two dimensions, improper integrals, L'Hopital's Rule, and infinite series. Prerequisite:

MATH 2434.

MATH 3312**Basic and Applied Statistics**

Topics include: frequency distributions, measures of central tendency and dispersion, probability concepts, discrete and continuous distributions, and sampling distributions, point and interval estimation, hypothesis testing, and an introduction to linear regression and Bayesian inference. This course is oriented towards Business and Economics. Prerequisite: MATH 1313 and satisfactory completion of the mathematical skills pre-test administered the first day of class.

MATH 3313**Intermediate Calculus**

A continuation of MATH 2343. Topics include: space geometry, vector calculus in three dimensions, partial derivatives, the total differential, line integrals, multiple integrals, and applications. Prerequisite: MATH 2343.

MATH 3323**Linear Algebra**

This course is designed for both mathematics and science majors. Topics include: fields and number systems, matrices, determinants, abstract vector spaces, linear dependence, bases, characteristic equations and characteristic values, linear transformations, and the Gram-Schmidt Process. Prerequisite: MATH 2434.

MATH 3333**Ordinary Differential Equations**

A first course. Topics include: linear equations of first and second order; equations of second order with regular singular points, the Bessel equation; initial value problems, existence and uniqueness of solutions, solution by successive approximations. Prerequisite: MATH 3313.

MATH 3353**Modern Abstract Algebra**

Modern Abstract Algebra Topics include: sets, operations, relations, groups, rings, integral domains, residue classes, fields, number systems, and classical algebra. Prerequisite: MATH 3323.

MATH 4181, 4281, 4381**Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Projects are selected on the basis of student interest and need.

MATH 4292, 4293**Senior Seminar**

This seminar emphasizes individual study of assigned topics. Both written and oral reports are required. Frequent evaluations of the individual student will guide the course of instruction toward the preparation of the student for teaching, industry, or further study. See Note 7 under Degree Requirements.

MATH 4313**Advanced Calculus**

This course is an introduction to mathematical analysis. Topics include: the real numbers, functions and limits, continuity and differentiability, the Riemann integral, vector functions, partial derivatives, directional derivatives, line and surface integrals, theory of convergence. Prerequisite: MATH 3313.

MATH 4333**Introduction to Complex Variables**

A first course in the study of analytic functions. Topics include: complex numbers, complex functions, derivatives, differentials, integrals, analytic functions, power series expansions, Laurent series expansions; poles and zeros, conformal mapping. Prerequisite: MATH 3313.

PHYSICS

PHYS 2413, 2423

Modern Physics

The relation of modern developments in atomic and nuclear physics to the classical fields of mechanics, optics, heat, fluids, sound, electricity and magnetism.

Emphasis is on the application of fundamental ideas to solutions of a variety of problems. PHYS 2413 and 2423 each include 35 clock hours of laboratory work.

Prerequisite: BASC 1414-1424 and MATH 2434 or concurrent registration.

PHYS 2242, 2252

Instrumentation in Physical Science

Principles of electronics and optics applied to modern laboratory measurements.

Includes 44 clock hours of laboratory work each term. Prerequisites: PHYS 2413, 2423 or concurrent registration.

PHYS 3313

Mechanics

Vector description of the motion of particles, conservative and non-conservative systems, gravitation, and moving coordinate systems. Prerequisites:

PHYS 2413, credit or concurrent registration in MATH 3333.

PHYS 3323

Electricity and Magnetism

Electrostatic and magnetostatic fields, induction, Maxwell's equations, electromagnetic waves, electromagnetic field energy and momentum. Three lecture and three laboratory hours per week.

Prerequisite: PHYS 2423.

PHYS 3333

Fluid Flow

Compressible and incompressible fluid dynamics in one dimension. Continuity, Bernoulli relations, supersonic expansions, and Rankin-Hugoniot relations will be covered with emphasis on applications.

Prerequisite: PHYS 3313.

MATH 4181, 4281, 4381

Special Topics

Directed study of a minimum of thirty clock hours for each hour of credit. Projects are selected on the basis of student interest and need.

PHYS 4251

Introduction to Quantum Mechanics

The Lagrangian and Hamiltonian formulations of classical mechanics are presented together with those mathematical techniques required to understand them. The Quantum mechanics is introduced from the standpoint of experimental situations which cannot be adequately explained by classical mechanics. The unique features of Quantum mechanics, probabilistic interpretation, uncertainty, and wave-particle duality are explained. The time-independent Schrodinger equation is introduced and used to explain simple one-dimensional systems. Prerequisites: PHYS 2413, 2423.

PHYS 4252

Quantum Theory of Structure of Matter

The Schrodinger equation for the central field problem is presented, solved for the case of the hydrogen atom, and physical interpretation of the solutions is discussed. After briefly examining the Quantum Mechanical approach to many-body problems, the self-consistent field approach is used to study the electronic structure of atoms. Finally, molecular bonding is explored and rotational, vibrational and electronic states of simple molecules are explored. Prerequisite: PHYS 4251.

PHYS 4290

Senior Seminar 4290: Principles of Research

Principles of Research is a required course for all science students. It is an introduction to research methods with emphasis on the philosophy of research, planning and executing the experiments, evaluating the data, and oral and written presentations of scientific information. Prerequisites: Note 7 under Degree Requirements. Attendance at a weekly Science Forum is required for the quarter the student is enrolled in this course.

PHYS 4291; Topic Research Project

A topic of current research interest in (Chem, Biol, or Phys) will be offered each quarter. Each student enrolled in 4291 will select one aspect of this topic for an in-depth study of the significant literature. All students will meet each week with

faculty for instruction, guidance and exploration of the topic. A written senior research paper is required. Attendance at the Science Forum is required.

Prerequisites: Note 7 under **Degree**

Requirements; completion or concurrent enrollment in 4290.

PHYS 4292, 4293: Laboratory Research Project

One quarter of laboratory research (4292) is required for a student majoring in two areas of science; if a project requires two quarters for completion, the student enrolls in 4293 for the second quarter. The execution of the research will emphasize the application of the fundamentals presented in 4290. At the conclusion of the research, a written paper will be presented to the student's seminar advisor and an oral presentation of the results will be presented to the Science Forum.

Attendance at the Science Forum is required. Prerequisites: Note 7 under **Degree Requirements;** completion or concurrent enrollment in 4290.

PHYS 4414

Introductory Physical Chemistry

A survey of the fundamental principles which govern chemical phenomena. Emphasis is placed on gases, basic thermodynamics, solutions, chemical equilibria, phase equilibria, chemical kinetics and electrochemical phenomena. A working knowledge of basic calculus is necessary. Prerequisites: PHYS 2413, 2423, MATH 2434. (Offered also as CHEM 4414)

NURSING

ADN 1414

Fundamentals of Nursing

Introduces the concepts and skills that comprise the art and science of nursing. Emphasis is on the nursing process and the legal and ethical foundations of nursing practice. Prerequisite: BIOL 2313, 2323, 2463

ADN 1525, 1535, 1545

Medical-Surgical Nursing

An in-depth study of health dysfunctions from young adulthood through maturity with emphasis on the use of the nursing process in clinical practice. A total of 15 credits which must be taken in sequence. Prerequisite: ADN 1414.

ADN 2515

Mental Health Nursing

Focuses on the dynamics of mental processes as affected by stress and developmental levels. Prerequisites: ADN 1545, PSYC 1313, 3313.

ADN 2525

Parent-Newborn Nursing

Study of reproduction, the expectant family, the birth process and care of the newborn. Prerequisite: ADN 2515

ADN 2535

Parent-Child Nursing

Study of the special needs and health dysfunctions of children from infancy through adolescence. Prerequisite: ADN 2525.

ADN 2545

Advanced Clinical Nursing

Emphasizes the role of the Associate Degree Nurse in secondary health care settings. Allows continued development of expertise in an area of clinical nursing practice. Prerequisite: ADN 2535.

NURS 2101

Introduction to Nursing

An orientation to the role and commitment of a nurse as a functioning member of the health care team. To be taken concurrently with or immediately preceding NURS 2616. One semester hour.

NURS 2616

Fundamentals of Nursing

An introductory course in basic principles and concepts designed to serve as a foundation for nursing care of patients. Six semester hours.

NURS 3626*, 3636, 3646

Nursing Process—: Adult Health

A study of the health care of adults from young adulthood through aging. The acquisition of the health history and physical assessment initiates the utilization of the nursing process in meeting the health needs of the individual, family and community. Eighteen semester hours.

NURS 3656*

Nursing Process: Mental Health

A study of the nursing care of persons experiencing varying degrees of psychological disequilibrium. Patient assessment is expanded to include psychosocial data, with attention to cultural variables which may impact the nature and

quality of mental health care. Emphasis is placed on mental health concepts applicable to increased understanding of self and others. Prerequisites: 2616, 3626, 3636, 3646. Six semester hours.

NURS 4181, 4281, 4381

Individual Study

Directed study of a minimum of thirty clock hours for each hour of credit. The student will select a special problem or interest area in nursing for intensive study. Written objectives for the projects are to be submitted to the instructor and department chairman for approval to register for this course. Prerequisite: Senior Nursing major.

NURS 4272

Current Issues in Nursing

A study of the roles and functions of nurses in today's health care system. It includes identification of philosophical values and emphasizes accountability and responsibility of the professional nurse in a changing society. Prerequisites: 2616, 3646. Two semester hours.

NURS 4292, 4293

Senior Seminars

A guided opportunity for the student to synthesize previously acquired knowledges and skills, exercise initiative, do creative planning and independent study in a selected area of interest. Prerequisites: 2616, 3626, 3636, 3646, 3656. Four semester hours.

NURS 4545

Nursing Management

This study of basic concepts is related to the professional nurse's management role in providing nursing care for a group of patients. It is based on the premise that the student has knowledge and understanding of basic nursing care of the adult, parent-child care, mental health. The collaborative role of the nurse in both hospital and community setting is stressed. It includes a study of the process of change, decision-making, and effective leadership. Prerequisites: 2616, 3626, 3636, 3646, 3656, 4626, 4636. Five semester hours.

NURS 4626*, 4636

Nursing Process: Parent-Child Health

A study of the application of the nursing process with the expectant family during the perinatal period and with the family of the developing individual from infancy through adolescence. This includes a study of normal growth and development, considerations of deviations and care during wellness and illness. Prerequisites: 2616, 3626, 3636, 3646. Twelve semester hours.

*A nurse currently registered to practice nursing in Texas may qualify by examination to register for the second half of the course rather than the full six hour course. Course numbering in Adult Health for registered nurses is 3626 (3323, 3326), 3636 (3333, 3336), 3646 (3343, 3346); Mental Health 3656 is (3353, 3356) and Parent-Child Health is 4626 (4323, 4326), 4636 (4333, 4336).

THE DIVISION OF PROFESSIONAL DEVELOPMENT

The Division of Professional Development offers innovative university education in a format, and at hours, that are especially responsive to upward-aspiring working professionals. Programs are designed to advance career satisfaction and success. Many students also use the short courses and programs as a way of exploring new areas of interest, gaining expertise, and earning a credential, while amassing university credit. Other well-established professionals add to their information base and update their skills in Professional Development programs.

Continuing Education Units may be earned for study in certain non-credit courses offered in the Division of Professional Development. The Continuing Education Unit (CEU) is defined as 'ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction'. One CEU is awarded for each 10 contact hours of satisfactory participation in an organized non-credit Professional Development course. CEU's are useful in keeping a cumulative record of your professional non-credit coursework. An official record of all CEU's by a participant will be maintained in the Division of Professional Development. CEU's are honored by employers, relicensure agencies and other authorities that require specified number of hours of study on a regular basis for career advancement purposes, and where non-credit study is acceptable for fulfillment of their requirements. CEU's are not academic credit and may not be changed into semester or quarter hours.

The Professional Development framework requires less time commitment than a full degree program, while assuring a quality university experience. Many Professional Development students have a degree or degrees, but gain specialized information and expertise that they need through Professional Development programs. However, a degree is not a prerequisite, and the program is open to both HBU undergraduates and the community at large.

All of the campus classes, as well as many individually designed and tailored programs, are available on-site for Houston's business community. The Division also works cooperatively with professional organizations to provide ongoing professional education for their members. Seminars on contemporary topics of interest to the business, professional, and general public are also presented under the auspices of the Division of Professional Development.

Programs include the:

- Certificate in Business Management: Emphasis in Management
- Certificate in Business Management: Emphasis in Supervision
- Certificate in Human Resource Management: Emphasis in Human Resource Development
- Certificate in Management Information Systems: Emphasis in Training and Development
- Certified Public Accounting (CPA) Review
- Chartered Property Casualty Underwriting (CPCU) Education
- Insurance Institute of America (IIA)
- Real Estate Education Program

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