



# Houston Baptist University

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## 1998-2000 Bulletin

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Academic Records & Registration 281-649-3213

Admissions:

Graduate 281-649-3295

Undergraduate 281-649-3211

*(Outside the Houston area call 1-800-969-3210)*

Alumni Relations 281-649-3462

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Career Services 281-649-3359

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University Advancement

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# Houston Baptist University

## MEMBERSHIPS

American Association of Colleges  
American Association of Colleges for Teacher Education  
American Council on Education  
Association of Graduate Liberal Studies Programs  
Association of Texas Colleges and Universities  
Association of Texas Graduate Schools  
College Entrance Examination Board  
Conference of Southern Graduate Schools  
Independent Colleges and Universities of Texas  
National Association of Intercollegiate Athletics  
National Collegiate Athletic Association  
National League for Nursing  
Southern Association of Colleges and Schools  
Texas Association of Colleges for Teacher Education  
Texas State Board of Nurse Examiners  
Texas Independent College Fund

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 admits students of any race, color, handicap, sex, age, 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 Mr. Dick Parker.

# 1998-2000

## UNIVERSITY CALENDAR

### SUMMER, 1998

- May 29, 8:00-5:00 . . . . . Graduate/Undergraduate Registration for Summer Quarter
- June 1, 8:00-6:00 . . . . . Registration for Evening Students;  
Late Registration for All Other Students
- June 1 . . . . . Classes Begin: First 5 1/2-Week Term,  
First 4-Week Term, All-Summer Term
- June 1 -June 30 . . . . . First 4-Week Term
- June 1 - July 7 . . . . . First 5 1/2-Week Term
- June 1 - Aug. 13 . . . . . All-Summer Term
- June 2-3 . . . . . Period to Drop/Add Courses: First 4-Week and 5 1/2-Week Terms
- June 19 . . . . . Last Day to Drop a Course-First 4-Week Term
- June 24 . . . . . Last Day to Drop a Course-First 5 1/2-Week Term
- June 30 . . . . . Final Examination; End of First 4-Week Term
- July 1, 8:00-6:00 . . . . . Registration and Classes Begin for Second 4-Week Term
- July 1-31 . . . . . Second 4-Week Term
- July 31 . . . . . Final Examination; End of Second 4-Week Term
- July 2-3 . . . . . Period to Drop/Add Courses-Second 4-Week Term
- July 4-5 . . . . . Independence Day Holidays - no class days dismissed
- July 7 . . . . . Final Examination and End of First 5 1/2-Week Term
- July 8, 8:00-6:00 . . . Graduate/Undergraduate Registration for Second 5 1/2-Week Term  
Drop/Add-Second 5 1/2-Week Term  
Business Office Clearance until 6:00 p.m.
- July 9, 8:00-6:00 . . . Graduate/Undergraduate Registration for Second 5 1/2-Week Term  
Drop/Add: Second 4-Week Term and Second 5 1/2-Week Term  
Classes Begin-Second 5 1/2-Week Term
- July 9 - August 13 . . . . . Second 5 1/2-Week Term
- July 13, 8:00-6:00 . . . . . Late Registration and Drop/Add for Second 5 1/2-Week Term
- July 21 . . . . . Last Day to Drop a Course-Second 4-Week Term
- July 23 . . . . . Last Day to Drop a Course-All-Summer Term
- July 30 . . . . . Last Day to Drop a Course-Second 5 1/2-Week Term  
Final Examination; End of Second 4-Week Term
- August 5, 8:00-6:00 . . . . . Drop/Add Opportunity for Returning Students
- August 13 . . . . . Final Examination and End of Quarter-  
Second 5 1/2-Week Term and All-Summer Term
- August 15 . . . . . Summer Commencement, 10:00 a.m.

## Fall, 1998

September 4, 8:00-5:00 . . . . .	Registration for New, Re-Entry, Evening Students; Late Registration for Returning Students
September 7 . . . . .	Labor Day Holiday-No Evening Classes
September 8 . . . . .	First Day of Class
September 8-9 8:00-6:00 . . . . .	Registration for Evening Students; Late Registration for All Other Students
September 9-10, 8:00-6:00 . . . . .	Period to Drop/Add Courses
October 6-8 . . . . .	Spiritual Emphasis Week
October 26 . . . . .	Last Day to Drop a Course
October 27-28, 8:00-6:00 . . . . .	Priority Registration for Currently Enrolled Students
November 13 . . . . .	Last Day of Classes
November 16 . . . . .	Study Day
November 17-19 . . . . .	Final Examinations
November 20 . . . . .	Work Day; Grades due in the Registrar's Office: 4:00 p.m.
November 25 . . . . .	University Closes at 1:00 p.m. for Thanksgiving Holidays

## Winter, 1998-99

November 30, 8:00-6:00 . . . . .	Late Registration for Returning Students Registration for New, Re-Entry and Evening Students First Day of Class for Monday p.m.-only classes
December 1 . . . . .	First Day of Class
December 1, 8:00-6:00 . . . . .	Registration for Evening Students
December 2, 8:00-6:00 . . . . .	Late Registration for All Other Students
December 2-3, 8:00-6:00 . . . . .	Period to Drop/Add Classes
December 18 . . . . .	Last Day of Classes before Christmas Holiday
January 4, 1999 . . . . .	Classes Resume
January 18 . . . . .	University Holiday
February 1 . . . . .	Last Day to Drop a Class
February 2-3, 8:00-6:00 . . . . .	Priority Registration for Currently Enrolled Students
February 19 . . . . .	Last Day of Classes
February 22 . . . . .	Study Day
February 23-25 . . . . .	Final Examinations
February 26 . . . . .	Work Day; Grades due in Registrar's Office 4:00 p.m.
February 26, 8 p.m. . . . .	Mid-Year Commencement



## Spring, 1999

March 8, 8:00-6:00 . . . . .	Registration for Evening Students Registration for New and Re-Entry Students Late Registration for Returning Students First Day of Class for Monday p.m.-only classes
March 9 . . . . .	First Day of Class
March 9-10, 8:00-6:00 . . . . .	Registration for Evening Students Late Registration for All Other Students
March 10-11, 8:00-6:00 . . . . .	Period to Drop/Add Classes
March 30 - April 1 . . . . .	Passion Week Services
April 2-4 . . . . .	Easter Holiday
April 2 6 . . . . .	Last day to drop a class
April 27-28, 8:00-6:00 . . . . .	Priority Registration for Currently Enrolled Students
May 14 . . . . .	Last Day of Classes
May 17 . . . . .	Study Day
May 18-20 . . . . .	Final Examinations
May 21 . . . . .	Work Day; Grades due in Registrar's Office 4:00 p.m.
May 22 . . . . .	Spring Commencement, 10:00 a.m.

## Summer, 1999

May 28, 8:00-5:00 . . . . .	Graduate/Undergraduate Registration for Summer Quarter
June 1, 8:00-6:00 . . . . .	Registration for Evening Students; Late Registration for All Other Students
	Classes Begin, First 5 1/2-Week, First 4-Week, and All-Summer Terms
June 1 -June 29 . . . . .	First 4-Week Term
June 1 - July 6 . . . . .	First 5 1/2-Week Term
June 1 -Aug. 12 . . . . .	All-Summer Term
June 2-3 . . . . .	Period to Drop/Add Courses: First 4-Week Term and First 5 1/2-Week Term
June 18 . . . . .	Last Day to drop a course - First 4-Week Term
June 23 . . . . .	Last Day to drop a course - First 5 1/2-Week Term
June 29 . . . . .	Final Examination; End of First 4-Week Term
June 30, 8:00-6:00 . . . . .	Registration for First Day of Class for Second 4-Week Term
June 30 - July 30 . . . . .	Second 4-Week Term
July 1-2 . . . . .	Period to Drop/Add Courses: Second 4-Week Term
July 6 . . . . .	Final Examination; End of First 5 1/2-Week Term
July 7, 8:00-6:00 . . . . .	Graduate/Undergraduate Registration for Second Term Drop/Add: Second 5 1/2-Week Term Business Office clearance until 6:00 p.m.
July 8, 8:00-5:00 . . . . .	Graduate/Undergraduate Registration for Second Term Drop/Add: Second 4-Week Term and Second 5 1/2-Week Term Classes Begin-Second 5 1/2-Week Term
July 8 - August 12 . . . . .	Second 5 1/2-Week Term
July 12, 8:00-6:00 . . . . .	Late Registration and Drop/Add: Second 5 1/2-Week Term
July 20 . . . . .	Last Day to Drop a Course - Second 4-Week Term
July 22 . . . . .	Last Day to Drop a Course - All Summer Term
July 29 . . . . .	Last Day to Drop a Course - Second 5 1/2-Week Term
July 30 . . . . .	Final Examination; End of Second 4-Week Term
August 4, 8:00-6:00 . . . . .	Drop/Add Opportunity for returning students
August 13 . . . . .	Final Examination and End of Quarter Second 5 1/2-Week Term and All-Summer Term
August 14 . . . . .	Summer Commencement, 10:00 a.m.

## Fall, 1999

September 3, 8:00-5:00 . . . . .	Registration for New and Re-Entry Students; Late Registration for Returning Students
September 6 . . . . .	Labor Day Holiday
September 7 . . . . .	First Day of Class
September 7-8, 8:00-6:00 . . . . .	Registration for Evening Students; Late Registration for All Other Students
September 8-9, 8:00-6:00 . . . . .	Period to Drop/Add Courses
October 25 . . . . .	Last Day to Drop a Course
October 26-27, 8:00-6:00 . . . . .	Priority Registration for Currently Enrolled Students
November 12 . . . . .	Last Day of Classes
November 15 . . . . .	Study Day
November 16-18 . . . . .	Final Examinations
November 19 . . . . .	Work Day; Grades due in Registrar's Office 4:00 p.m.
November 24 . . . . .	University closes at 1:00 p.m. for Thanksgiving Holidays

## Winter, 1999-2000

November 29, 8-6:00 . . . . .	Late Registration for Returning Students Registration for New, Re-Entry, and Evening Students First Day of Class for Monday p.m. only Classes
November 30 . . . . .	First Day of Class
November 30, 8:00-6:00 . . . . .	Registration for Evening Students
December 1, 8:00-6:00 . . . . .	Late registration for All Other Students
December 1-2, 8:00-6:00 . . . . .	Period to Drop/Add Classes
December 17 . . . . .	Last Day of Classes
January 3, 2000 . . . . .	Classes Resume
January 17 . . . . .	Martin Luther King Holiday
January 31 . . . . .	Last Day to Drop a Class
February 1-2, 8:00-6:00 . . . . .	Priority Registration for Currently Enrolled Students
February 18 . . . . .	Last Day of Classes
February 21 . . . . .	Study Day
February 22-24 . . . . .	Final Examinations
February 25 . . . . .	Work Day; Grades due in Registrar's Office 4:00 p.m.
February 25, 8 p.m. . . . .	Mid-Year Commencement

**Spring, 2000**

March 6, 8:00-6:00 . . . . . Registration for Evening Students  
Registration for New and Re-Entry Students  
Late Registration for Returning Students  
First Day of Class for Monday p.m. only Classes  
March 7 . . . . . First Day of Class  
March 7-8, 8:00-6:00 . . . . . Registration for Evening Students;  
Late Registration for All Other Students  
March 8-9, 8:00-6:00 . . . . . Period to Drop/Add Classes  
March 31 - April 2 . . . . . Easter Holiday  
April 24 . . . . . Last Day to Drop a Class  
April 25-26, 8:00-6:00 . . . . . Priority Registration for Currently Enrolled Students  
May 12 . . . . . Last Day of Classes  
May 15 . . . . . Study Day  
May 16-18 . . . . . Final Examinations  
May 19 . . . . . Work Day; Grades due in Registrar's Office 4:00 p.m.  
May 20 . . . . . Spring Commencement, 10:00 a.m.

# GENERAL INFORMATION

## CHARACTERISTICS

### History

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

In 1952, the Union Baptist Association authorized a committee to study the possibility of locating a Baptist college in Houston. With the assistance, guidance, and encouragement of the Education Commission of the Baptist General Convention of Texas, the committee conducted a survey in 1955. Acting upon information obtained with the endorsement of the Education Commission, the Association approved the concept of establishing a new 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 (1) a satisfactory site for a campus of at least one hundred acres, and (2) a minimum corpus of at least three million dollars. Of this sum, one and one-half million dollars would constitute a nucleus endowment fund; one and one-half million dollars would be designated for a physical plant. The Union Baptist Association accepted these conditions and endorsed the requirements set up by the state convention.

In 1957, developer Frank Sharp offered to sell Union Baptist Association 390 acres in southwest Houston for construction of a college. The Board of Governors of Rice University agreed to lend most of the money needed with the land as collateral. To complete the funding, twenty-five "founders" pledged to be responsible for \$10,000. each. Therefore, by 1958, a campus site of 196 acres was acquired in southwest Houston, and, in 1960, the initial financial goal to pay off the loan was reached as a result of a campaign among the churches.

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 design 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 of 193 students, a cluster of new buildings, and a teaching staff of thirty faculty. A new class was added each year until the College attained a 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 undergraduate students.

Initially, the College offered only a Bachelor of Arts 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 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 accreditation by the Southern Association of Colleges and Schools on December 4, 1968. A visiting Committee made a careful study of the College in March, 1971 and upon its recommendation, the Commission on Colleges extended accreditation for ten years. This accreditation was reaffirmed in 1981 and 1991.

In 1965, the Texas Education Agency approved the College for the training of certified teachers for elementary and secondary schools. During its first semester, the teacher education program was evaluated by representatives selected by the Texas Education Agency and approval of the program was continued.

The baccalaureate degree program in nursing received accreditation by the National League for Nursing on April 21, 1972. 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 program was added in June, 1983. This program graduated its first class in 1985.

A study abroad program began 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 continued with programs in Mexico, the Middle East, and Europe. Study abroad programs are regularly offered by the Smith College of General Studies as part of the interdisciplinary course on culture and human experience. The Executive Master of Business Administration program and the MBA 2000 program now include an international study requirement, and study abroad programs are also offered through the Master of Liberal Arts program.

In 1973, Houston Baptist College officially became Houston Baptist University following a formal self-study for the Southern Association of Colleges and Schools. At the same time, degree programs were revised, making the Bachelor of Science option available to all graduates, and the instructional divisions were completely reorganized into college units.

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 Sciences, the College of Fine Arts and Humanities, and the College of Science and Health Professions. A sixth College was created in 1978 by separating the College of Fine Arts from the College of Humanities. The seventh college was created in 1991 by separating the College of Nursing and the College of Science and Mathematics. In 1995, a College of Arts and Humanities was again combined from these previously separate colleges.

When the instructional areas were reorganized in 1973, the University adopted a quarter calendar that 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 high school diplomas at the end of the freshman year of college matriculation.

Graduate studies began in 1977 with the initiation of the Master of Business Administration and the Master of Science in nursing degrees. 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 was added in 1982. A traditional Master of Business Administration degree was introduced in 1981 that was offered both on campus and on an interactive television delivery system to corporate and educational sites within sixty miles of the campus. The Master of Liberal Arts degree was initiated in 1985. In 1993, new majors were added to the Master of Business Administration degree, and a Master of Arts in Pastoral Counseling and Psychology degree was created. In 1995, a Master of Science degree in Health Administration and a second degree in Nursing Practice were initiated. In 1996, the Master of Science in Management was reinstated for those already holding an MBA.

The physical plant of the University has kept pace with development in other areas. When classes began in 1963, only the Academic Quadrangle was completed. The Frank and Lucille Sharp Gymnasium and the Atwood Theology Building were completed in 1964. The Moody Library, the Holcombe Mall and the Morris Columns were constructed in 1968-69. The McDermott Plaza was completed in 1971 as a gift from trustee, Ethyl Loos McDermott. The Cullen Science Center and Mabee Teaching Theater opened in 1977 providing space for the College of Science and Health Professions. In addition, in early 1977, the Memorial Hospital System Central Unit was completed on a site purchased from the University adjacent to the academic campus. The Atwood II building was completed in 1983 as a joint project of Southwestern Baptist Theological Seminary and the University. Moreover, an addition to the bookstore, funded by the M. D. Anderson Foundation, was completed in 1983. In 1985, the University relocated its Math and Associate Degree in Nursing departments to new housing in an addition to the Cullen Science Center, and the Glasscock Gymnastics Center was realized. In 1989, a new wing was added to the Moody Library, virtually doubling its library space and providing a permanent home for the University Museum. In 1997, the Hinton Center was dedicated, marking completion of the largest academic facility on campus. The new visual campus landmark houses the colleges of Business and Economics and of Education and Behavioral Sciences as well as the Dillon Center conference facilities. In 1997, the Bible in America exhibit opened in the Moody Library housing the University's new Bible in America Museum-the largest collection of American Bibles on public display in the United States. The year 1998 marked the completion of the Baugh Center, named in honor of Eula Mae (Mrs. John) Baugh, that houses new food service, recreational, counseling, study and residential support facilities.

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. In 1994, the Dunn Endowed Professorship in Nursing was funded by the John S. Dunn Research Foundation. The Endowed Scholarship program, begun in 1971, not only increased the endowment of the University, but also assured the recruitment of top academic students. In 1998, the University numbered 146 scholarships funded through this program.

Dr. Edward Douglas Hodo became the University's second President in 1987. Dr. W. H. Hinton was named University Chancellor and served in that capacity until his retirement in 1991. Retired University professor, Dr. Marilyn McAdams Sibley, has written a more complete history of the founding of the University, "The Making of a University." Additional information is available through the archives of the Moody Library.

## **Purpose**

Houston Baptist University is a coeducational, independent, comprehensive institution of higher learning related to the Baptist General Convention of Texas. The University is committed to educational excellence, the Christian faith, personal growth, respect for all persons, a sense of community, career preparation, and service to its various constituencies.

The University emphasizes a supportive atmosphere for students, employees, alumni, and visitors from all backgrounds. Therefore, the University affirms the importance of: an environment which promotes academic freedom and objectivity, fosters the development of moral character, and enriches spiritual growth based on the Christian faith and message; education which promotes the development of critical and creative thinking, compassion, responsibility, and continuing interest in learning; programs and services which promote excellence within an academic community that fosters intellectual and social interaction in the teaching-learning processes; faculty who acknowledge teaching as a primary responsibility; students who are committed to high standards of personal and professional development; a responsive attitude to the many constituencies it serves through an attitude of willingness to change while remaining faithful to the original nature of the University.

Amended by the Board of Trustees  
September 26, 1995

## **Nature**

The Preamble to the University by-laws as stated below describes 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 who 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 Savior, 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.

Amended by the Board of Trustees  
February 22, 1974

## **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 that 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, the ability to solve problems, 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 intensely practical because of the belief that the best academic preparation in a rapidly changing society is not narrow training in specific skills but broad development of general abilities. There is an ever-increasing demand for those persons with such expertise to fill executive and leadership positions in business and in the professions.

Both the corporate world and 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. The University offers specialized degree programs in the liberal arts at both the Bachelors and the Masters level.

## **The Campus Plan**

The campus of the Houston Baptist University consists of 158 acres in southwest Houston bounded by the Southwest Freeway, Fondren Road and Beechnut. The campus is designed as a complex of buildings surrounding a central mall that begins at the east with the Hinton Center and ends at the west with Sharp Gymnasium and the Glasscock Activities Center. It is flanked by the Moody Library, the Cullen Nursing Center, the Cullen Science Center, the Mabee Teaching Theater, the M. D. Anderson Student Center, and the Stanley P. Brown Administrative Complex. Concentrically related to this complex are the complementary facilities for residence, athletics and recreation. The campus master plan will be completed with the construction of a fine arts center, chapel and additional housing and recreational facilities.

## **Library**

Moody Library is composed of a collection of approximately 239,000 bibliographic units with 5,000 new titles being added annually. Supplementary materials include audiovisual materials, reels of microfilm, and sheets of microfiche amounting to the equivalent of an additional 82,000 volumes. The library subscribes to 1000 journals. The catalog and circulation systems are fully automated. Computerized indexes and Internet are available.

In addition to nearly 400 study spaces, the reference area, media area, offices, processing rooms and open-stack collection areas, the building houses the Museum of The American Bible, the University Board Room and the Museum of American Architecture and Decorative Arts.

## **Accreditation**

Houston Baptist University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate, Bachelor and Master's degrees. It also holds membership in the American Association of Colleges for Teacher Education, the Association of Texas Colleges and Universities and is approved by the Texas Education Agency for the preparation of teachers for

elementary and secondary schools at both the undergraduate and graduate levels. Its baccalaureate degree program in nursing is accredited by the National League for Nursing and the State Board of Nurse Examiners. The University is a member of the Council of Graduate Schools of the United States, the Conference of Southern Graduate Schools, and the Texas Association of Graduate Schools. The Master of Liberal Arts degree program is accredited by the Association of Graduate Liberal Studies Programs.

## STUDENT AFFAIRS

### **Athletic Program**

The University is a member of the National Association of Intercollegiate Athletics. Men's teams participate in basketball and baseball and women's teams participate in volleyball and softball. A strong program in intramural sports is offered and enjoyed by the total population of the University. The Frank and Lucille Sharp Physical Education Building contains courts, offices and other facilities for the human kinetics program. In 1985, the Glasscock Activities Center was opened. This facility was renovated in December, 1991. Modifications to the building have created a wellness facility for students, faculty, and staff.

### **Baugh Center**

The Eula Mae Baugh Center, completed in January, 1998 is the focal point of student life on the University campus. The Baugh Center offers a variety of facilities and provides activities for all interests. Students congregate in the large lounge area-complete with large screen television-and game room-complete with video games, pool, foosball and table tennis. A conference room, study rooms, kitchenette, and computer room are also available. A 250-seat cafeteria complete with a food court service area offers a variety of well-prepared meals.

### **Enrichment Center**

The Houston Baptist University Enrichment Center provides a full range of career and personal counseling services to undergraduate and graduate students, as well as University alumni. There are three functional areas of specialization within the Center:

#### **Career Services**

This department provides a variety of career counseling and placement services for University students and alumni. Professional counselors are available to assist individuals with career choices, development of job search action plans, resume' and cover letter writing, interviewing strategies, and other career and job-search activities. Services include:

- On-Campus Interviews with prospective employers
- Off-Campus Interviews with prospective employers
- Career/Job Search Counseling
- Career Seminars
- Job Vacancy Listings
- Career Resource Library
- Computer Database Resume' Service
- Computer Career Guidance Search
- Mock interviews

## **Counseling Services**

Professional personal-counseling services are provided for students in an effort to assist them in becoming more effective, productive, and comfortable in their dealings with others. A pro-active approach to wellness is made manifest through a variety of programs that are provided in the form of seminars and discussion groups. Services are provided without charge including individual, group, pre-marital, and marital counseling on a short-term basis on a broad range of issues.

## **Freshman Year Experience**

This program provides incoming freshmen with a valuable introduction to issues relating to academic life at the University. This required course assists freshmen in developing effective study skill and academically oriented lifestyles. It also focuses on helping individuals develop relationships with faculty and peers that will facilitate their educational experiences. This seminar enhances the potential for academic success, and it provides students with a mechanism to assist them in the development of critical and creative thinking skills, career planning, community service, campus involvement, and a full spectrum of other valuable issues.

## **Student Health**

Houston Baptist University provides a health office available to all university students and personnel. Medical attention is provided by a registered nurse in an on-campus dispensary. The primary function of the student health program is to assess the immediate medical needs of a student, especially those conditions that tend to interrupt or interfere with a student's normal academic progress. More advanced care is readily available in the Houston metropolitan area.

## **Student Health Insurance**

All resident students (apartments and residence colleges), students on visas, varsity athletes and junior and senior nursing students are required to participate in the Student Health Plan, or its equivalent coverage. The University endorses an accident and insurance plan. Details may be secured from the Student Affairs Office. It is available to all full time students enrolled at Houston Baptist University who wish to participate. The premium is paid at the time of registration each term.

## **Housing Regulations**

Since it was founded in 1960, Houston Baptist University has been committed to the education of the "whole person". For this reason, the residence life experience is considered an integral part of a student's education. Research shows that students who belong to a campus community have a more productive and ultimately more satisfying college experience than those who live off campus.

Because of the University's commitment to the residential experience, students are required to live on campus unless one of the following exceptions apply:

- a. 21 years of age or older prior to September 1 or have completed 96 credits prior to the beginning of Fall Quarter; or
- b. Married or a graduate student; or

- c. Enrolled for seven or fewer credits; or
- d. Living at home with parents/guardians in the Houston area; or
- e. There are no spaces available in campus housing.

Students are expected to abide by the social expectations and behavioral guidelines as provided in **the Student Handbook**.

Any student who meets the exception requirements and plans to live off campus must complete the Student Life Card and have it on file in the Office of Student Affairs. Students requesting an exception to the policy may submit an appeal to the Vice President for Student Affairs, describing extenuating circumstances to be considered.

## **Residence Life**

There are two University students residences, The Reuben L. Philips College for men and the Rebecca Bates Philips College for women. The residence halls are completely air-conditioned, and each suite features four rooms grouped around a comfortable shared living room. Each pair of bedrooms has its own bath, and each room has its own lavatory. Each residence hall houses 128 students. Two students are ordinarily assigned to each bedroom, but a private room may be available upon request on a space available basis.

Husky Village, the Houston Baptist University student apartment complex, was completed in 1997. Each apartment has a kitchen, a living room, two bathrooms and either two or four bedrooms. Each apartment houses two to four residents. Each apartment is air-conditioned. Husky Village houses 225 students. A spacious clubhouse facility has a large area complete with large screen television, a laundry room, and a study area. There is also a swimming pool, sauna, and barbecue area.

All residences are staffed by upper-class men and professionals who offer programming designed to enhance the students' education. Each year, programs are offered in the areas of social, spiritual, occupational, environmental, interpersonal, and community service.

## **Spiritual Life**

The programs, activities, and relationships offered through the office of Student Ministry seek to provide students with opportunities to grow spiritually while attending Houston Baptist University. The Ministry Leadership Council provides student leadership for the worship, missions, discipleship, prayer, and service ministries of Student Ministry. This group is selected in the spring for leadership in the following year. Freshman Fellowship is available to encourage freshmen in spiritual growth, leadership, development, and service while providing a sense of family. Steering Committees plan such things as Spring Break Mission Trip and Transfer Ministries. Weekly worship, various retreats and conferences, and citywide activities are regularly available. Special interest groups: Christian Medical Society, Women's Ministries, Black Student Fellowship, Fellowship of Christian Athletes. The ministry is lively year round, continuing through the summer with missions, fellowship, and worship. Mission trips and service opportunities are available on weekends and during term breaks.

Convocation is a weekly assembly of students, faculty, and staff to focus on spiritual life. Twice during the year, Convocation is expanded to a three-day emphasis. The influence and involvement of dedicated Christian faculty and staff greatly enhance the spiritual life on campus. Periodic spiritual retreats and weekly small group Bible study or prayer groups are available for the encouragement of spiritual growth. The University ministry staff includes the University Minister, the Director of Student Ministry, and the Missions Coordinator.

## **Student Center - M. D. Anderson**

The M. D. Anderson Student Center is a focal point of student life on the campus. A bookstore stocked with 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. 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 Conduct**

Houston Baptist University student behavior should conform to the ordinary conventions of society that govern proper conduct consistent with Christian behavior.

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 conduct deemed by the University 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. A student is not exempt from being a law-abiding citizen or from conducting himself as a responsible person. Disciplinary action may involve the Vice President for Student Affairs, the Associate Vice President for Student Affairs, the Student Court, or the Student Affairs Advisory Committee.

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

## **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 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 undergraduate 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 students and seek "to foster the recognition of privileges and responsibilities of the students of the college community."

## Student Organizations

The following groups are among those recognized on campus in the 1998-2000 academic years:

Alpha Chi	Ministry Leadership Council
Alpha Chi Omega	MLA Student Association
Alpha Epsilon Delta	Nursing Student Association
Alpha Kappa Psi	Omicron Delta Kappa
Alpha Mu Gamma	Panhellenic Council
Alpha Phi Omega	Phi Mu
Alpha Pi Kappa	Phi Mu Affiliates
Alpha Tau Omega	Pre-Law Society
Art Guild	Prism
Association of Student Educators	Psi Chi
Association of Women Students	Rex Fleming Readers
Association of Former Students	Science/Math Affiliates
Beta Upsilon Chi	Senior Class
Bilingual Education Student Organization	Students in Free Enterprise
Black Student Fellowship	Sigma Tau Delta
Cheerleaders	Sigma Theta Tau
Christian Medical Society	Society for Human Resource Management
Collegian	Sophomore Class
Fellowship of Christian Athletes	Student Activities Board
Focus	Student Association
Freshman Class	Student Foundation
Freshman Fellowship	Student Senate
HBU Band	Student Association for Volunteering Efforts
Interfraternity Council	Theta Alpha Kappa
International Friends	University Singers
Junior Class	Vietnamese Student Association
Kappa Delta Pi	VOCES
Le Cercle Francais	Women's Residence Council
Music Educators National Conference	Young Republicans
Men's Residence Council	

# ADMISSIONS

# UNIVERSITY ADMISSIONS

The Office of Undergraduate Admissions accepts formal applications from all students for admission to Houston Baptist University. The Admissions Office assists prospective students with admission policies and procedures; campus visits and interviews; and initial financial information. Information regarding undergraduate admission to the University and all necessary forms for admission may be obtained by contacting the Undergraduate Admissions Office, Houston Baptist University, 7502 Fondren Road, Houston, Texas 77074-3298, telephone number (281) 649-3211. Graduate applicants should contact the Graduate Admissions Office (281) 649-3295. Outside Houston, a toll-free number is available: 1-800-969-3210. Admission to Houston Baptist University constitutes university admission only and does not constitute program admission. Admission to a particular program of study is a separate procedure. Applications should be submitted at least four weeks before registration.

## **Re-entry Admission**

Any student who was not enrolled during the preceding quarter, excluding the summer quarter, must submit to the appropriate Admissions Office an application for re-entry at least 7 days prior to registration (no application fee required). If the student attended another college or university during his absence, he must submit to Houston Baptist University an official transcript sent directly from the college of all academic work attempted during this absence.

## **Transient Student Admission**

A student enrolled at another institution wishing to take a class for credit at Houston Baptist University must submit an application, a \$25 non-refundable application fee, and a letter of good standing from the Registrar's Office of the institution attended. This letter must be sent directly from the institution to the Undergraduate or the Graduate Admissions Office, as appropriate. If a transient student decides to continue at Houston Baptist, he must complete all of the transfer procedures as outlined under Transfer Student Admission and be approved for admission. Transient student status ordinarily is permitted for only one quarter. Any exception must be approved by the University Registrar.

## **Undergraduate Admissions**

Note: All SAT scores are based on the re-centered scale from Educational Testing Service effective with tests taken after April 1, 1995. To be considered official, all transcripts and score reports must be mailed directly to Houston Baptist University from the college or test center.

### **I. Freshman Student Admission**

All applicants to the freshman class, including first-time freshmen and freshman transfers with fewer than 30 semester hours attempted, must submit the following credentials. All documents must be on file in the Admissions Office prior to admission consideration.



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 a minimum SAT score of at least 1010 or an ACT score of at least 20. For unconditional admission, an applicant must submit an SAT verbal score of 480 or ACT English sub-score of 20. (University codes are SAT-6282: ACT-4101) Scores recorded on the high school transcript are acceptable.
3. An applicant who has not graduated from a regionally accredited high school (i.e., a student from a non-accredited high school) must submit the same documents and must have scored a minimum SAT composite of 1010 or a minimum ACT composite of 20. For unconditional admission, an applicant must also score an SAT verbal of 480 or ACT English of 20. (The HBU institution code for the SAT exam is 6282; the code for the ACT exam is 4101.) This student's file will be acted upon by the University Admissions Committee.
4. An applicant who has completed high school as a home-schooled student will be considered for admission with the completion of the following requirements:
  - a. Submission of a transcript listing course completion date and grades;
  - b. A minimum SAT composite of 1010 or a minimum ACT composite of 20. For unconditional admission, an applicant must also score an SAT verbal of 480 or an ACT English sub-score of 20. (University codes are SAT 6282; ACT 4101). Applications and accompanying documents for home school applicants will be presented to the University Admissions Committee for admission consideration.
5. It is the responsibility of the applicant to have an official high school record, official test scores, and recommendation letter sent to the Undergraduate Admissions Office. Official records or scores must be sent directly from the institution to the Undergraduate Admissions Office.
6. Any student who has not completed three (8) years of high school within the continental United States may, at the discretion of the Admissions Committee, be required to submit an official score of 550 on the TOEFL or its equivalent. Ordinarily such a student who fails to score SAT 480 verbal or ACT 20 English will be required to submit further evidence of language proficiency.
7. It is the responsibility of the applicant to have all official transcripts from institutions outside the United States sent to an approved evaluation service. An official copy of the report should be sent directly to Houston Baptist University from the evaluation service.
8. International students should refer to that section of the Bulletin on "International Admissions."

Where the criteria are not met, the Admissions Committee may consider applicants. Students wishing to be considered for admission by the Admissions Committee must submit the following material:

1. A statement (approximately 250 words) expressing the applicant's goals and stating how attending Houston Baptist University will help the applicant achieve those goals; and
2. Two letters of recommendation. These letters may not come from family members.

The application, official transcripts, official test scores, and letters of recommendation must be on file in the Admissions Office before consideration by the Admissions Committee.

## II. Special Programs

The Admissions Committee shall review all applications to these 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 their junior year. These students will attend Houston Baptist University as a freshman. The student's high school will award credit for work taken at Houston Baptist University towards the student's high school diploma. 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. Concurrent Enrollment  
Students not already enrolled in the University (other than "early admission" and "early bird") who are interested in dual enrollment in high school and college should present their request and documentation to the Director of Undergraduate Admissions to be considered for review by the University Admissions Committee.
4. High School Equivalency-A student who has submitted a minimum acceptable total score of at least 50 on the General Educational Development Testing Program (GED) and has submitted an acceptable total score of at least 1010 on the Scholastic Aptitude Test of the College Entrance Examination (SAT) or composite score of at least 20 on the American College Testing Program (ACT) may be admitted to Houston Baptist University.
5. Provisional Admissions -To ensure complete consideration, students seeking this mode of admission are advised to complete their application folders at the earliest possible date, but not later than eight weeks prior to the beginning of classes in the quarter for which admission is sought.

A student who has graduated from an accredited high school but who does not meet the minimum test score of 1010 on the SAT (or who fails to submit an SAT Verbal of 480) or composite score of 20 on the ACT (or who fails to submit an ACT English score of 20) is eligible for admission to Houston Baptist University on a provisional basis if approved by the University Admissions Committee.

A student who is admitted provisionally is subject to the following conditions:

- a. The provisionally admitted student for the Summer Quarter is required to register for two courses for a total of six semester hours to be chosen from:
  - 3 semester hours -An English course to be determined by the Department of Languages based upon the student's SAT or ACT scores and high school English grades or the student's performance on a placement examination
  - 3 semester hours - Smith College requirement
- b. The provisionally admitted student for Fall, Winter, or Spring Quarters is required to register for two courses for a total of six semester hours and no more than nine semester hours to be chosen from:
  - 3 semester hours -An English course to be determined by the Department of Languages based upon the student's SAT or ACT scores and high

school English grades or the student's performance on a placement examination

- 6 semester hours - Smith College requirements
- c. The provisionally admitted student must attain an overall QPA of 2.0 in order to be allowed to continue at Houston Baptist University in the next term. If the student does not post a 2.0 QPA at HBU, he must take 12 hours at an accredited school before reapplying. Priority registration for the following term is not available for the provisionally admitted student.
- d. The transcript of the provisionally admitted student will reflect his admission status.
- e. Upon completion of a term with an overall QPA of 2.0, a student will become a student in good academic standing. This status will be noted on his transcript.
- f. In addition to the regular application procedures, an applicant for this program must submit a personal statement of approximately two hundred fifty words discussing the applicant's educational and career goals and objectives and must submit two letters of recommendation.
- g. A student admitted provisionally is not eligible for financial aid until his status is changed to regular admission granted.

### **III. Transfer Student Admission**

A student applying for undergraduate admission as a transfer student from another regionally accredited college or university must submit the following credentials. All documents must be on file prior to admission consideration.

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 from all colleges or universities attended must be sent directly from the college to the Undergraduate Admissions Office. Falsification or 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 quality point average for transfer students should be at least a 2.0. A student must be re-admissible to all previously attended schools. Ordinarily, official transcript evaluations are completed after a student has been officially admitted to the University.
8. 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 official score of 550 on the TOEFL or its equivalent. Ordinarily such a student who fails to score SAT 480 verbal or ACT 20 English 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 an approved service for evaluation. An official copy of the results should be sent directly to Houston Baptist University from the evaluation service.

Where the above criteria are not met, the Admissions Committee may admit applicants. Students wishing to be considered for admission by the Admissions Committee must submit the following material:

- A. A statement (approximately 250 words) expressing the applicant's goals and stating how attending Houston Baptist University will help the applicant achieve those goals; and
- B. Two letters of recommendation. These letters may not come from family members.

The application, official transcripts, official test scores, and letters of recommendation must be on file in the Admissions Office before consideration by the Admissions Committee.

## IV. Other Undergraduate Student Admission

### 1. Adult Student

An adult student is one for whom at least seven years have passed since the last enrollment at either a high school or college. Adult students may be admitted by the Admissions Committee to enroll for undergraduate courses. Such student will be allowed to register on a non-degree status for twenty-four (24) semester hours of academic work. If a minimum QPA of 2.0 has been maintained for the 24 hours of work at Houston Baptist University, the student will be granted regular admission. Once regular admission is granted, the student is eligible to apply for financial assistance. A transfer evaluation of previous college work will be prepared once regular admission is granted. The 24 hours earned at the University will be used as applicable to a degree program.

Adult students will be required to follow all policies as stated in the **University Bulletin**. Students not in good standing from another university will not be eligible for enrollment.

All students must provide the following:

- a. a completed application.
- b. a non-refundable application fee of \$25.
- c. Official high school transcripts reflecting graduation or prerequisite GED scores.
- d. Official transcripts of all previous college work which has been attempted or completed.
- e. A statement (approximately 250 words) expressing the applicant's goals and stating how attending Houston Baptist University will help the applicant achieve those goals.
- f. Two letters of recommendation. These letters may not come from family members.

### 2. Post-Baccalaureate Student Admission

A post-baccalaureate student is one who has earned an undergraduate degree from a regionally accredited institution and is taking courses for personal edification or certification. **Credit awarded will not be applied toward a graduate degree and may not be changed to graduate credit.** The student must file a complete application and a \$25 non-refundable fee to the Undergraduate Admissions Office. An official transcript from the Registrar's Office of the degree-granting institution reflecting a minimum QPA of 2.0 must be sent directly from the institution to the Undergraduate Admissions Office.

### 3. Auditor Admission

A person wishing to audit an undergraduate class must submit a completed application, a \$25 non-refundable fee, and have a letter of good standing from the Registrar's Office of the last institution attended sent directly from the institution to the Undergraduate Admissions Office. No credit will be awarded, but records of the student's matriculation will be kept. A non-refundable audit fee will be charged instead of tuition. Policies governing prerequisites and academic load will be applicable. **(See Load -Academic)** A grade of "X" will be assigned and may not be changed to a letter grade. Enrollment will be subject to a space available basis. Audit students may only register during the last day of late registration.

### 4. Non-Degree Undergraduate Student Admission

A student wishing to take a class for credit who does not have a baccalaureate degree and is not in pursuit of a baccalaureate degree must file a complete application, a \$25 non-refundable fee, and have a letter of good standing from the Registrar's Office of the last institution attended sent directly from the institution to the Undergraduate Admissions Office.

### 5. Senior Citizens

Persons 60 years or older, with proof of age, not in pursuit of a degree, may register for classes for a fixed price of \$60.00 per course when space is available.

## V. Additional Required Materials

After a student has been admitted to Houston Baptist University, the following credentials must be submitted before registration: (1) health form, and (2) housing requests.

## Graduate Admissions

The University offers a varied choice of graduate degrees: Master of Arts in Psychology (MAP); Master of Arts in Pastoral Counseling and Psychology (MAPCP); Master of Arts in Theological Studies (MATS); Executive Master of Business Administration (EMBA); Master of Business Administration 2000 (MBA 2000); Master of Education (MEd); Master of Liberal Arts (MLA); Master of Science in Human Resources Management (MS-HRM), in Management, and in Management, Computing and Systems (MS-MCS); Master of Science in Health Administration (MS-HA); and the Master of Science in Nursing (MSN). 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 to pursue graduate studies. The Admissions Committee grants this admission after review of submitted materials. For resident students, a non-refundable fee of \$25 must accompany this application. International students must submit a non-refundable fee of \$65 with this application. The second step is admission to a specific degree program. This admission is granted by the program director and the faculty of the degree program and may occur immediately or following enrollment for a probationary period-usually of less than twelve semester hours' accumulation. Letters of recommendation are required in support of this program application.

In some programs, an admission to candidacy is required at the point at which the student files application for a degree with the Office of Records. See individual program statements for further details. **Au undergraduate degree from a regionally accredited institution is required for admission to all graduate programs.**

## 2. Examinations

All degree programs except the EMBA and the MLA require either the Graduate Record Examination (GRE) verbal and quantitative tests, the Graduate Management Admissions Test (GMAT) or the Miller Analogies Test (MAT). Many programs have specific minimum scores for application. Please refer to individual program descriptions for specific test requirements. It is the student's responsibility to have GRE, GMAT or MAT scores sent directly to the appropriate program office from the administering test service. The address for the Educational Testing Service is Princeton, New Jersey, 08541. The University's institution code number with ETS is 6282.

## 3. Transcripts

Official copies of transcripts from each post-secondary 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 QPA 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. Graduate Provisional Admission

Provisional admission is possible in exceptional cases for students who do not meet the usual requirements. A student desiring provisional admission must provide a personal statement and three letters of recommendation to the program director in the desired field of study. The letters of recommendation should address the potential of the student to do graduate work. After conducting a personal interview of the student, the program director will recommend action on the student to a faculty committee within the appropriate college, the committee to be appointed by the dean of that college. The faculty committee may recommend to the University Admissions Committee that the student be provisionally admitted. Provisional admission is granted by consent of the University Admissions Committee after review of all pertinent information. In all cases, after the completion of two quarters of attendance, the provisionally admitted student must have taken at least 6 hours of non-leveling graduate courses, as approved by the student's graduate academic advisor, must have completed all courses attempted, and must have obtained a 3.00 QPA on all courses attempted. The University Registrar grants regular graduate admission status to those students who obtain a QPA of 3.00 or above. Students whose QPA is less than 3.00 are ineligible to pursue further graduate work at the University. Provisional admission is not available in all graduate programs.

## 5. International Students

International students should refer to the special section on Graduate **International Student Admission** that follows this section. All international students are subject to these requirements. A minimal TOEFL score of 550 is required for admission to all graduate degree programs.

## 6. Permanent Resident Statement

Any applicant who has Permanent Resident or Resident Alien status must present his green card in person to the Director of Graduate Admissions. If the applicant has not completed more than two (2) years of college work at a regionally accredited institution within the continental United States, he may, at the discretion of the Admissions Committee, be required to submit an acceptable score on the TOEFL of 550 or more, or write a personal statement.

## 7. Conditional Admission Status

Conditional admission status may be granted for a limited period in some graduate degree programs. See specific degree statements.

## 8. 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, the Office of Graduate Admissions should receive all credentials (application, fees, GRE-GMAT-TOEFL scores, foreign transcript evaluation reports 4 weeks required, recommendations, written statements, etc.) at least 60 days prior to the proposed registration date.

## 9. Transfer Credit

Some graduate degree programs allow the transfer of graduate credits. In no case will more than six semester hours of credit be allowed in transfer from another college or university. Such credit must be at the 2.67 (B-) 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. The University Registrar upon the recommendation of the appropriate program director approves transfer credits. Many programs require transfer work to have been completed with a pre-determined period. **No correspondence or extension credit will be accepted. See Graduate Transfer Credit** section on page 89.

Specific additional degree program admission requirements are as follows:

### EMBA

Application deadline of June 1 for entry in September; highly competitive admissions for currently employed professionals; letters of recommendation are required; fixed curriculum; fixed schedule. Many unique features.

### MA - Psychology

900 minimum combined GRE score required; 3.0 on undergraduate degree with major in psychology required (or 3.5 on last 60 hours of undergraduate or post-baccalaureate work); written statement. Conditional admission is possible; an applicant with a cumulative quality point average of 3.0 or above or 3.5 on the last 60 semester hours but less than 900 on the Graduate Record Examination may be conditionally admitted. Then one's average of 3.0 or above on the first 12 graduate semester hours may earn regular admission status. An interview with the psychology Chairman and/or psychology faculty may be required. Letters of recommendation are required. If an applicant does not have a major in psychology, then specific background courses are required, (normally 12 semester hours of specified work taken within the past seven years).

### MA - Theological Studies

A minimum score of 900 on the GRE is required. A minimum of 18 semester hours of undergraduate Christianity courses including **Old Testament, New Testament, Christian Doctrine** or theology, philosophy, and 6 hours of Greek or Hebrew. A written comprehensive examination in language may be required for placement purposes.

### MA - Pastoral Psychology and Counseling

A QPA of 3.0 with 900 combined GRE score; a QPA of 2.8 and a 950 combined GRE score; or a QPA of 3.2 with 850 combined GRE score. An undergraduate major in psychology or 12 hours of psychology courses equivalent in content to PSYC 1313, 2301, 2364, and 3303 is required. At least 18 semester hours in religion courses, three professional letters of recommendation, and a denominational letter of endorsement are also required. An interview with the Program Admissions Committee of the Department of Behavioral Sciences may be requested by the applicant or may be required by the Department.

### MBA 2000

GMAT score plus (200 X QPA) must be equal to or greater than 1000 (GMAT minimum score of 450 required); prerequisites in accounting, economics, statistics, management and management science are required before program entry.

### MEd

GEE score of 850 or higher or MAT score of 35 or higher; QPA of 2.5 or higher; Writing Workshop required of less than 400 verbal GRE or less than 45 on MAT. Bilingual Education requires minimum scores at 80th percentile on MLA Cooperative Proficiency Test in Spanish and English. Valid Texas teaching certificate required for certification as administrator, counselor, reading specialist, or diagnostician. For scores below 850 GEE, see Department Chair.

### MLA

Interview with program director; entrance test is NOT required; for the degree, students may select thirty-six hours of course offerings from among the three or more courses offered each quarter in various academic disciplines.

### MS - Health Administration

450 minimum GMAT score or 900 minimum GRE score with 400 minimum score on both verbal and quantitative sections required for admission to program. GMAT score plus (200 x QPA) must be equal to or greater than 1000; or 1/2 GRE score plus (200 x QPA) must be equal to or greater than 1000. Entrance exam waived for holders of graduate degrees from regionally accredited universities.

### MS-HEM

450 minimum GMAT score or 900 minimum GRE score required for admission. Written statement and letters of recommendation are required. Pre-requisites for admissions: Leveling courses required in accounting and behavioral management.

### MS - MCS

450 minimum GMAT score or 900 minimum GRE score required. Pre-requisite requirements in accounting, statistics, and information technology. Entry in any quarter. Admission reserved for information systems professionals and principal users of these systems.

### MS - Management

Earned MBA from regionally accredited institution.



## MS - Nursing

BSN degree from an NLN or CCLE accredited program; undergraduate QPA of at least 2.5; hold active, unencumbered R.N. license in the state of Texas; Miller Analogies Test score of at least 45 or GRE score of at least 900 with minimum of 400 on both verbal and quantitative sub-scores. If the GRE is used, applicant must equal at least  $1000 = (\text{undergraduate QPA} \times 200) + 1/2 \text{ GRE score}$ .

# International Student Admission

An international student is defined as any student attending the University on a student visa issued by the United States government. International students seeking admission should apply and submit all test scores and transcripts to the appropriate admissions office at least **60** days before registration of the quarter they plan to attend. The University cannot issue immigration papers for student visas until all credentials have been received and the student is accepted for admission. No conditional or temporary admission is granted to 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 or the Graduate Admissions Office. There is a non-refundable application fee of U.S. \$85.00. This fee should be submitted using a check or money order drawn on a U.S. bank. Applications for graduate study must include an application for a specific degree program in addition to the University admission application.
- 2. Transcripts** - An official transcript showing graduation from a secondary school or its equivalent for undergraduate applicants. An official transcript showing a degree notation from a regionally accredited college or university must be submitted for graduate admissions as well as official copies of transcripts from each post-secondary institution attended. 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 a University approved service for evaluation with subject breakdown and quality point average calculation. A copy of the evaluation should be sent directly to Houston Baptist University from the evaluation service. The materials for graduate students are due 60 days before registration. Names of approved evaluation services are available from the University.  
  
If the applicant has attended a college or university, he must submit to Houston Baptist University an officially certified and English translated transcript of each college or university attended. The transferring undergraduate student must have a minimum quality point average 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. The graduate admissions office must receive all supporting materials at least 60 days before registration.
- 3. Language Entrance Examination**- On the Test of English as a Foreign Language (TOEFL) a total score of 550 or greater is required for undergraduate and graduate applicants. English courses are not ordinarily accepted in transfer from universities in countries where English is not the primary language.
- 4. SATIACT.** Scores -International students entering as freshmen are not required to submit SAT or ACT scores in addition to the TOEFL.

5. **Affidavit of Support** - International students must submit documentation verifying financial support. Students must submit an Affidavit of Support (I-134) with a statement from the bank verifying the account balance in U.S. dollars.
6. Health Insurance - An international student is required to have medical insurance. The Student Affairs Office furnishes all students with information regarding an acceptable plan that is available to any University student.
7. One letter of recommendation for undergraduate admission.
8. A personal statement for undergraduate admission.
9. International Students will not be issued an I-20 form until all documents have been received and the student has been accepted by the Admissions Office. All University admissions of international students are conditioned upon meeting the stated requirements.

# FINANCIAL AID

# 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 student covers only fifty percent 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.

The University reserves the right to change tuition, fees, and charges should conditions make it necessary.

The Business Office is open for business Monday through Friday 8:00 a.m.-5:00 p.m. An after-hours depository is available for paying bills.

## Undergraduate Tuition and Fees 1998-1999

### TUITION:

Tuition per semester hour for all new students, 1998-99 .....	\$280.00
Tuition per semester hour guaranteed rate through 8/31/2002 .....	\$310.00

(See Undergraduate Admissions Office for details)

### FEES:

Application Fee .....	25.00
Applied Music Fee - per quarter	
One 30 minute lesson per week .....	15.00
Two 30 minute lessons per week .....	30.00
Audit Fee - per semester hour (no credit given).....	60.00
Comprehensive Fee - per quarter .....	175.00
Change of Schedule Fee - per course .....	5.00
College Level Exam Program Fee .....	50.00
Computer Lab Fee - per course .....	20.00
Computer/Library Fee - per quarter .....	65.00
Deferred Payment Fee - per quarter .....	30.00
Education Curriculum & Instruction Fee - per course .....	45.00
Education Field Based Course Fee - per course .....	20.00
Health Ins. (mandatory for all campus residents) .....	as per current rate
Late Registration Fee - after Registration Day .....	40.00
Mass Media Fee - per course .....	20.00
Matriculation Fee (one time fee for new students) .....	100.00
Music Accompanist Fee - per quarter (Voice Lessons Only)	
One 30 minute lesson per week .....	50.00
Two 30 minute lessons per week .....	100.00
Nursing Lab Fee - per course .....	25.00
Recording Fee for Advanced Placement credit - per semester hour .....	15.00
Science Laboratory Fee - per course .....	27.50
Transcripts, Enrollment Verifications, and Statements of Standing (All accounts must be cleared before any information can be released) ....	no charge

ALL FEES ARE NON-REFUNDABLE.

**ROOM AND BOARD:**

A meal plan is required for all dormitory residents. The University reserves the right to change charges should conditions make it necessary.

<b>RESIDENTS</b>	<b>SEMI-PRIVATE ROOM</b>	<b>PRIVATE ROOM</b>
19 meals per week per quarter (including tax) . . . . .	1,160.00	1,460.00
15 meals per week per quarter with \$50.00 munch money (including tax) . . . . .	1,135.00	1,435.00
15 meals per week per quarter (including tax) . . . . .	1,100.00	1,400.00

**NON-RESIDENTS (BOARD ONLY)**

19 meals per week per quarter (including tax) . . . . .	685.00
15 meals per week per quarter with \$50.00 munch money (including tax) . . . . .	660.00
15 meals per week per quarter (including tax) . . . . .	625.00
10 meals per week per quarter with \$50.00 munch money (including tax) . . . . .	540.00
4 meals per week per quarter with \$50.00 munch money (including tax) . . . . .	275.00
2 meals per week per quarter with \$75.00 munch money (including tax) . . . . .	195.00

**ESTIMATE OF UNDERGRADUATE EXPENSES PER QUARTER:**

Tuition (9 hours @ \$280.00/per hour) . . . . .	\$2,520.00
Comprehensive Fee . . . . .	175.00
Computer/Library Fee . . . . .	65.00
Semi-private Dorm Room including 15 meals per week meal plan.....	1,100.00
Total . . . . .	\$3,860.00

**Graduate Tuition and Fees**

**TUITION:**

EMBA - per 2 year program . . . . .	29,500.00
MAP/MAPCP - per 3 semester hour course . . . . .	840.00
MA-TS - per 3 semester hour course . . . . .	840.00
MBA 2000 - per 3 semester hour course . . . . .	900.00
MEd - per 3 semester hour course . . . . .	840.00
MLA - per 3 semester hour course . . . . .	900.00
MS-HA - per 3 semester hours course . . . . .	900.00
MS-FIRM - per 3 semester hour course . . . . .	900.00
MS-MGMT - per 3 semester hour course . . . . .	900.00
MS-MCS - per quarter . . . . .	2,800.00
MSN - per 3 semester hour course . . . . .	1,050.00
MSN - FNP per 2 year program . . . . .	13,975.00
MSN - FNP - CC per 2 year program . . . . .	16,250.00
MSN - CCN per 2 year program . . . . .	11,050.00

**FEES:**

Application Fee . . . . .	25.00
Change of Schedule Fee - per course . . . . .	5.00
Comprehensive Fee - per quarter* . . . . .	150.00
Computer/Library Fee - per quarter* . . . . .	85.00
Deferred Payment Fee . . . . .	30.00
Education Curriculum and Instruction Fee - per course . . . . .	45.00
Education Field Based Course Fee - per course . . . . .	20.00
Late Registration Fee - after Registration Day . . . . .	40.00
MEd Evaluation Deposit . . . . .	150.00
Nursing Graduate Student Lab Fee - per course . . . . .	25.00
Prerequisite Equivalency Exams (each) . . . . .	75.00
Tuition Deposit (EMBA and MCS only) . . . . .	100.00

\*Included in tuition for EMBA and MS - MCS

**ALL FEES ARE NON-REFUNDABLE**

**ESTIMATE OF TYPICAL GRADUATE EXPENSES PER QUARTER:**

Tuition (2 courses @ \$900/per course) . . . . .	\$1,800.00
Comprehensive Fee . . . . .	150.00
Computer/Library Fee . . . . .	85.00
Total . . . . .	\$2,035.00

**Payment of Accounts**

Tuition, room, board and fees are due and payable at the time of registration. Students who pre-register must complete their arrangements with the Business Office no later than one week before the first day of classes to prevent cancellation of their schedule. However, Houston Baptist University does provide a deferred payment plan for the convenience of students and parents unable to pay the total cost at registration. (There is a per quarter fee to utilize the deferred payment plan.) The basis of the plan is as follows:

The total expenses of the quarter (less any financial aid) are divided into three equal payments with the first payment due at registration. The balance is then due over the following two months.

Payments made in person may be in the form of cash, check, money order, Mastercard, Visa, Discover Card, or American Express. In addition, credit card payments are accepted by telephone during business hours.

Registration is not complete until a student has cleared the Business Office. A late fee of \$40.00 will be assessed for students who fail to clear the Business Office by the stated deadline.

Fees for tuition, room and board become the responsibility of the students in accordance with the Drop/Refund policy below. Failure to make payments of any indebtedness to the University when due, including but not limited to tuition, housing or rental charges, student loans, special fees, library or parking fines, is considered sufficient cause, until the debt is settled with the appropriate office to (1) bar the student from classes, (2) withhold diploma or transcript, and (3) suspend the student. This policy will be equally enforced against debts discharged through bankruptcy, as far as the law allows.

**Refund Policy**

The University plans its expenditure for the year based on the anticipated attendance of students enrolled. Its instructional and operating costs are not reduced by the withdrawal of a student after a quarter has begun.

A fee of \$5.00 will be charged per course for each change initiated by the student.

A student who withdraws from a course (except special summer sessions) will receive a refund on tuition and fees (except non-refundable fees) in accordance with the following schedule:

Within first week of the quarter	90%
Within second week of the quarter	70%
Within third week of the quarter	50%
After third week	No Refund
General and special fees are not refundable.	

# UNDERGRADUATE FINANCIAL AID

The financial aid policy of the University is to attempt to help meet the financial need of all qualified students through the use of one or more forms of aid listed below. Each applicant for aid should submit the Free Application for Federal Student Aid (FAFSA) copies of signed tax returns for the student and parent if the student is a dependent student, and the Houston Baptist University Financial Aid Application to the Financial Aid Office. A financial aid transcript from all previous schools is required for students who transfer mid-year. Applications should be filed in the Financial Aid Office as soon after January 1 as possible; a package of aid will then be prepared and mailed to each student.

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. For financial aid purposes, eight or more hours are considered full time; six hours is considered half time.

Consistent with federal regulations, no federal funds may be used for political purposes.

## Scholarships

### **Academic Scholarships**

These scholarships are awarded on past academic achievement. Eligibility for these scholarships include: freshmen must graduate in top 10% of class and score 1100 on the SAT or 24 on the ACT. Transfer students must have a cumulative QPA of 3.5. Currently enrolled students may apply for this scholarship.

### **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 awarded to Baccalaureate nursing majors who are enrolled in clinicals in the nursing program. Transfer and currently enrolled students must have a cumulative 2.5 QPA. The funds for nursing scholarships are provided by the Memorial Hospital, the Houston Endowment, other foundations, and interested individuals.

### **Valedictorian Scholarships**

Houston Baptist University honors the valedictorians of the graduating classes in Texas high schools by awarding an academic scholarship that is renewable annually. The University also honors the recipient of the certificates awarded by the Independent Colleges and Universities of Texas to the highest-ranking male and female graduate

of Texas high schools. Applications must be submitted by July 1st for the fall quarter matriculation.

## Grants

### **Grants-in-Aid**

These grants are made to students who may not qualify for scholarships but who can contribute special abilities in such areas as athletics, music, and art. Application is made through the individual departments.

### **Pell Grants**

Range: \$400–\$3000. Eligibility Requirements: (1) Demonstrate financial need, (2) be a U.S. citizen, (3) not have a Bachelor's degree.

Application is made using the FAFSA.

### **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. Application is made using the FAFSA.

### **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 (Students who are student teaching or majoring in nursing are also eligible if the student is enrolled in six hours.); (3) establish financial need; (4) not be a recipient of any form of athletic scholarship; (5) not be a Christianity major. Application is made using the Federal Form Packet.

## loans

Houston Baptist University participates in the Wm. D. Ford Direct Lending program offering the Direct Parent Loan, the Direct Subsidized Loan, and Direct Unsubsidized Loan programs. All of these are low interest loans, with deferment options. Application is made using the FAFSA.

## Ministerial Aid

Southern Baptist students considering a church-related vocation can receive up to \$40 per semester hour from the Baptist General Convention of Texas. Application is made through the Center for Ministry Careers.

Full-time ministerial staff of Southern Baptist Churches can receive a Presidential Scholarship for up to one-half tuition costs. Dependents of full-time ministerial staff are also eligible. Application is made through the University Minister.



# Veterans Benefits

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

# 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.

# 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 William D. Ford Federal Direct Loan and the William D. Ford Federal Direct Unsubsidized Loan programs. 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 University Records Office, HBU. Inquiries regarding all financial aid opportunities should be addressed to the Director of Financial Aid, Houston Baptist University. For financial aid purposes, six or more hours are considered fulltime; three hours is considered half **time. (See Undergraduate Financial Aid** for a more complete description of programs.)

# **ACADEMIC POLICIES**

# UNIVERSITY ACADEMIC POLICIES

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

## **Administrative Withdrawal of a Student**

The Registrar, with the approval of the Dean of the college in which the course is taught and with the approval of the Vice-President for Academic 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. If the pre-requisites or co-requisites as listed in the current HBU **Bulletin of Information** for the course from which the student is being withdrawn have not been met.
2. Circumstances beyond the student's control (serious illness, accident, etc.) that will involve excessive absences in the courses from which the student is being withdrawn.

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

## **Application for Degree**

Each student must file for graduation at least three quarters before the date graduation is expected. The application for graduation 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.

By action of the University Academic Affairs Committee on January 13, 1984, as revised on October 31, 1991, 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 the Registrar's Office upon the successful completion of two years of graduate school for the granting of the Bachelor's degree. The student must complete all Smith College requirements. 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 Requirements**

Faculty members are responsible for maintaining complete and accurate attendance records for each student. The number of absences for each student is recorded on the grade sheet for each course at the end of the quarter. A student must be present for at least two-thirds of the class sessions. A grade of "F" is assigned to the student who does not meet this minimum attendance requirement. Regular attendance in class, labs, internships, and practicum experiences is expected of all students. Attendance

may be considered as a factor in determining the final course grade as stipulated in the course syllabus.

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.

## Center for Ministry Careers

The Center for Ministry Careers is the means by which Houston Baptist University coordinates its many efforts to assist students who are committed to or seriously considering church vocations. The SERV (Support for Every Religious Vocation) Program provides financial aid and vocational guidance for students exploring ministry careers. Field-based opportunities through the Supervised Ministry Practicum are also provided through the Center. A placement referral service link students with churches seeking part-time and full-time staff. A testing battery and counseling service assist students with the process of self-discovery.

## Challenge Examinations

Challenge examinations are used to validate mastery of content (1) gained many years previously or (2) gained in part through co-curricular means. The University's policy disallowing life experience credit prohibits this option from being open to students who can show no formal study of the content area at the college level. For those who have some formal college study plus independent study or gained expertise, the challenge exam presents a viable option. The Registrar's Office must be the coordinator of all activity in this respect.

The student should secure a form from the Registrar's Office in advance of any challenge activity. This form requires the signature of the undergraduate department chair or the graduate program director (where applicable), the Dean of the College offering the content course, and the Vice President for Academic Affairs. This form should indicate (1) what academic coursework has been taken and when, (2) what additional expertise has been gained, and (3) what means will be used to determine demonstrable cognitive entry skills for the program stipulated.

Required scores for specific tests are stated in **the current Bulletin**. A grade of "CR" is entered on the transcript of the student who achieves the required score and the appropriate number of semester hours of credit awarded. At the graduate level, credit does not apply to degree requirements but does allow program admission based on the fulfillment of prerequisites.

In the event that another testing vehicle is proposed other than those listed under the Advanced Placement heading in **the current Bulletin**, the University Registrar will serve as the approval agent. Such a proposal should contain descriptive information as to the nature of the examination, grading standards, and comparability to the CLEP tests. The proposal should contain the signature of the program director and the appropriate dean before going to the Registrar. Failure to meet necessary deadlines will not be considered justifiable grounds for substituting for the CLEP test.

## Commencement

Commencement ceremonies are scheduled annually in August, February, and May. Degrees are conferred each quarter, and recipients are encouraged to participate in the first commencement convocation after completion of all degree requirements.

## Course Numbers

Courses of instruction are numbered to indicate the level of the course and the number of semester hours to be earned. The first digit denotes 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 ordinarily not register for courses beginning with a 5; courses beginning with a 6 are reserved exclusively for graduate students; it is recommended that undergraduates restrict their enrollment to courses that are not more than one digit away from their own student classification. 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 system for recording the grade (alpha, pass-fail, or audit) This choice may not change after registration for that term is closed. 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. See Pass-Fail Courses, page 44.

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 a comma separates the numbers, it is strongly recommended that both be completed.

## Cross Listed Courses

Courses that are cross-listed at both the graduate and the undergraduate level must have separate and specific written expectations for students in each category. Students receiving graduate credit will be required to complete work beyond that required of those receiving undergraduate credit. Higher levels of accomplishment and achievement will be expected of graduate students; these should be fully documented in the course syllabus. Differing criteria for grading may be utilized. Faculty will be expected to devote additional time and effort to the work of graduate students in such courses. Copies of the stated expectations for cross-listed courses shall be kept on file in the office of the Vice President for Academic Affairs.

## 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 whether academic dishonesty has occurred. The faculty member will decide whether to assign a zero for the specific component of work involved or an “F” for the course in the case of a classroom violation. The faculty member shall report the incident to the Dean of the College. 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. An existing Standards Committee within each College will serve as a hearing committee to assure that the student receives a fair hearing. The committee may take further action when academic dishonesty has occurred or may recommend further action to a standing University committee, i.e. Student Affairs or Admissions Committee. In every case, however, the grade assigned in the course is the province of the instructor. The Vice President for Academic Affairs should be notified of action taken by the Standards Committee. The instructor in every class should notify students of the policy regarding academic dishonesty at the beginning of each term. 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.

## **Final Examinations**

Final examinations are required in all undergraduate courses and must be taken as scheduled. In the quarter that all graduation requirements are met, graduating seniors will be exempt from taking final exams in 3000-4000 level courses in which they have obtained a grade of "A". Professors will notify eligible students one week prior to the time that senior grades are due in the Registrar's Office. Senior final examinations must be taken and the course grade reported at the time required by the Registrar's Office for the processing of senior grades. Days for examinations are given in this **Bulletin**. Each exam period, with the exception of the Summer Quarter, is preceded by one study day on which no grade determining activity may be conducted nor is due.

## **Grade Appeal Process**

Grades in academic courses may be appealed by the student through the office of the Dean in whose College the course was taught. Students should first discuss disputed grades with the faculty member. If no resolution can be achieved, an informal hearing will be scheduled by the Dean before a Standards Committee that exists in each college. The membership of the committee is composed of both student and faculty representatives. The Standards Committee hears the presentation of both parties in informal setting. No legal representation is allowed. Formal due process is not observed. The Committee has no coercive authority to force the change of a grade; however, the hearing aspect of the Committee process serves to assure integrity in the assigning of grades to students by faculty. If a student questions any grade as recorded in the University Registrar's Office, the student has a period of one year beginning with the end of the term in which the grade was awarded, or six months after the degree is conferred (whichever comes sooner), to challenge the accuracy of the grade. At the end of five years, the permanent record card will become the absolute record and a record may NOT be changed for any reason. A faculty member may not initiate a grade change after one calendar year.

## **Human Subjects in Research**

The Human Subjects Review Committee protects the rights of human subjects in research projects proposed by faculty, staff, students, and/or outside persons. The University's Human Subjects Review Committee is responsible for reviewing all

research proposals involving human subjects. Review applications may be obtained from the Committee Chair.

## **Internship Programs**

Houston Baptist University offers internship opportunities under the direction of the various academic colleges in awareness of the value of practical experience in the learning process. Internship experience enables the student to apply classroom theory to actual situations and to develop problem-solving and decision-making skills. Credit is awarded based on clock hours of experience gained. One semester hour of credit may be awarded for each 30 clock hours of internship experience up to a maximum of three semester hours each term. Ordinarily, ethical practice suggests that the student in the performance of internship responsibilities receive no pay. The Vice President for Academic Affairs and the President must approve formal agreements for practica, internships and clinical experience. Legal review of formal memoranda of understanding shall be secured from the Legal Counsel to the President.

## **Military Service Credit**

The recommendations of the American Council on Education is ordinarily followed in determining eligible college credit for satisfactory completion of formally organized service school programs in the military. 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 so that advisors can 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 eight 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 (GED) tests (college level), and no credit in human kinetics is awarded for military service experience or training.

## **Pass-Fail Courses**

Houston Baptist University undergraduate 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 experience that is more extensive in the selected area. This option does not apply to courses required by the University for a degree except in the case of physical education. In addition, courses taken on this basis may not be used as a part of a major. The hours earned in pass-fail courses are counted in the total required for a degree but not for honors. 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. 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.” The pass-fail grade is not available for graduate courses.

## **Registration Procedure**

Registration will be conducted as scheduled in the University Calendar for 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 priority registration, but faculty members and administrative officers will be available to give 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. 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 fourth class day of 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 student-initiated change in schedule after registration will involve the payment of a special fee and the approval of the change by the student’s advisor and the instructor of each class involved. A form for this purpose is provided by the Registrar’s 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. Failure to act accordingly will be grounds for loss of privilege.

## **Transcripts**

Official scholastic records will be maintained in perpetuity for each student who registers for credit at Houston Baptist University. These records are the joint property of the student and the University, and as such will be handled with care and confidence. Certified copies will be available to students and graduates. To obtain this service, the person whose record is involved completes and signs a Transcript Request and leaves it with the Registrar’s Office. Students should allow 3 working days for the request to be processed. Transcripts cannot be released until satisfactory arrangements have been made regarding all financial obligations to the University. The University cannot issue copies of transcripts or other documents received from other institutions or agencies, nor may official records be removed from academic files once placed there.

If a student questions any grade as recorded in the University Registrar’s Office, the student has a period of one year beginning with the end of the term in which the grade was awarded, or six months after the degree is conferred (whichever comes sooner), to challenge the accuracy of the record. At the end of five years, the permanent record card will become the absolute record and may NOT be changed for any reason. A faculty member may not change a grade upon personal initiation after one calendar year.



## **Transfer & Transient Policies**

All students requesting transfer or transient status are subject to the policies described in “Undergraduate Program Policies”. In addition, graduate students should refer to the “Graduate Transfer Credit” section of this **Bulletin**.

## **Withdrawal Procedure from Class**

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 lower scholastic standing and greater financial loss. Proper forms and instructions to follow may be obtained from the University Registrar’s Office. In every case, no student may withdraw after the published last day to withdraw in **the University Bulletin**.

Grades assigned on withdrawal are described under “Grading System,” elsewhere in this **Bulletin**.

## **Withdrawal Procedure from University**

A student who is withdrawing from all courses in the University may do so, with the approval of the University Registrar, at any time prior to the beginning of the final examination period with a grade of “W.” The student must demonstrate that the withdrawal is due to circumstances beyond the control of the student.

# **UNDERGRADUATE PROGRAM POLICIES**

## **Academic Load**

The minimum number of semester hours required to complete an undergraduate degree at Houston Baptist University (130 hours) suggests that a student must average approximately 11 semester hours each quarter to make normal progress toward degree completion in a four-year period. 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 eight or more semester hours in a regular quarter are considered full-time students. The Vice President for Academic Affairs must approve credit hour overloads.

## **Academic Warning**

First-time freshmen students failing to attain the cumulative scholastic standing of 1.60 QPA 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 the student and the faculty advisor. This action will be recorded on the student’s permanent transcript.

Transfer freshmen students failing to attain the minimum 1.60 QPA during their first quarter will be placed on Academic Warning for the ensuing quarter.

## **Academic Probation**

A student other than a freshman who has failed to earn the cumulative scholastic levels designated above and who is ineligible for Academic Warning will be placed on academic probation and removed from the list of degree candidates until the appropriate cumulative standing is attained. A student on academic probation must earn a 2.00 QPA standing in the current quarter to be eligible to continue in enrollment beyond that quarter. Removal from academic probation requires a 2.00 cumulative quality point average. Students on academic probation may not pre-register and are not eligible to represent the University.

The University Admissions Committee may consider transfer students who are eligible to return to their prior institution but who fail to attain minimal University standards. To be considered, the student must submit a personal statement, and two academic letters of recommendation before the last Monday of the quarter before the quarter for which the student seeks admission. Any student so admitted will be admitted on academic probation and must attain good standing within one quarter.

Students who are placed on academic probation will be notified of that action in writing and that action will be recorded on the student's permanent transcript.

## **Academic Suspension**

A student on academic probation who fails to attain a 2.0 QPA standing in the current quarter will be suspended and may not apply for readmission until at least one full quarter has passed. A student who is suspended must reapply at least one month before the next quarter begins. When reapplying after suspension, the student must schedule an interview with the Director of Admissions. A student on first suspension will be readmitted at the Director's discretion. If admission is denied, the student may appeal in writing to the Admissions Committee. Two letters of academic recommendation must support the student's appeal.

A student who is suspended for a second time may not apply for readmission until at least two quarters have passed. A student on second suspension must reapply at least one month before the quarter for which admission is requested begins. When reapplying after second suspension, the student must submit an appeal in writing to the Admissions Committee. Two letters of academic recommendation must support the student's application.

A student who is suspended for a third time is not eligible for readmission.

A student who is admitted after a suspension must earn a 2.00 QPA standing to continue. Such a student will be readmitted on academic probation and will maintain that status until a 2.00 QPA cumulative standing is earned.

## **Credit By Examination**

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 before expected fall enrollment. These examinations are normally given once each year, usually in May. University 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. See the chart of approved examinations on the following pages.

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 also receive credit by examination in French, German, or Spanish through the Modern Language Association 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; those scoring above the 50th percentile on Form LB may receive 3 hours of credit. Credit through examination is not awarded for foreign languages that are not taught at the University. Transfer credit will, however, be awarded for course work in a foreign language not offered at Houston Baptist University but taken at an accredited college or university. The student must have two semesters of the same language in order to receive credit toward a degree. **No life experience credit is awarded.**

Houston Baptist University students who earn IB examination credit will, subject to approval by the relevant departments, receive credit for individual higher level examinations on which they receive a score of 5, 6, or 7.

All credit is posted only after the student has completed at least 8 semester hours at Houston Baptist University with a QPA of 2.0 or greater. A posting fee will be assessed at such time. See **Fee** section of **Bulletin**.

CREDIT AREA	APPROVED EXAMINATION	SEM. HRS. CREDIT	EQUIVALENT HBU COURSE	REQUIRED STD. SCORE
Accounting	CLEP Subject: Intro. Acct.	6 hrs. cr.	ACCT 2301, 2303	71st%
Biology	College Board Achievement: Biology	4 hrs. cr.	BIOL 2474	560
	CLEP Subject: Biology	4 hrs. cr.	BIOL 2474	71st%
	Advanced Placement: Biology	4 hrs. cr. 4 hrs. cr.	BIOL 1404 BIOL 2474	3 4 or 5
	International Baccalaureate: Biology	4 hrs. cr. (non-science major) 8 hrs. cr.	BIOL 1404 BIOL 1404, 2474	4 5, 6 or 7
Chemistry	College Board Achievement: Chemistry	4 hrs. cr.	CHEM 2413	560
	CLEP Subject: Chemistry	4 hrs. cr.	CHEM 2413	71st%
	Advanced Placement: Chemistry	4 hrs. cr. 4 hrs. cr.	CHEM 1404 CHEM 2413	3 4 or 5
	International Baccalaureate: Chemistry	4 hrs. cr. (non-science major) 8 hrs. cr.	CHEM 1404 CHEM 1404, 2413	4 5, 6, or 7
Computer Info. Systems	CLEP Subject: CISM Computer Applications	3 hrs. cr.	CISM 1321	71st%
	Advanced Placement: Computer Science AB	3 hrs. cr.	CISM 1321	4
	International Baccalaureate: Computing Studies	3 hrs. cr.	CISM 1321	5

CREDIT AREA	APPROVED EXAMINATION	SEM. HRS. CREDIT	EQUIVALENT HBU COURSE	REQUIRED STD. SCORE
Economics	CLEP Subject: Intro. Macro.	3 hrs. cr.	ECON 2301	71st%
	CLEP Subject: Intro. Micro.	3 hrs. cr.	ECON 2302	71st%
	Advanced Placement: Macroeconomics	3 hrs. cr.	ECON 2301	4
	Microeconomics	3 hrs. cr.	ECON 2302	4
International Baccalaureate: Economics	Economics	3 hrs. cr.	ECON 2301	5
	Economics	3 hrs. cr.	ECON 2302	5
English	CLEP Subject: Freshman Engl. with Essay	3 hrs. cr.	ENGL 1313	71st%
	College Board Achievement-National: Engl. Comp.	3 hrs. cr.	ENGL 1313	550
	Advanced Placement: Lang & Comp Lit & Comp	3 hrs. cr. 6 hrs. cr.	ENGL 1313 ENGL 1313, 1323	3 4 or 5
	International Baccalaureate: English	6 hrs. cr.	ENGL 1313, 1323	5, 6, or 7
French	Advanced Placement: Literature	12 hrs. cr.	FEEN 1314, 1324, 2314, 2324	3
	Language	9 hrs. cr.	FREN 1314, 1324, 2314	3
	Language	12 hrs. cr.	FREN 1314, 1324, 2314, 2324	4 or 5
	International Baccalaureate: French	12 hrs. cr.	FREN 1314, 1324, 2314, 2324	5, 6, or 7
German	Advanced Placement: Literature	12 hrs. cr.	GERM 1314, 1324 2314, 2324	3
	Language	9 hrs. cr.	GERM 1314, 1324 2314	3
	Language	12 hrs. cr.	GERM 1314, 1324 2314, 2324	4 or 5
	International Baccalaureate: German	12 hrs. cr.	GERM 1314, 1324 2314, 2324	5, 6, or 7

CREDIT AREA	APPROVED EXAMINATION	SEM. HRS. CREDIT	EQUIVALENT HBU COURSE	REQUIRED STD. SCORE
History	CLEP Subject: U.S. History to 1865	3 hrs. cr.	HIST 2313	71st%
	U.S. History 1865-On	3 hrs. cr.	HIST 2323	71st%
	Advanced Placement: U.S. History	3 hrs. cr.	HIST 2313	3
	U.S. History	6 hrs. cr.	HIST 2313, 2323	4
	International Baccalaureate: History-Europe	3 hrs. cr.	Lower Level Elective	5, 6, or 7
Management	CLEP Subject: Intro. Mgmt.	3 hrs. cr.	MGMT 3301	71st%
Marketing	CLEP Subject: Intro. Mktg.	3 hrs. cr.	MKTG 3301	71st%
Mathematics	College Board Achievement: Math Level 1	3 hrs. cr.	MATH 1313	550
	Math Level 2	3 hrs. cr.	MATH 1323	550
	CLEP Subject: Algebra	3 hrs. cr.	MATH 1313	71st%
	Trigonometry	3 hrs. cr.	MATH 1323	71st%
	Algebra/Trig	4 hrs. cr.	MATH 1434	71st%
	Advanced Placement: Calculus AB	4 hrs. cr.	MATH 1434	3
	Calculus AB	8 hrs. cr.	MATH 1434, 2434	4 or 5
Calculus BC	4 hrs. cr.	MATH 2434	3	
Calculus BC	8 hrs. cr.	MATH 2434, 2444	4 or 5	
	International Baccalaureate: Mathematics	4 hrs. cr. (non-math major)	MATH 1434	4
		8 hrs. cr.	MATH 1434, 2434	5, 6, or 7
Music	International Baccalaureate: Music Literature (Higher Level)	2 hrs. cr.	MUHL 2212	5 or higher
	Music Theory (Higher Level)	3 hrs. cr.	MUTH 1312	5 or higher

CREDIT AREA	APPROVED EXAMINATION	SEM. HRS. CREDIT	EQUIVALENT HBU COURSE	REQUIRED STD. SCORE
Political Science	Advanced Placement: American Government	3 hrs. cr.	POLS 2313	4
	CLEP Subject: American Government	3 hrs. cr.	POLS 2313	71st%
Psychology	International Baccalaureate: Psychology	3 hrs. cr.	PSYC 1313	5,6, or 7
Spanish	Advanced Placement: Literature	12 hrs. cr.	SPAN 1314,1324, 2314, 2324	3
	Language	9 hrs. cr.	SPAN 1314,1324, 2314	3
	Language	12 hrs. cr.	SPAN 1314,1324, 2314, 2324	4 or 5
	International Baccalaureate: Spanish	12 hrs. cr.	SPAN 1314, 1324 2314,2324	5, 6, or 7

Note: On CLEP Subject Area tests, the required score is either as stated above or, if not stated, at the 71st percentile. CLEP scores ordinarily may not be transferred from one institution to another.

### **Classification of Undergraduate Students**

- Freshman: Fewer than 32 semester hours of credit
- Sophomore: At least 32 and not more than 63 semester hours
- Junior: At least 64 semester hours, and an approved degree plan on file with the Registrar
- Senior: At least 96 semester hours and a 2.00 scholastic standing or above
- Special: 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 fewer than eight semester hours in a regular quarter

### **Convocation Program**

The Convocation program contributes to the co-curricular education that a student receives. Convocation is the medium for a credible, sensitive, comprehensive

witness to life in Christ, by which people are introduced and encouraged to salvation and spiritual growth, to the building of community within a diverse student body, and to the sharing of ideas, information, and talents for the enhancement of life. A convocation is held every Thursday at 10:10 a.m. in Sharp Gymnasium. Other options available for convocation credit include Bible study, seminars, lectures, retreats, mission trips, and community service opportunities. Convocation participation is a graduation requirement for all degree seeking undergraduate students. (See **Undergraduate Degree 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 each quarter. Full-time undergraduate students registered for a minimum of 8 semester hours of alpha grade credit and 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 eight semester hours with a QPA of 3.25 through 3.499 comprise the Honor Roll.

Students registered for fewer than eight 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 of credit 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 the current **Bulletin of Information** at the time of filing and will be valid for a period not to exceed 5 years from the date of filing. The student must submit the degree plan to the Registrar's Office in person.

## **Degrees with Distinction**

Honors at graduation are awarded to undergraduate students who have completed a minimum of 64 semester alpha hours in residence at Houston Baptist University and have 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.

## **Majors and Minors**

Since most baccalaureate graduates of Houston Baptist University will complete a major in each of two selected academic fields of interest, minors are not recognized or indicated on student records except in the Bachelor of General Studies degree. No more than 36 semester hours in the same field may be counted as a part of an undergraduate degree program.

Upon occasion, a student who holds the undergraduate degree from Houston Baptist University may wish to complete courses to add a third major. When this request is made in the Registrar's Office, the student must file a modified degree plan which details the requirements for the major which are in effect at that time, including any



new requirements for Smith College. Upon completion of all requirements for the third major, the student should notify the Registrar's Office so that a note can be added to the appropriate section of the student's transcript which verifies completion of the major and the date.

## **Off-Campus Courses**

Students contemplating concurrent or transient enrollment at any other college MUST secure prior approval in writing from the University Registrar at Houston Baptist University in order for credits to be accepted in transfer. Only credit from regionally accredited institutions will be considered for transfer credit. For the student seeking a baccalaureate degree, this work may NOT be taken at a two-year institution once the student has accumulated 64 semester hours of post-secondary credit. After completion of approved work elsewhere, an official transcript showing the approved work must be sent directly to Houston Baptist University Records Office. Failure to comply with this requirement may result in the denial of credit. Failure to report work taken at another institution constitutes grounds for dismissal from Houston Baptist University.

## **Pre-Engineering Program**

The University participates in collaborative programs that can lead to the student's receiving a degree in engineering from another institution as well as a degree from Houston Baptist University. For detailed requirements, please see "Pre-Engineering Program" under **Undergraduate Degree Requirements**.

## **Pre-Law Program**

Students preparing to enter law school should plan their programs with attention to educational breadth. The opportunity to choose two majors will enable the prospective law school student to prepare more broadly than might ordinarily 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 training in science and scientific method, as well as basic communication courses and accounting, are all elements of a broad background for law school. Suggested undergraduate majors include accounting, economics, English, history, management, political science, psychology, sociology and speech communications. Students interested in a pre-law program are encouraged to establish a relationship with the pre-law advisor and to join the pre-law society as well as to participate in mock trial and debate. In the spring quarter of the junior year, students are advised to prepare for the Law School Admissions Test and to compile the information required by the Law School Data Assembly Service.

## **Pre-Medical Program**

Beginning with the graduation of the first class in 1967, Houston Baptist University has enjoyed a high rate of acceptances to all Texas medical and dental schools. The careful counseling of individual pre-medical and pre-dental students by members of the pre-professional advisory committee, coupled with proper guidance for preparing students for the MCAT (Medical College Admission Test) and DAT (Dental Aptitude

Test), has resulted in placing many students in professional schools. For detailed requirements, please see “Pre-Medical Program” under **Undergraduate Degree Requirements**.

## **Pre-Theological School Program**

A special pre-seminary major has been designed for students who plan to continue theological studies at seminary or other graduate schools. Students should discuss this program with the chairman of the Department of Christianity and Philosophy. The program permits students to waive the requirement for selected courses in the first year of seminary training.

## **Reading Proficiency Requirement**

All students filing degree plans after March 1, 1995 will be required to meet a proficiency requirement in reading. A student can demonstrate proficiency in several ways:

1. SAT minimum verbal score of 550; if the SAT verbal was taken before April 1, 1995, a score of 470 is acceptable.
2. ACT minimum score of 22 on the English portion
3. A score of 18 or better on the Pre-TASP Exam
4. A currently acceptable passing score on the TASP Exam

The University will offer the Pre-TASP Exam quarterly. The Pre-TASP exam will be required in the first quarter of matriculation of all students not meeting the above criteria. Students not obtaining a score of 18 or better on the Pre-TASP Exam will be required to enroll in EDRE 1333, **Reading for Effective Learning**.

The reading proficiency is a requirement of all students seeking a degree, including those students possessing a degree and who want to enroll for a second degree. Those students with a degree and wishing to take undergraduate or graduate courses or seeking teacher certification or endorsement do not need to meet the University's reading proficiency requirement.

## **Repeated Courses**

Students may repeat courses that they have previously taken. For purposes of QPA calculation, courses taken at Houston Baptist University which are repeated at Houston Baptist University are counted as having been taken only one time. The student may raise the cumulative QPA by this means. In order to receive this treatment of the grade, the student must notify the Registrar's Office of the repeated course. Students should be aware, however, that many graduate and professional schools and certifying agencies calculate QPA using all grades earned in all registrations.

## **ROTC Cross-Enrollment Program**

### **Army**

Houston Baptist University students may participate in the Army Reserve Officers Training Corps unit at the University of Houston. The cross-enrollment program is an arrangement between the student and the Military Science Department at the University of Houston.

Academic credits are transferred to the student's records at Houston Baptist University. Underclassmen spend 3-5 hours a week in class and leadership lab.

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. Tuition is charged for these courses at the current Houston Baptist University undergraduate. Two and three-year ROTC scholarships are available. 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, University of Houston, Houston, Texas 77204-5320 (713-743-3875).

## Navy

Houston Baptist University students may participate in the Naval ROTC Unit at Rice University. The cross-enrollment program is an arrangement between the student and the Naval Science Department at Rice University.

Tuition is charged for these courses at the current Houston Baptist University undergraduate tuition rate.

There are four NROTC Programs that 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 provides all tuition, books, school fees and uniforms plus \$100 per month.
2. A four-year College Program that leads to a commission in the Naval or Marine Corps Reserve provides all books and uniforms required for naval science courses.
3. A two-year Scholarship Program covering juniors and 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).

## **Residency Requirement-Undergraduate**

The minimum undergraduate residence requirement for the baccalaureate degree 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" or better in each course. The minimum undergraduate residence requirement for the associate degree is 15 semester hours. A student whose undergraduate degree programs include 60 semester hours in residence at this University may be allowed to earn 6 of his last 30 hours in another approved institution.

A minimum of thirty-three (33) additional semester hours of undergraduate credit taken at Houston Baptist University must be earned in order for a second degree to be conferred upon a student. All requirements for the second degree must be met.

## **Scholastic Standing**

The Records Office will maintain a cumulative record of the quality point standing of each student. 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; for students with fewer than 44 hours, see

“Academic Warning.” 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 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

The quality point average on which scholastic standing is based is determined by dividing the number of quality 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 who does not have a 2.00 cumulative standing may not register as a senior nor be considered as a candidate for a degree. A student must maintain the cumulative academic standing specified for his classification to be eligible to represent the University.

## **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
- CR for credit by examination. No hours attempted, no quality points
- D for below-average work - 1 quality point per semester hour
- IS for satisfactory progress, work incomplete because of circumstances of an unusual nature beyond the control of the student - 0 quality points and 0 semester hours-becomes “F” if not completed within one quarter. Summer is a bona-fide 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. An “IU” is calculated as a grade of “F”
- NR for extenuating circumstances, when the student who fails to complete the work of a course has failed to contact the instructor, the instructor may assign a grade of “NR.” An “NR” will have the same effect on the student’s QPA 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 in the “University Academic Policies” section
- 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 in the section titled “Withdrawal Procedure from University” under University Academic Policies
- X for courses audited-no hours attempted, no hours earned, no quality points

## **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. The transcript must be sent directly from the transfer institution to Houston Baptist University.

All foreign transcripts must be sent to an approved evaluation service. The evaluation service must send an official report directly to Houston Baptist University.

Transcripts from non-accredited institutions are not valid at Houston Baptist University. Such transcripts will serve only as evidence of course work completed at a non-accredited institution. A student may request to take challenge examinations to receive credit for such work.

A transfer student must meet the same scholastic standings as other full-time students. 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 or by extension and no course received in transfer with a grade of "D" or "F" will be accepted by the University. No credit is granted for courses taken on a pass/fail or satisfactory basis except Kinetics activity courses.

Credit through examination is not awarded for foreign languages that are not taught at Houston Baptist University. However, transfer credit will be awarded for course work in a foreign language not offered at the University but taken at a regionally-accredited college or university. In order to receive credit towards a degree, the student must have taken both semesters of the same language.

Students contemplating transient enrollment at any other institution must secure prior approval in writing from the University Registrar at Houston Baptist University in order for credits to be accepted in transfer. Only credit from regionally accredited institutions will be considered for transfer. For the student seeking a baccalaureate degree, this work may not be taken at a two-year institution once the student has accumulated 64 semester hours of post-secondary credit. After completion of approved transient enrollment, an official transcript showing the transient work must be sent directly to Houston Baptist University. Failure to comply with this requirement may result in the denial of transfer credit.

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

## **Written English Proficiency Examination**

All students who have not satisfied the Smith College English requirements or its transferred equivalents should be enrolled each quarter in the appropriate English course in the ENGL 1313-1323 sequence. After completing these courses, students must satisfactorily complete the Written English Proficiency Examination degree requirement. This may be met in one of several ways: a) by taking ENGL 1313 and 1323 at Houston Baptist University and earning at least the grade of "C"; b) by placing out of ENGL 1313 and/or 1323 by Advanced Placement or the CLEP exam taken at HBU; or c) by presenting evidence on an official University transcript of a passing score on a prior written English examination at another University. The English Department urges students who have not passed the Written English Proficiency Examination to meet with an assigned faculty member to discuss their diagnostic essay and to enroll in ENGL 1303 each quarter until they successfully complete the exam. The student's authorization to register for succeeding terms will depend on successful completion or enrollment in the appropriate English course.

# THE UNDERGRADUATE ACADEMIC PROGRAM

## Baccalaureate Degrees

The baccalaureate academic program of Houston Baptist University presents a highly coordinated sequential approach to a thoroughly sound undergraduate education. The University's general education requirements are designed to provide the graduate a solid liberal arts foundation that develops cultural literacy but also provides effective communication skill development. Most students complete a double major requirement. Senior seminars provide learning experience in research and presentation skill development. All instruction is presented in a framework that is consistent with the fullest meaning of Christian commitment, and a required sequence of courses in Bible and Christianity promotes that all graduates attain a desired level of Christian experience.

The freshman year is devoted chiefly to courses required in programs leading to the Bachelor of Business Administration, the Bachelor of Arts, the Bachelor of Science, the Bachelor of Music or the Bachelor of Science in Nursing 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. Ample time is available for each student to begin work in academic fields of individual interest leading toward the two majors which are a part of the degree program. The Smith College requirement of KINE 2200, **Human Wellness**, addresses the lifelong need for understanding the physical self. A course in computer information systems management is required of all degree candidates.

Interdisciplinary courses are offered in two sequences: Culture **and Human Experience** and **Great Issues of the 26th 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. 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 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 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 previously completed courses. Individual responsibility and independent study are emphasized. Free electives are available for those who wish to take advantage of these opportunities.

The Bachelor of General Studies degree is a degree completion program designed to help meet personal goals. It is not intended as a career preparation program. This degree is reserved for students within 60 hours of graduation. See note #19 below in Undergraduate Degree Requirements, p. 62.

## Associate Degree

The Associate Degree in Nursing is the only associate degree offered at Houston Baptist University. The academic program is derived from the baccalaureate general studies program. The freshman year begins with studies in English grammar and composition, computer information systems, a survey of the Old or New Testaments, and the biology and behavioral science courses which are foundational for the studies in nursing (BIOL 1414 **Introduction to Microbiology**, BIOL 2404 and 2414 **Anatomy and Physiology I and II**,

PSYC 1313 **General Psychology**, PSYC 3313 **Human Growth and Development**, and SOCI 1313 **Introduction to Sociology**). The nursing courses are begun during the end of the freshman year and require at least 8 quarters for completion of the degree.

## Undergraduate Degree Requirements

An approved undergraduate baccalaureate degree plan must be on file with the Registrar's Office before students with 64 or more semester hours of credit 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. Once a student begins a degree program at Houston Baptist University, it is expected that the student will complete the degree requirements at Houston Baptist University. The University reserves the right to refuse credits from other institutions toward completion of degree requirements at Houston Baptist University for the student who has already begun a degree program. Permission must be secured from the University Registrar in advance of matriculation and will be granted only in extreme circumstances. **(See Undergraduate Transfer Credit and Off Campus Requests).**

Candidates for undergraduate baccalaureate degrees must complete the following requirements:

1. A minimum of 130 semester hours, including KINE 2200, but not more than 4 semester hours in activity courses in human kinetics and not over 4 semester hours of other student activity courses, and not fewer than 48 semester hours of upper level courses. FYSE 1200 is required of all students who enter with less than 15 sem. hrs. credit.
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" or better 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 the last 30 hours at another approved institution, **(No life experience, or credit by correspondence or extension, and no course received in transfer with a grade of "D", "F", or "P" will be counted toward a degree.)** Students may **not** be enrolled concurrently at another college or university while enrolled as a full-time student at Houston Baptist University without prior approval from the Houston Baptist University Registrar. Total enrollment at both institutions cannot exceed 13 hours.
3. Convocation participation is a graduation requirement for all degree seeking undergraduate students. The Houston Baptist University **Student Handbook** contains a complete description of the Convocation point system to qualify for graduation. The "Points of Interest" quarterly publication provides the options to earn Convocation credit.
4. All undergraduate students must pass the Written English Proficiency Examination before a degree can be granted. (See page 58). All undergraduate students, including those students possessing a degree and wanting to enroll for a second degree, must meet a proficiency requirement in reading. The reading proficiency requirement may be met in several ways: (a) a SAT minimum verbal score of 550 (470 if taken before April 1, 1995); (b) an ACT minimum score of 22 on the English portion; (c) a score of 18 or better on the Pre-TASP Exam; or (d) a currently acceptable passing score on the TASP Exam. The reading proficiency is not required of those students possessing a degree and wishing to take undergraduate or graduate courses or seeking teacher certification or endorsement. The Pre-TASP exam will be required in the first quarter of matriculation of all students not meeting the criteria. Students not obtaining a score of 18 or better on the Pre-TASP Exam will be required to enroll in EDRE 1333, **Reading for Effective Learning**.

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. For degrees other than the Bachelor of General Studies degree and the Bachelor of Liberal Arts degree, two academic majors are required: 48 semester hours (at least 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 are included in these totals: 8 semester hours for all Baccalaureate degrees except the Bachelor of General Studies, the Bachelor of Business Administration, Bachelor of Science in Nursing and the Bachelor of Liberal Arts (which require 4 semester hours).
7. Senior Seminars are required in each major field. To be eligible to register for a senior seminar, a student must have a 2.00 cumulative quality point standing and must have completed a total of 80 semester hours, 15 of which must be in the field to be studied.
8. At the date of this publication, June 1998, undergraduate majors may be selected from accounting, art, bilingual specialization, biology, business, chemistry, reading-special education, Christianity, computer information systems, early childhood specialization, economics, engineering science, English, finance, French, history, human kinetics, interdisciplinary studies, management, marketing, mass media, mathematics, medical technology, music, nuclear medicine technology, nursing, physics, political science, psychology, reading, sociology, Spanish, and speech communications.
9. In order to register as a junior and become a candidate for a degree, a student must have on file with the Registrar's 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 not be changed after registration for the second quarter of the senior year. (See section on **Degree Plans**).
10. History2313 and2323 are required for teacher certification. Students in other programs may substitute other courses for this graduation requirement. (See Note 16, page 62).
11. Please check other more complete degree requirements as listed in **Degree Requirements** including notes 1 through 20, pages 60-62.
12. The recommended full-time student load is 8-12 semester hours each quarter.
13. The Bachelor of Science degree requires 7-8 semester hours of natural science. The science requirement for the Baccalaureate degree for science majors may be met by the following laboratory courses:
  - BIOL 2473 General Biology I
  - BIOL 2474 General Biology II
  - BIOL 2475 General Biology III
  - CHEM 2413 Chemical Concepts
  - CHEM 2414 Chemical Principles
  - PHYS 2413 Principles of Physics I
  - PHYS 2423 Principles of Physics II

The science requirement for the Baccalaureate degree for non-science majors may be met additionally by the following laboratory courses:

- BIOL 1464 Introductory Biology
- BIOL 1414 Introductory Microbiology
- BIOL 2404 Human Anatomy and Physiology I
- BIOL 2414 Human Anatomy and Physiology II
- CHEM 1404 Introductory Chemistry
- PHYS 1461 Physics for the Liberal Arts Mind
- PHYS 1463 Physics of Sound
- PHYS 1411 Astronomy and the Universe

Specific courses may be required for specific majors or degree programs. Refer to those sections of **the current Bulletin of Information**.



14. Christianity requirements include Christianity 1313, 1323 and three additional hours from Christianity 2333, 2343, 2353, and 2363.
15. Written and Oral Communication requirements include English 1313, 1323, the Written English Proficiency Examination\*, Speech Communications 1313, and an additional 6 semester hours to be chosen from: a) foreign language [6 hours required]; b) English other than 1313 or 1323; and c) six hours of professional writing courses—students may select ENGL/MASM **3303, Elements of Professional Writing** and ENGL/MASM **3345, Technical Writing**, or ENGL/MASM 3303, **Elements of Professional Writing** and BUSA/ENGL **3340, Business Communications**. Note: students may not take ENGL/MASM 3345, **Technical Writing** and BUSA/ENGL 3340, **Business Communications**.
 

\*Exceptions to the Written English Proficiency Examination requirement: a) Completion of ENGL 1313 and 1323 at Houston Baptist University with a grade of “C” or above; b) Placement out of ENGL 1313 and/or ENGL 1323 by Advanced Placement Exam or CLEP (CLEP must have been taken at Houston Baptist University). If students earn AP or CLEP credit for only one freshman English course, they must take the second freshman English course at Houston Baptist University and earn at least a grade of “C” in order to be exempt.
16. Natural, social and behavioral science electives include 9 semester hours from at least three of the following areas: a) any lower division course in economics, political science, history, psychology, and sociology; b) **World Geography**; c) **Business Ethics** or **Introduction to Business**; d) **Great Issues of the 20th Century**; or e) natural science.
17. Humanities and Fine Arts electives include 9 semester hours that must represent courses in both humanities and fine arts. These hours in humanities may be selected from: a) literature -American, British and World Literature; b) history (if not elected elsewhere); c) PHIL if not elected elsewhere, and d) MASM 1313, **Introduction to Mass Media**. Fine arts hours may be selected from: a) INDC-Culture and Human Experience; b) MUHL 2312, **Music Appreciation** or 3371, **Christian Worship and Music**; c) ART **3343, Art Appreciation**; d) MUHL 2212, 2222, 2232, **Music Literature** (with instructor’s permission); and e) History of Art **2313, 2323**.
18. All students receiving degrees from Houston Baptist University must demonstrate acceptable competencies in oral communication, reading, mathematics, writing and computer systems management. Students may demonstrate competency in oral communication by passing COMM 1313 with a grade of “C” or better. Students receiving a “D” in the course must satisfactorily complete additional work in the communication assessment lab to demonstrate oral communication competency.
19. The Bachelor of General Studies degree is a degree completion program designed to help meet personal goals. It is NOT intended as a career preparation program. This degree is reserved for students (1) within 60 hours of graduation (2) who have been out of college for at least five years, who are (3) not seeking licensure or certification, who (4) do not need the degree for admission to graduate or professional school, and who (5) are not employed in a position that requires completion of a bachelor’s degree. (See **Bachelor of General Studies**, page 67).
20. Transfer students will be allowed to transfer two DIFFERENT physical activity courses in substitution for the Houston Baptist University KINE 2200. For non-transfer students, however, only KINE 2200 will meet the degree requirement.

## BACHELOR OF ARTS

	Sem. Hrs.
Christianity 1313, 1323 and 3 additional hours (See Note 14, p. 62) . . . . .	9
English 1313, 1323 and English Proficiency Exam . . . . .	6
Speech Communications 1313 . . . . .	3
Written and Oral Communication electives (See Note 15, p. 62) . . . . .	6
Mathematics 1313 or higher level course . . . . .	3
Science with laboratory (See Note 13, p. 61) . . . . .	4
Computer Information Systems 1321 or higher level course . . . . .	3
Natural, Social and Behavioral Sciences electives (See Note 16, p. 62) . . . . .	9
Humanities and Fine Arts electives (See Note 17, p. 62) . . . . .	9
Human Kinetics 2200 (See Note 20, p. 62) . . . . .	2
Two majors (See Notes 6, 7 and 8, p. 61) . . . . .	48
Program requirements and electives . . . . .	28
(Including FYSE 1200, if required)	

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### BACHELOR OF ARTS RECOMMENDED DEGREE PROGRAM

	Sem. Hrs.
<b>Freshman</b>	
English 1313, 1323 and English Proficiency Exam . . . . .	6
Christianity 1313, 1323 . . . . .	6
Mathematics 1313 or higher level math course . . . . .	3
Computer Information Systems 1321 or higher level computer course . . . . .	3
Speech Communications 1313 . . . . .	3
Natural, Social and Behavioral Sciences . . . . .	6
Student selected and faculty advisor approved courses from the following list (See Note 8, p. 61) . . . . .	8
(Including FYSE 1200, if required)	

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Accounting	Finance	Mathematics
Art	French	Music
Business	History	Political Science
Christianity	Human Kinetics	Psychology
Computer Information Systems	Management	Sociology
Economics	Marketing	Spanish
English	Mass Media	Speech Communications

Sophomore				Sem. Hrs.
	Written and Oral Communication electives (See Note 15, p. 62)			6
	Christianity and Philosophy elective (See Note 14, p. 62)			3
	Human Kinetics 2200			2
	Natural, Social and Behavioral Science elective (See Note 16, p. 62)			3
	Humanities and Fine Arts electives (See Note 17, p. 62)			3
	Mathematics 1313			3
	Student selected and faculty advisor approved courses from above list and the following fields (See Note 9, p. 61)			15
				<hr/> 35

Biology                      Chemistry                      Physics

Junior				Sem. Hrs.
	Science with laboratory			4
	Humanities and Fine Arts electives (See Note 17, p. 62)			6
	Student selected and faculty advisor approved courses from above lists plus the following fields. (See Note 9, p. 61)			20
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Bilingual Specialization                      Medical Technology  
Early Childhood Specialization      Professional Education  
Elementary Specialization

Senior				Sem. Hrs.
	Senior Seminar 429-, 429-, Selected Major			4
	Senior Seminar 429-, 429-, Selected Major			4
	Student selected and faculty advisor approved courses			22
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# BACHELOR OF BUSINESS ADMINISTRATION

	Sem. Hrs.
Christianity 1313, 1323 and 3 additional hours (See Note 14, p. 62) . . . . .	9
English 1313, 1323 and English Proficiency Exam . . . . .	6
Speech Communications 1313 . . . . .	3
BUSA 3340 . . . . .	3
Written/Oral Communication elective (See Note 15, p. 62) . . . . .	3
Mathematics 1314 or higher level course . . . . .	3
Science with laboratory (See Note 13, p. 61) . . . . .	4
Computer Information Systems 1321 or higher level course . . . . .	3
BUSA 3320 . . . . .	3
Economics 2301 . . . . .	3
Natural, Social and Behavioral Science Elective (See Note 16, p. 62) . . . . .	3-4
Humanities and Fine Arts electives (See Note 17, p. 62) . . . . .	9
Human Kinetics 2200 . . . . .	2
<b>First Major - Business Administration:</b>	
Accounting 2301, 2303 . . . . .	6
Business Administration 2311, 3311 . . . . .	6
Business Administration 2320 . . . . .	3
Economics 2302 . . . . .	3
Computer Information Systems 3330 . . . . .	3
Finance 3307 . . . . .	3
Management 3301 . . . . .	3
Management 3305 . . . . .	3
Management 4311 . . . . .	3
Marketing 3301 . . . . .	3
Second major in Business (See Notes 6, 7 and 8, p. 61) . . . . .	25 - 28
Electives as required to complete 130 semester hours . . . . .	11 - 15
(Including FYSE 1200, if required)	

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Freshman	Sem. Hrs.
Christianity 1313, 1323 . . . . .	6
English 1313, 1323 and English Proficiency Exam . . . . .	6
Mathematics 1314 . . . . .	3
Computer Information Systems 1321 or higher level course . . . . .	3
Speech Communications 1313 . . . . .	3
Human Kinetics 2200 . . . . .	2
Economics 2301 . . . . .	3
Natural, Social and Behavioral Science Elective (See Note 16, p. 62) . . . . .	3
Electives . . . . .	2
(Including FYSE 1200, if required)	

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Sophomore	Sem. Hrs.
Christianity or Philosophy elective (See Note 14, p. 62) . . . . .	3
Humanities and Fine Arts elective (See Note 17, p. 62) . . . . .	3
Written and Oral Communication electives (See Note 15, p. 62) . . . . .	3
Science with laboratory [See Note 13, p. 61) . . . . .	4
Business Administration Major:	
Accounting 2301, 2303 . . . . .	6
Business Administration 2311 . . . . .	3
Business Administration 2320 . . . . .	3
Economics 2302 . . . . .	3
Marketing 3301 . . . . .	3
Electives . . . . .	3
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Junior	Sem. Hrs.
Humanities and Fine Arts electives (See Note 17, p. 62) . . . . .	6
Natural, Social and Behavioral Science-BUSA 3320 . . . . .	3
(See Note 16, p. 62)	
Business Administration Major:	
Business Administration 3311 . . . . .	3
Finance 3307 . . . . .	3
Management 3301, 3305 . . . . .	6
Second Major Courses . . . . .	9
Electives . . . . .	3
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Senior	Sem. Hrs.
Written and Oral Communication	
BUSA 3340 (See Note 15, p. 62) . . . . .	3
Business Administration Major:	
Management 4311 . . . . .	3
Computer Information Systems 3330 . . . . .	3
Second Major Courses . . . . .	16 - 18
Electives . . . . .	3 - 7
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# BACHELOR OF GENERAL STUDIES

Sem. Hrs.

Christianity 1313, 1323 and 3 additional hours (See Note 14, p. 62) . . . . .	9
English 1313, 1323 . . . . .	6
Speech Communications 1313 . . . . .	3
Written and Oral Communication electives (See Note 15, p. 62) . . . . .	6
Mathematics 1313 or higher level course . . . . .	3
Science (See Note 13, p.61) . . . . .	4
Computer Information Systems 1321 or higher level course. . . . .	3
Natural, Social and Behavioral Sciences electives (See Note 16, p. 62) . . . . .	9
Humanities and Fine Arts electives (See Note 17, p. 62) . . . . .	9
Human Kinetics 2200 (See Note 20, p. 62) . . . . .	2

Major and Minor Option

OR

Three Academic Concentration Option

Electives to complete degree requirements including FYSE 1200, if required

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## Program Requirements - Option A or B

Option A: Major and Minor Program Requirement

Academic Major (See Note 8, p. 61) . . . . .	24-36
Academic Minor in a second area of study . . . . .	18

Option B: Concentrations Program Requirement

Three academic concentrations of 20 sem. hrs. each minimum . . . . . 60

- Concentration I - **Fine Arts.** Courses to be drawn from Art, Music, INDC 3301- 3304, and \*Theater Arts
- Concentration II - **Communications.** Courses to be drawn from Communications, English, Languages, Mass Media and Speech Communications
- Concentration III - **Humanities & Social Sciences. Courses** to be drawn from Christianity, Geography, History, INDC 3311 - 3314, Philosophy and Political Science.
- Concentration IV - **Behavioral Sciences. Courses** to be drawn from \*Criminal Justice, \*\*Education, Human Kinetics, \*\*Nursing, Psychology, Sociology, and Social Work.
- Concentration V - **Natural Sciences. Courses** to be drawn from Biology, Chemistry , \*Engineering, \*Geology, Mathematics and Physics.
- Concentration VI - **Business Administration. Courses** to be drawn from Accounting, Business Administration, Computer Information Systems, Economics, Finance, Management, and Marketing.

NOTE: A minimum of 130 semester hours is required for the degree, 48 of which must be at the upper level. A minimum cumulative scholastic standing of 2.00, with no

grade below “C” in courses completed in the concentrations, is required. Institutional recommendations for certification, licensure, or professional school admission (e.g. medical school, etc.) CANNOT be given with this degree. A minimum of 32 semester hours must be taken in residence at Houston Baptist University, including at least 18 semester hours of upper level courses, 6 hours in each concentration, or 12 upper level courses in residence for the major in the major/minor option.

The Bachelor of General Studies degree is a degree completion program designed to help meet personal goals. It is not intended as a career preparation program. This degree is reserved for students within 60 hours of graduation.

\* Currently, the University does not offer work in these fields; therefore, only transfer credit in these areas is applicable.

\*\* Credit for education or nursing courses previously taken will not lead to educational certification or nursing licensure. For certification or licensure, other degree options must be elected.

## BACHELOR OF LIBERAL ARTS

The Bachelor of Liberal Arts degree is designed to follow in the tradition of the classical Renaissance model. Specific distinguishing elements are present in this degree program-honors sections of courses, research methods, curricular emphasis in the classics, and a senior thesis. Students must achieve 12 upper level hours in each major and must have a total of 48 upper level hours toward the degree.

Specific requirements for degree are as follows:

	Sem. Hrs.
Christianity 1313, 1323, and PHIL 2363 . . . . .	9
BLA 2220, Research Methods . . . . .	2
ENGL 1313, 1323 or higher and Written English Proficiency Exam . . . . .	6
COMM 1313 . . . . .	3
Foreign Language in same language . . . . .	6
MATH 1313 or higher . . . . .	3
CISM 1321 or higher . . . . .	3
BLA 3350, History of Science. . . . .	3
HIST 1314, 1314 . . . . .	6
BLA 3340, Ancient Political Theory . . . . .	3
Science with laboratory . . . . .	4
PHIL 3323 . . . . .	3
ART 2313 or 2323. . . . .	3
INDC 3301, 3303, 3304 or MUHL 2212, 2222 or 2232 . . . . .	2-3
KINE 2200 . . . . .	2
BLA 4281, 4282 . . . . .	4
Electives from . . . . .	6
Economics                      Great Issues of the 20th Century	
Political Science              Psychology	
Sociology                      U. S. History	
World Geography              Freshman Year Experience	
Two academic majors . . . . .	48
24 hour minimum distributed major	
24 hour minimum traditional major	

# BACHELOR OF MUSIC

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

	Sem. Hrs.
Freshman Year Experience 1200, if required . . . . .	2
Christianity 1313, 1323 and 3 additional hours (See Note 14, p. 62) . . . . .	9
English 1313, 1323 . . . . .	6
Foreign Language (six hours in the same language required) . . . . .	6
Mathematics 1313 or higher level course . . . . .	3
Computer Information Systems 1321 or higher level course . . . . .	3
Human Kinetics 2200 (See Note 20, p. 62) . . . . .	2
Natural, Social and Behavioral Science electives (See Note 16, p. 62) . . . . .	9
Speech Communications 1313 . . . . .	3
Majors and Program Requirements . . . . .	95-97 *
	139-141

\* Additional courses required for Teacher Certification. See Bachelor of Music Teacher Certification .

## BACHELOR OF MUSIC RECOMMENDED DEGREE PROGRAM

Freshman	Sem. Hrs.
Freshman Year Experience 1200, if required . . . . .	2
Music Theory IA, IB, IC (1212, 1222, 1232) . . . . .	6
Applied Theory IA, IB, IC (1112, 1122, 1132) . . . . .	3
Applied Major (Private lessons) . . . . .	3 to 6
Applied Secondary (Piano for non-keyboard majors) . . . . .	3
Cognate courses and specialized program requirements (See <b>College of Fine Arts</b> section of this <b>Bulletin</b> ) . . . . .	3 to 6
Ensemble (Vocal or Instrumental) . . . . .	3
<b>Recommended Academic Program Requirements</b>	
English 1313, 1323 . . . . .	6
Christianity 1313 . . . . .	3
Math 1313 . . . . .	3
Natural, Social and Behavioral Science elective (See Note 16, p. 62) . . . . .	3
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Sophomore	Sem. Hrs.
Music Theory IIA, IIB, IIC (2212, 2222, 2232) . . . . .	6
Applied Theory IIA, IIB, IIC (2112, 2122, 2132) . . . . .	3
Music Literature 2212, 2222, 2232 . . . . .	6
Applied Major . . . . .	3 to 6
Applied Secondary (Piano for non-keyboard majors) . . . . .	1 *
Cognate Courses and specialized program requirements (See <b>College of Fine Arts</b> section of this <b>Bulletin</b> ) . . . . .	4 to 13
Ensemble (Vocal or Instrumental) . . . . .	3
<b>Recommended Academic Program Requirements</b>	
Speech Communication 1313 . . . . .	3
Human Kinetics 2200 (See Note 20, p. 62) . . . . .	2
Foreign Language (Spanish, French or German) 1314, 1324 . . . . .	6
Computer Information Systems 1321 . . . . .	3
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\* three to six hours required for theory/composition major.



	Sem. Hrs.
Junior	
Music Theory III 3312 . . . . .	3
Music History 3212, 3222, 3232 . . . . .	6
Conducting 3172, 3272 or 3173, 3273 . . . . .	3 **
Applied Major . . . . .	3 to 9
Cognate Courses and specialized program requirements (See College <b>of Fine Arts</b> section of <b>Bulletin</b> ) . . . . .	9 to 10
Ensemble (Vocal or Instrumental) . . . . .	3
<b>Recommended Academic Program Requirements</b>	
Christianity 1323 . . . . .	3
Social and Behavioral Science electives (See Note 16, p. 62) . . . . .	6
	39
Senior	Sem. Hrs.
Senior Seminars 4292, 4293 . . . . .	4
Applied Major . . . . .	9 *
Cognate Courses and specialized program requirements (See College <b>of Fine Arts</b> section of <b>Bulletin</b> ) . . . . .	10
Ensemble (Vocal or Instrumental). . . . .	3
<b>Recommended Academic Program Requirements</b>	
Christianity elective (See Note 14, p. 62) . . . . .	3
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\* three to six hours required for theory/composition major.  
 \*\* five hours required for church music major.

## BACHELOR OF SCIENCE

	Sem. Hrs.
Christianity 1313, 1323 and 3 additional hours (See Note 14, p. 62) . . . . .	9
English 1313, 1323 . . . . .	6
Speech Communications 1313 . . . . .	3
Written and Oral Communication electives (See Note 15, p. 62) . . . . .	6
Mathematics 1313 or higher level course . . . . .	3
Science with laboratory (See Note 13, p. 61) . . . . .	8
Computer Information Systems 1321 or higher level course . . . . .	3
Natural, Social and Behavioral Science electives (See Note 16, p. 62). . . . .	6
Humanities and Fine Arts electives (See Note 17, p. 62) . . . . .	9
Human Kinetics 2200 (See Note 20, p. 62) . . . . .	2
Two majors (See Notes 6, 7 and 8, p. 61) . . . . .	48
Program requirements and electives . . . . . (Including FYSE 1200, if required)	27

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## BACHELOR OF SCIENCE RECOMMENDED DEGREE PROGRAM

	Sem. Hrs.
Freshman	
Freshman Year Experience 1200, if required . . . . .	2
English 1313, 1323 . . . . .	6

Christianity 1313, 1323 . . . . .	6	
Science (See Note 13, p. 61) . . . . .	4	
Computer Information Systems 1321 or higher level course . . . . .*	3	
Speech Communications 1313 . . . . .	3	
Student selected and faculty advisor approved courses from the following list (See Note 8, p. 61)		
Accounting	French	Mathematics
Art	Generic Special	Music
Business	Education	Political Science
Christianity	Human Kinetics	Psychology
Computer Information Systems	History	Sociology
Economics	Management	Spanish
English	Marketing	Speech Communications
Finance	Mass Media	

Sophomore	Sem. Hrs.
Written and Oral Communication electives [See Note 15, p. 62) . . . . .	6
Christianity elective (See Note 14, p. 62) . . . . .	3
Natural, Social and Behavioral Science electives (See Note 16, p. 62) . . . . .	6
Humanities and Fine Arts electives (See Note 17, p. 62) . . . . .	6
Human Kinetics 2200 (See Note 20, p. 62) . . . . .	2
Student selected and faculty advisor approved courses from the above list plus the following fields (See Note 9, p. 61) . . . . .	1 2
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Biology	Nuclear Medicine Technology
Chemistry	Physics
Medical Technology	

Junior	Sem. Hrs.
Social and Behavioral Science elective (See Note 16, p. 62) . . . . .	3
Humanities and Fine Arts elective (See Note 17, p. 62) . . . . .	3
Student selected and faculty advisor approved courses from above lists plus the following fields (See Note 9, p. 61)	
Bilingual Specialization	
Early Childhood Specialization	
Elementary Specialization	

Senior	Sem. Hrs.
Senior Seminar 429-, 429-, Selected Major . . . . .	4
Senior Seminar 429-, 429-, Selected Major . . . . .	4
Student selected and faculty advisor approved courses . . . . .	22
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## BACHELOR OF SCIENCE IN NURSING

	Sem. Hrs.
<b>Freshman</b>	
English 1313*, 1323* and Written English and Reading Proficiencies* . . . . .	6
Written and Oral Communication electives (See Note 15, p. 62)* . . . . .	6
Chemistry 1404* . . . . .	4
Sociology 1313* . . . . .	3
Psychology 1313* . . . . .	3
Biology 2404 & 2414* . . . . .	a
Speech Communications 1313* . . . . .	3
Freshman Year Experience 1200, if required . . . . .	2
	35
<b>Sophomore</b>	Sem. Hrs.
Biology 2433* and 1414 or 3414* . . . . .	8 **
Humanities and Fine Arts elective (See Note 17, p. 62) . . . . .	9
Human Kinetics 2200 . . . . .	2
Computer Information Systems 1321 or higher level course . . . . .	3
Mathematics 1313 or higher level course* . . . . .	3
Christianity 1313, 1323 and elective (See Note 14, p. 62) . . . . .	9
	34
<b>Junior</b>	Sem. Hrs.
Psychology 2301* . . . . .	3
Psychology 3313* (Social and Behavioral Science elective) . . . . .	3
Nursing 2313* . . . . .	3
Nursing 3616*** . . . . .	6
Nursing 3525 . . . . .	5
Nursing 3535 . . . . .	5
Nursing 3555 . . . . .	5
Electives . . . . .	3
Math Proficiency Exam	
	33
<b>Senior</b>	Sem. Hrs.
Nursing 4515 . . . . .	5
Nursing 4525 . . . . .	5
Nursing 4 5 3 5 . . . . .	5
Nursing 4555 . . . . .	5
Nursing 4292 and 4293 . . . . .	4
Nursing 43 73 . . . . .	3
Nursing 4565 . . . . .	5
	32

\* Program entry requirements. Meeting minimal program entry requirements does not guarantee program admission.

\*\* A transfer student who enters the program with only 3 semester hours of credit in this field will be evaluated on an individual basis, but must have 132 semester hours credit for graduation.

\*\*\* Entry into nursing is offered twice annually, in the fall and spring quarters. A minimum of 56 semester hours of course work is required prior to program entry.

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

*Program Entry Requirements:	Sem. Hrs.
Biology 2404, 2414, Anatomy and Physiology I and II .....	8
Biology 1414, Introductory Microbiology .....	4
English 1313 & 1323 Composition and Literature .....	6
Math Proficiency Exam	

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First Year

Freshman Year Experience 1200, if required .....	2
ADN 1414, Fundamentals of Nursing .....	4
ADN 1525, Med-Surg Nursing I. ....	5
ADN 1535, Med-Surg Nursing I I. ....	5
Written English Proficiency Exam	
Reading Proficiency Exam	
Psychology 1313, General Psychology .....	3
ADN 1545, Med-Surg Nursing III. ....	5
Psychology 3313, Human Growth and Development. ....	3

Second Year

ADN 2515, Mental Health Nursing .....	5
ADN 2525, Parent-Newborn Nursing .....	5
Computer Information Systems 1321, Intro. to Computer Systems .....	3
Sociology 1313, Principles of Sociology .....	3
ADN 2535, Parent-Child Nursing .....	5
Christianity 1313 or 1323, Old or New Testament .....	3
ADN 2545, Adv. Clinical Nursing .....	5

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\*Note: Meeting minimal program entry requirements does not guarantee program admission.

## **ENGINEERING**

Students interested in engineering may choose either of two courses of study, the pre-engineering program or the dual-degree engineering program. Both programs typically require five years of full-time study, the first three at Houston Baptist University and the last two at a cooperating engineering school.

Students in the PRE-ENGINEERING PROGRAM complete the basic courses in engineering, math, and science at Houston Baptist University (and, in some cases, at the University of Houston) before transferring to a cooperating engineering school. They receive a degree in engineering from the cooperating school after completing that school's degree requirements, but they do not receive a degree from Houston Baptist.

Students in the DUAL DEGREE ENGINEERING PROGRAM complete all of the pre-engineering requirements but also take additional course work in order to obtain a Bachelor of Science degree from Houston Baptist in addition to an engineering degree from a cooperating engineering school. Students in this program may apply credits for some engineering courses taken at the engineering school to Houston Baptist's degree requirements. As a result, full-time students who have adequate preparation upon matriculation to Houston Baptist will be able to earn a degree from Houston Baptist after their fourth year of study and, in most cases, a degree from the engineering school at the end of their fifth year. Students in this program must complete one major in applied math and another major in applied chemistry, applied physics, or engineering science.

In addition to the two courses of study outlined above, students may choose between a generic engineering program which allows them to attend the engineering school of their choice after completing their work at Houston Baptist (Options I and III below) and a collaborative program with the University of Houston (Options II and IV below). The latter program is offered because of the close proximity of the two universities. Students in the generic engineering program take some engineering courses at Houston Baptist but are not required to attend another school until they have completed all of their work at Houston Baptist (typically after three years of full-time study). Students in the University of Houston program take all of their required engineering courses at the University of Houston, which means they must attend one or two summer sessions (depending upon the field of engineering selected) at the University of Houston. Concurrent enrollment at both universities is required during the third year of the University of Houston program.

Note: Students in either program should notify the Dean of the College of Science and Mathematics and the Director of the Engineering Program of their intentions as soon as possible and apply for admission to the engineering program no later than the Winter Quarter of their first year of enrollment at Houston Baptist. Failure to do so may make it impossible for a student to graduate within the normal time frame.

## **PRE-ENGINEERING REQUIREMENTS**

Students who complete the following requirements (Options I and II) will be certified by the Program Director in Engineering as having satisfied all of Houston Baptist's University's pre-engineering requirements, but they will not receive a degree from Houston Baptist University unless they also complete the additional degree requirements given below under Options III and IV. Pre-engineering certification will

help to facilitate a student's admission to any engineering school with which the University has an articulation agreement (currently, Baylor University, the University of Houston, and Texas A&M University).

### **OPTION I. GENERIC PRE-ENGINEERING PROGRAM**

To satisfy the requirements for the generic pre-engineering program, a student must:

1. Complete the following courses with a grade of "C" or better: CHEM 2413, 2414, ENGR 1301, 3300, 3301, MATH 2434, 2444, 3314, 3333, 3383, 3414, 4313, PHYS 2413, 2423, 3413, three hours of a science-oriented computer programming language (ENGR 2313 and CISM 3305 are recommended), and either ENGR 3302 and 3401 or (for chemical engineering students) CHEM 3121, 3313, 3333, and 4262.
2. Earn a cumulative QPA of at least 2.50 on all courses taken at Houston Baptist University.
3. Complete at least 32 hours in residence, including at least 24 hours of the courses listed in item 1 above.

Note: Pre-engineering students are also advised to take the following courses, which are required by most engineering schools: COMM 1313, ENGL 1313, 1323, 3345 or three hours of English literature, KINE 2111, 2111 (two different activities), HIST 2313, 2323, and POLS 2313. Students should consult with the Program Director in Engineering for advice on specific general education courses which will apply to their degree at the cooperating engineering school.

### **RECOMMENDED THREE YEAR SCHEDULE FOR THE GENERIC PRE-ENGINEERING PROGRAM**

Students should follow the first three years of the plan given below under Option III but replace the nine hours of Christianity with nine hours of general education courses required by the cooperating engineering school of their choice.

### **OPTION II. UNIVERSITY OF HOUSTON PRE-ENGINEERING PROGRAM**

To satisfy the requirements for the University of Houston pre-engineering program, a student must:

1. Complete the following courses with a grade of "C" or better: CHEM 2413, 2414, MATH 2434, 2444, 3314, 3333, 3383, 3414, PHYS 2413, 2423, 3413, and three hours of a science-oriented computer programming language (ENGR 2313 is recommended).
2. Earn a cumulative QPA of at least 2.50 on all courses taken at Houston Baptist University.
3. Complete at least 32 hours in residence, including at least 24 hours of the courses listed in item 1 above.
4. Complete one year of mechanical drawing or general drafting in high school or a course equivalent to **CIVT 1330 Engineering Graphics** at the University of Houston with a grade of "C" or better.
5. Complete all courses required for one of the following engineering fields with a grade of "C" or better:

Chemical Engineering: At Houston Baptist, CHEM 3313, 3333, 3121,4262. At the University of Houston, CHEE 2331 **Chemical Processes**, CHEE 2332 **Thermodynamics**, CIVE 1331 **Computers in Engineering**, MECE 3400 **Introduction to Mechanics**.

Civil Engineering: At Houston Baptist, PHYS 2333 and 3313. At the University of Houston, CIVE 1331 **Computers in Engineering**, CIVE 2331 **Mechanics II**, CIVE 2332 **Mechanics of Deformable Solids**, and ENGI 2334 **Thermodynamics**.

Electrical Engineering: At the University of Houston, ELEE 2300 **Networks I**, ELEE **2100 Networks I Lab**, ELEE 1331 **Computers in Engineering**, ELEE 2331 **Numerical Methods for Engineers**, ENGI 2334 **Thermodynamics**, and MECE 3400 **Introduction to Mechanics**.

Industrial Engineering: At Houston Baptist: PHYS 2333 and 3313. At the University of Houston, CIVE 1331 **Computers in Engineering**, ELEE 2331 **Numerical Methods for Engineers**, ENGI 2334 **Thermodynamics**, and INDE 3330 **Industrial Cost Systems**.

Mechanical Engineering: At the University of Houston, ELEE **2336 Introduction to Electric Circuits and Design**, MECE 2334 **Thermodynamics**, MECE 2336 **Mechanics I**, and MECB 2361 **Design, Analysis, and Synthesis**. Students who select mechanical engineering are also required to complete a computer programming course with a calculus prerequisite.

Note: Pre-engineering students choosing Option II are also advised to take the following courses, which are required by the University of Houston (and many other engineering schools): COMM 1313, ENGL 1313, 1323, six hours of English literature, KINE 2111, 2111 (two different activities), HIST 2313, 2323, and POLS 2313. Students should consult with the Program Director in Engineering for suggestions for additional general education courses which will apply to their degree at the University of Houston.

## **RECOMMENDED THREE YEAR SCHEDULE FOR THE UNIVERSITY OF HOUSTON PRE-ENGINEERING PROGRAM**

Students should follow the first three years of the plan given below as Option IV but substitute general electives required by the University of Houston for the courses which are designated as being required only for a degree from Houston Baptist University.

## **DUAL-DEGREE ENGINEERING REQUIREMENTS**

Students in this program (Options III and IV) will receive a Bachelor of Science degree from Houston Baptist as well as an engineering degree from a cooperating engineering school. Some of the engineering courses taken at the cooperating school are applied to the student's Houston Baptist University majors. To obtain a B.S. degree from Houston Baptist University, an engineering student must satisfy the following requirements:

1. Complete all of the requirements in one of the pre-engineering programs given above.
2. Complete the following Smith College requirements: CHRI 1313, 1323, three additional hours of Christianity chosen from 2333, 2343, 2353, and 2363, COMM 1313, ENGL 1313, 1323, six additional hours of written and oral communications, KINE 2111, 2111 (two different activities), HIST 2313, 2323, three additional

hours of fine arts electives, POLS 2313, ENGR 2313 or CISM 3305, and (at a cooperating engineering school) **Engineering Ethics** or **Engineering Economics**. Students should consult with the Program Director in Engineering for additional information.

3. Satisfy the Written English Proficiency requirement.
4. Satisfy the University requirement for Convocation.
5. Complete at least 130 semester hours, of which at least 48 must be at the upper level, with a cumulative QPA of at least 2.00. A grade of “C” or better is required for transfer credits to be accepted.
6. Complete the specific degree requirements given below for two majors. Students in the generic engineering program (Option III) must major in applied math and engineering science, while students who plan to attend the University of Houston (Option IV) must major in applied math and either applied chemistry or applied physics.
7. Complete at least 12 semester hours in each major in residence at Houston Baptist.

**OPTION III GENERIC DUAL-DEGREE ENGINEERING PROGRAM**

Requirements for an Applied Math Major (in addition to the general requirements for the dual degree engineering program and the specific requirements in mathematics given above for Option I): Three additional hours of upper-level mathematics approved by the Program Director for Engineering and the Chair of the Department of Mathematics and Physics at Houston Baptist University and all requirements for a major in Engineering Science.

Requirements for an Engineering Science Major (in addition to the general requirements for the dual degree engineering program and the specific requirements in chemistry, engineering, and physics given above for Option I): 18 hours, at least 12 of which must be upper-level, in a single engineering field at a cooperating engineering university. These 18 hours must be approved by the Program Director for Engineering at Houston Baptist. Chemical engineering students may substitute up to nine hours of chemistry for the engineering courses.

**RECOMMENDED FOUR YEAR SCHEDULE  
GENERIC DUAL-DEGREE ENGINEERING PROGRAM**

FIRST YEAR	Sem. Hrs.
Freshman Year Experience 1200, if required . . . . .	2
CHEM 2413, 2423 . . . . .	8
COMM 1313 . . . . .	3
ENGL 1313, 1323 and English Proficiency Exam . . . . .	6
ENGR 1301 . . . . .	3
KINE 2111, 2111 (two different activities) . . . . .	2
MATH 1434 or Smith College Elective . . . . .	3-4
MATH 2434, 2444 . . . . .	8



	Sem. Hrs.
SECOND YEAR	
ENGR 2313 or CISM 3305 . . . . .	3
ENGR 3300 . . . . .	3
POLS 2313 . . . . .	3
MATH 3314, 3414, 3333 . . . . .	10
PHYS 2413, 2423, 3413 . . . . .	12
	31
THIRD YEAR	
CHRI 1313, 1323 . . . . .	6
CHRI 2333 or 2343 or 2353 or 2363 . . . . .	3
ENGR 3301 . . . . .	3
ENGR 3302, 3401 or CHEM 3121, 3313, 3333, 4262 . . . . .	7-9
HIST 2313, 2323 . . . . .	6
MATH 3363, 4313 . . . . .	6
	31-33
FOURTH YEAR (at a cooperating engineering school)	
Approved Engineering Electives . . . . .	18
Approved Math Elective . . . . .	3
Smith College Electives . . . . .	9
Engineering Ethics or Engineering Economics . . . . .	3
Elective (chosen to apply towards engineering degree) . . . . .	0-3
	33-36

#### OPTION IV. DUAL-DEGREE ENGINEERING PROGRAM WITH THE UNIVERSITY OF HOUSTON

Requirements for an Applied Chemistry Major (in addition to the general requirements for the dual degree engineering program and the specific requirements in chemistry given above for Option II under Chemical Engineering): At Houston Baptist, one senior seminar approved by the Chair of the Department of Chemistry. At the University of Houston, CHEE 3333 **Chemical Engineering Thermodynamics II** and CHEE 3366 **Topics in Physical Chemistry**.

Requirements for an Applied Math Major (in addition to the general requirements for the dual degree engineering program and the specific requirements in mathematics given above for Option II): At Houston Baptist, one senior seminar approved by the Chair of the Department of Mathematics and Physics, and either MATH 4333 or any one of the following courses at the University of Houston: MATH 3363 **Introduction to Partial Differential Equations**, MATH 3364 **Introduction to Complex Analysis**, or INDE 4371 **Operations Research**.

Requirements for an Applied Physics Degree (in addition to the general requirements for the dual degree engineering program and the specific requirements in physics given above for Option II): At Houston Baptist, PHYS 2333, 3313, 3323, and a senior seminar approved by the Chair of the Department of Mathematics and Physics. At the University of Houston, ENGI 3363 **Elementary Fluid Mechanics** or MECE 3463 **Introduction to Fluid Mechanics**; ELEE 3333 **Electronic Circuits** or ELEE 3337 **Electrical Engineering Analysis I**; and any one of the following courses: CHEE 2332 **Chemical Engineering Thermodynamics I**, ENGI 2334 **Introduction to Thermodynamics**, or MECE 2334 **Thermodynamics I**.

**RECOMMENDED FOUR YEAR SCHEDULE  
DUAL-DEGREE ENGINEERING PROGRAM  
WITH THE UNIVERSITY OF HOUSTON**

FIRST YEAR	Sem. Hrs.
FYSE 1200 . . . . .	2
CHEM 2413 . . . . .	4
CHEM 2414 . . . . .	4
COMM 1313 . . . . .	3
ENGL 1313 . . . . .	3
ENGL 1323 . . . . .	3
English Course . . . . .	3
KINE 2111 . . . . .	1
MATH 1434 . . . . .	4
MATH 2313 or CISM 2343 . . . . .	3
MATH 2434 . . . . .	4
MATH 2444 . . . . .	4
	38

SUMMER FOLLOWING FIRST YEAR (Taken at the University of Houston)	
COSC 1410 (for students in Mechanical Engineering) . . . . .	3
or ELEE 1310 (for students in Electrical Engineering) . . . . .	3
or GIVE 1331 (for all other students) . . . . .	3

SECOND YEAR	Sem. Hrs.
CHRI 1313 . . . . .	3
CHRI 1323 . . . . .	3
English Course . . . . .	3
KINE 2111 . . . . .	1
MATH 3314 . . . . .	3
MATH 3333 . . . . .	3
MATH 3383 . . . . .	3
MATH 3414 . . . . .	4
PHYS 2413 . . . . .	4
PHYS 2423 . . . . .	4
PHYS 3413 . . . . .	4
	35

SUMMER FOLLOWING SECOND YEAR (Taken at the University of Houston)	
ELEE 2331 (for students in Electrical Engineering) . . . . .	3
	3

THIRD YEAR (Chemical Engineering) Sem. Hrs.

At HBU:

CHEM 3121 . . . . .	1
CHEM 3313 . . . . .	3
CHEM 3333 . . . . .	3
CHEM 4262 . . . . .	2
CHRI 2363 . . . . .	3
HIST 2313 . . . . .	3
HIST 2323 . . . . .	3
POLS 2313 . . . . .	3
<sup>1</sup> Chemistry Senior Seminar . . . . .	2
<sup>1</sup> Math Senior Seminar . . . . .	2
	25

At UH:

ENGI 2334, GIVE 2331, 2332 . . . . .	9
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THIRD YEAR (Civil Engineering) Sem. Hrs.

At HBU:

CHRI 2363 . . . . .	3
HIST 2313 . . . . .	3
HIST 2323 . . . . .	3
<sup>2</sup> MATH 4333 . . . . .	3
PHYS 2333 . . . . .	3
PHYS 3313 . . . . .	3
<sup>1</sup> PHYS 3323 . . . . .	3
POLS 2313 . . . . .	3
<sup>1</sup> Math Senior Seminar . . . . .	2
<sup>1</sup> Physics Senior Seminar . . . . .	2
	28

At UH:

ENGI 2334, CIVE 2331, 2332 . . . . .	9
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THIRD YEAR (Electrical Engineering) Sem. Hrs.

At HBU:

CHRI 2363 . . . . .	3
HIST 2313 . . . . .	3
HIST 2323 . . . . .	3
<sup>2</sup> MATH 4333 . . . . .	3
<sup>1</sup> PHYS 2333 . . . . .	3
<sup>1</sup> PHYS 3313 . . . . .	3
<sup>1</sup> PHYS 3323 . . . . .	3
POLS 2313 . . . . .	3
<sup>1</sup> Math Senior Seminar . . . . .	2
<sup>1</sup> Physics Senior Seminar . . . . .	2
	28

At UH:

ELEE 2300, 2100, ENGI 2334, MECE 3400 . . . . .	11
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THIRD YEAR (Industrial Engineering)

At HBU:	Sem. Hrs.
<sup>3</sup> Approved Social and Behavioral Sciences Course . . . . .	3
CHRI 2363 . . . . .	3
HIST 2313 . . . . .	3
HIST 2323 . . . . .	3
PHYS 2333 . . . . .	3
PHYS 3313 . . . . .	3
<sup>1</sup> PHYS 3323 . . . . .	3
POLS 2313 . . . . .	3
<sup>1</sup> Math Senior Seminar . . . . .	2
<sup>1</sup> Physics Senior Seminar . . . . .	2
	28
At UH:	
ENGI 2334, INDE 3330 . . . . .	6

THIRD YEAR (Mechanical Engineering)

At HBU:	Sem. Hrs.
CHRI 2363 . . . . .	3
HIST 2313 . . . . .	3
HIST 2323 . . . . .	3
<sup>1</sup> PHYS 2333 . . . . .	3
<sup>1</sup> PHYS 3313 . . . . .	3
<sup>1</sup> PHYS 3323 . . . . .	3
POLS 2313 . . . . .	3
<sup>1</sup> Math Senior Seminar . . . . .	2
<sup>1</sup> Physics Senior Seminar . . . . .	2
	25
At UH:	
MECE 2334, 2336, ELEE 2336, MECE 2361 . . . . .	12

FOURTH YEAR (at the University of Houston)

Courses chosen to satisfy the remaining degree requirements **for** Houston Baptist, the specific engineering courses listed in the previous section, and additional courses which will apply towards an engineering degree at the University of Houston. The courses needed will vary depending upon the field of engineering chosen. Students should consult with the Program Director in Engineering for additional information.

<sup>1</sup> Required only for students seeking a degree from Houston Baptist as well as UH.  
<sup>2</sup> Satisfies one requirement for the applied math major. This requirement may also be satisfied by taking MATH 3363 or INDE 4371 at UH. This course is required only for students seeking a degree from Houston Baptist as well as UH.  
<sup>3</sup> Chosen to satisfy UH degree requirements.

## PRE-DENTAL/PRE-MEDICAL PROGRAM

The premedical/pre dental program is designed to prepare students for entry into medical and dental schools.

A candidate for medical or dental school will be expected to complete the following courses and requirements before an evaluation letter to a medical or dental school will be sent. If the requirements are not met, the situation must be referred to the Medical Professions Advisory Committee. The Committee will evaluate all cases referred to it and make comments to be included in the letter of evaluation.

1. BIOL 2473, 2474, 2475 plus 4 advanced hours including a lab . . . . . 16  
 Chemistry 2413, 2414, 3121, 3313, 3333, 4262 . . . . . 17  
 (CHEM 4373 is required for students applying to the University  
 of Houston Dental School.)  
 MATH 2434 . . . . . 4  
 Physics 2413, 2423 . . . . . 8
2. The student must complete 3 full-time quarters (24 credit hours) of residency at Houston Baptist University.
  - a) Of the 24 HBU hours, 16 hours must be science courses designated for science majors.
  - b) If a student takes a course at HBU for which he has previously received a grade of an "A" or "B" at another institution, this course will not be credited toward the residency requirement for evaluation.
3. Provided that all required coursework has been completed, students who have obtained an HBU baccalaureate degree may receive an evaluation without fulfilling the QPA requirement.

## PRE-OPTOMETRY PROGRAM

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 90 semester hours including the following prescribed courses. Completion of a Bachelor of Science degree will be required beginning with the entering class of 2000. The admission requirements listed below are subject to change and should be confirmed by the school to which the student plans to make application.

	Sem. Hrs.
Biology 2404, 2414, 2473, 2475, 3414, 3454 . . . . .	24
Chemistry 2413, 2414 . . . . .	8
Chemistry 3313, 3333, 3121, 4373 . . . . .	10
Math 1434, 2434, . . . . .	8
Physics 2413, 2423 . . . . .	8
English 1313, 1323, 2314, 2324 . . . . .	12
Psychology 1313, 2301 . . . . .	6
Electives . . . . .	14
	90

## PRE-PHARMACY PROGRAM

Students who plan to enter the field of pharmacy may complete the prerequisite courses at Houston Baptist University before applying for admission to the four pharmacy programs in Texas. These programs are at Texas Tech University, the University of Texas at Austin, Texas Southern University, and the University of Houston. The HBU courses listed below are offered as an example and are suggested to fulfill admissions requirements for the School of Pharmacy at the University of Houston. They are subject to change and should be confirmed by the pharmacy school to which the student plans to make application.

	Sem. Hrs.
Biology 2473, 2474, 3414 . . . . .	12
Chemistry 2413, 2414 . . . . .	8
Chemistry 3313, 3333, 3121, 4262 . . . . .	9
Cultural Heritage Electives . . . . .	6
English 1313, 1323, and 6 hours in literature . . . . .	12
History 2313, 2323 . . . . .	6
Human Kinetics 2111, 2200 . . . . .	3
Mathematics 2434 . . . . .	4
Physics 2413 . . . . .	4
Political Science 2313, 2333 . . . . .	6
Psychology 1313 . . . . .	3
Sociology 1313 . . . . .	3
Speech Communications 1313 . . . . .	3
Statistics: PSYC 2301 . . . . .	3

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## PRE-PHYSICAL THERAPY PROGRAM

Students who plan to enter the field of physical therapy may complete the prerequisite courses at Houston Baptist University before applying for admission to the eight programs in Texas. Each institution offers a Master's program in physical therapy. Students may apply to the Texas Tech University Health Science Center, the University of Texas Medical Branch at Galveston, or the University of Texas Health Science Center at San Antonio once the minimum required hours have been completed. A baccalaureate degree is required for admission to Southwest Texas State University, Texas Woman's University, the University of Texas Southwestern Medical Center at Dallas, and the U.S. Army/Baylor University program. Since programs vary in entrance requirements, students should confirm the specific admission requirements for each school. The requirements below are representative of most programs.

	Sem. Hrs.
Biology 2473, 2474, 2475, 3454, 3464 . . . . .	20
Chemistry 2413, 2414 . . . . .	8
Computer Science 1321 . . . . .	3
English 1313, 1323, 3 additional hours . . . . .	9
History 2313, 2323 . . . . .	6
Human Kinetics 3325 . . . . .	3
Management 3301 . . . . .	3
Mathematics 1434, 2434 . . . . .	8

	Sem. Hrs.
Medical Terminology: BIOL 4281 . . . . .	2
Physics 2413, 2423 . . . . .	8
Political Science 2313 plus either 1323 or 2333 . . . . .	6
Psychology 1313, 2364, 3313 . . . . .	9
Sociology 1313 . . . . .	3
Speech Communications 1313 . . . . .	3
Statistics: PSYC 2301 . . . . .	3
	94

**PRE-PHYSICIAN ASSISTANT PROGRAM**

Students are eligible to apply to a Physician Assistant Program at the University of Texas Schools of Allied Health at Dallas and Galveston and the University of North Texas Health Science Center with a minimum of 60 semester hours. The program at Baylor College of Medicine requires a baccalaureate degree. Since programs vary in entrance requirements, students should confirm the specific admission requirements of the school they plan to attend. The courses listed below are representative of the preprofessional requirements.

	Sem. Hrs.
Biology 2404, 2473, 2475, 3414 . . . . .	16
Chemistry 2413, 2414 . . . . .	8
(plus CHEM 3313 and 3121 for UT, Dallas only) . . . . .	4
English 1313, 1323, and 3 hours in literature . . . . .	9
History 2313, 2323 . . . . .	6
Mathematics 1313 . . . . .	3
Political Science 1323, 2313 . . . . .	6
Social/Behavioral Science. . . . .	9
Speech Communications 1313 . . . . .	3
Statistics: PSYC 2301 . . . . .	3
	63 (67)

**BACHELOR OF SCIENCE  
IN 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 University 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 (106 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 attendance requirements must be met.
2. Gain admission to and satisfactorily complete the clinical instruction program at an approved School of Medical Technology. Students must provide their own liability insurance. Sources will be made available.
3. Make official application for the degree, Bachelor of Science in Medical Technology, with the Registrar's office at Houston Baptist University. This should be done three quarters prior to the expected date of graduation.
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 available through the Houston Baptist University Bookstore upon request.

**MEDICAL TECHNOLOGY  
COURSE REQUIREMENTS**

	Sem. Hrs.
Biology 2404, 2414, 2473, 2474, 3414, 4464 . . . . .	24
Chemistry 2413, 2414, 2423, 3121, 3313, 3333, 3443, 4262 . . . . .	25
Christianity 1313, 1323 plus 3 hours (Note 14, p. 62) . . . . .	9
CISM 1321 . . . . .	3
English 1313, 1323 plus 6 hours (Note 15, p. 62) . . . . .	12
Human Kinetics 2200 (see Note 20, p. 62) . . . . .	2
Mathematics 1313 . . . . .	3
Psychology 2301 . . . . .	3
Social and Behavioral Science (but not psychology or natural science, Note 16, p. 62) . . . . .	3
Speech Communications 1313 . . . . .	3
Humanities & Fine Arts (Note 17, p. 62) . . . . .	9
Math/Science elective (6 hrs upper level) . . . . .	6
General Electives (must include 3 upper level hrs if not taken elsewhere) . . . . . (Including FYSE 1200, if required)	4
	106
Clinical year in an approved hospital . . . . .	24
	130



## **BACHELOR OF SCIENCE IN 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 3.00 or above.

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

1. Meet with the Dean of the College of Science and Mathematics prior to beginning program course work.
2. Satisfactorily complete the prescribed campus program (109 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 attendance requirements must be met.
3. 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.
4. Make official application for the degree, Bachelor of Science in Nuclear Medicine Technology, with the Registrar's office at Houston Baptist University. This should be done three quarters prior to expected date of graduation.
5. 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 available through the Houston Baptist University Bookstore upon request.

### **NUCLEAR MEDICINE TECHNOLOGY COURSE REQUIREMENTS**

	Sem. Hrs.
Freshman Year Experience 1200, if required . . . . .	2
English 1313, 1323 . . . . .	6
Chemistry 2413, 2414, 2423, 3121, 3313, 3333, 3443, 4373 . . . . .	26
Mathematics 2434, 3314 . . . . .	7
Physics 2413, 2423 . . . . .	8
Biology 2404, 2414, 2473, 2474, 3414, 4464 . . . . .	24
Christianity 1313, 1323 plus 3 additional hours . . . . .	9
Computer Information Systems Management 1321 . . . . .	3
Speech Communications 1313 . . . . .	3
Human Kinetics 2200 . . . . .	2
Social and Behavioral Science (See Note 16, p. 62) . . . . .	6
Humanities and Fine Arts . . . . .	9
Written/Oral Communications . . . . .	6

# GRADUATE PROGRAM POLICIES

## **Graduate Academic Load**

A graduate student who is enrolled for six or more graduate semester hours during the quarter is considered to be a full-time student. Nine semester hours is the maximum load per quarter during the fall, winter, and spring quarters with eight hours the preferred average maximum. Graduate students enrolled in particular programs of study must meet the particular enrollment requirements of that specific degree program for each quarter of enrollment. During the summer quarter only, a graduate student with a minimum QPA of 3.25 will be allowed to register for a maximum of twelve semester hours provided that no more than seven hours be undertaken in a five-week summer term. Two courses per term may be allowed with permission. Overloads must be approved by the Vice President for Academic Affairs.

## **Graduate Degree Application**

Each student must pay a graduation fee and must file for graduation at least three quarters prior to the date graduation is expected. The Application for Graduation 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 Degree Plan**

Before a graduate student with 24 semester hours of credit can register, the student must have an approved degree plan on file with the University Registrar's Office.

## **Graduate Residency Requirement**

No second graduate degree may be earned by a student with fewer than twenty-four hours of course work at Houston Baptist University. Students who have earned a first masters degree from a regionally accredited institution who wish to pursue a second graduate degree in a related or collateral field at Houston Baptist University may do so with the permission of the faculty of the College offering the degree. Such students must complete at least twenty-four hours of course work in the degree program at Houston Baptist University. Specific requirements are established by the faculty of the College offering the degree program so that duplicate course work is avoided while fulfilling the requirements for the degree.

## 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
IS	
F	0.00
IU	
NR	
W	

Candidates must achieve a 3.0 average in order to graduate. After each grading period, the University Registrar will review the current and cumulative grade average for each student. Those students whose performance does not meet graduation standards will be placed on academic probation or academic suspension.

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. **(See Graduate Scholastic Standing.)**

### 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 admitted to a degree program with stipulations are subject to compliance with those requirements. 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 permanently suspended.

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

## **Graduate Transfer Credit**

There is no guaranteed transfer of credit toward a graduate degree; but, in certain programs, work completed in residence at another accredited institution may, on the recommendation of the Program Director of the College, be accepted by the University Registrar as credit toward a graduate degree. The University will not recognize hours achieved either entirely or partially on the basis of life experience. No correspondence or extension credit will be accepted. No more than 6 semester hours of credit will be allowed in transfer from another college or university. See Note #9 under **Graduate Admissions** section, page 27. English language courses are ordinarily not accepted from institutions in countries where English is not the primary language.

## **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 may have five years after first enrollment to complete all requirements for the graduate degree. However, specific degree programs may permit shorter periods of study.

# **Graduate Degree Programs**

## **THE EXECUTIVE MASTER OF BUSINESS ADMINISTRATION**

The Executive MBA Program at Houston Baptist University is designed to meet the needs of mid level managers and senior technical personnel preparing for general management responsibility. The MBA is widely acknowledged as the premier credential for executive responsibility and the program described here presents the opportunity to earn this degree on an evening/weekend schedule.

The program addresses the specific needs of organizations in the Houston business community as they adapt to the rapidly changing conditions that characterize our economy. A climate of change presents significant advantages to those prepared to respond positively and creatively to opportunities. The Executive MBA Program provides the understanding and insight necessary to prosper in a volatile environment.

## **THE ACADEMIC PROGRAM**

The EMBA program is designed so that the participant can satisfy both job related obligations and the academic requirements of the program. The program takes two years to complete. There are twenty-eight weeks of classes in each year presented in a two on, one off pattern. The open week following each two-week session allows for business travel and project activity. Each class week consists of class meetings on Tuesday and Thursday evenings and during the day on Saturday.

The program is designed for a stable group of students who will participate in group projects and assignments whose content crosses course boundaries. For this reason, no part time study is permitted. Entry to the program at the beginning of the second

year is available to those who have completed graduate course work equivalent to the first year of the program, as determined by the College of Business Graduate Admissions Committee.

All courses in the program must be completed. Participants are awarded the MBA degree upon successful completion of the program.

### **MASTER OF ARTS IN PASTORAL COUNSELING AND PSYCHOLOGY**

This Master of Arts degree provides academic preparation for high quality psychological counseling services in religious settings. A student may complete this degree and then seek certification as a Pastoral Counselor by the American Association of Pastoral Counselors (AAPC). With additional coursework the student may seek state licensure as a Professional Counselor (LPC) and/or as a Psychological Associate. Requirements for these credentials vary somewhat; information about them is available from the Department of Behavioral Sciences and from the credentialing entities.

#### **Program requirements for the MAPCP degree/graduation include:**

1. Successful completion of course requirements (36 semester hours).
2. Credit for the (minimum) 36 semester hours must be obtained with a quality point average of 3.0, with no grade less than "C".
3. Departmental recommendation based upon satisfactory completion of an oral comprehensive examination.
4. Satisfactory completion of practicum work (minimum 300 clock hours) as judged by faculty supervisor and by practicum site supervisor.

### **MASTER OF ARTS IN PSYCHOLOGY**

Houston Baptist University offers the Master of Arts degree in Psychology with primary emphases on foundation areas and on counseling psychology. A student may earn the MAP degree as a terminal degree **and** may seek state certification as a Psychological Associate (PA) or licensure as a Licensed Professional Counselor (LPC). The student may also elect to pursue doctoral training at another institution. The MAP offers advanced preparation in counseling, testing, and research methods.

Following this course of study, students will be eligible to apply to the Texas State Board of Examiners of Psychologists for certification as a Psychological Associate. Specific elective coursework may enable the student to meet the requirements for application to the Texas State Board of Examiners of Professional Counselors for licensure as a Licensed Professional Counselor. Students enrolled in the MAP program may add PSYC 5333, 6601, EDSP 5302, and EDUC 6301 in order to qualify for the Licensed Specialist in School Psychology (LSSP).

#### **Requirements for the MAP degree are as follows:**

1. PSYC 5251, 5312, 5313, 5323, 5330, 5353, 6301, 6302, 6305, 6306, 6308, 6310, 6320, 6324, 6343, 6191, 6192 (if necessary), 6193 (if necessary), EPSY 6306, and three semester hours of approved electives outside the psychology department.
2. Application for candidacy must be filed after 27 semester hours of course work have been completed.

3. Credit for the minimum required 45 semester hours must be gained with a quality point average of 3.0 with no grade less than "C". Eighteen semester hours must be completed at the 6000 level.
4. Recommendation of the faculty of the Department of Behavioral Sciences based upon satisfactory completion of an oral comprehensive examination is required for the degree.
5. Satisfactory completion of practicum work as judged by ratings of site supervisor(s) and by faculty supervisor.

## **THE MASTER OF ARTS IN THEOLOGICAL STUDIES**

The Houston Baptist University Master in Theological Studies (MATS) is designed to meet the specific needs of those planning to enter vocational or bi-vocational church ministry, or of those already engaged in vocational or bi-vocational church ministry. The program is designed to enable the graduate student or graduate of this program to greater effectiveness and accomplishment in service through vocational church ministry.

The Master in Theological Studies (MATS) is also designed to enable graduates to continue in additional graduate study or to develop programs of continuing education for personal growth in ministry. Students will study intensively in the four major areas of theological studies: biblical, historical/theological, philosophical, and practical studies.

### **The Academic Program**

The Master of Theological Studies (MATS) is a unique educational approach influenced by a tradition of graduate education in which there is a tutor-student approach. A professor/specialist in a category will direct a student's study. The tutor will meet with the student at least once per week or as warranted by needs of the course.

The student will be responsible for critical essays on the major works in subject categories, ongoing oral evaluations by the tutor on knowledge in subject categories, a major paper, and a final exam. An evaluation assigning a grade lower than "B" means that a student must repeat that study area. A student with less than a "B" average for a term may enter a new term of work but will be on probation for that term. Should the student have less than a "B" average at the end of the probationary term, the student will be suspended for one term after which a case review will determine whether the student will be allowed to enter the program again. A category of discipline mastered satisfactorily will be given an evaluation of "B" or "A" and a student will receive the appropriate hours of graduate credit for the course.

Application for candidacy for the degree must be filed after 27 hours of coursework have been completed. The degree requires 36 hours of courses including the thesis should the thesis option be chosen.

### **Requirements for Admission**

Admission will be based on meeting the following criteria: a BA or BS degree from an accredited college or university; eighteen (18) hours of Christianity courses including Old Testament, New Testament, Christian Doctrine or Theology, Philosophy, and six (6) hours of Greek or Hebrew (a written comprehensive examination may be

required); a score within the last five years on the Graduate Record Examination (GRE) of 900 or above (verbal and quantitative); and other requirements for graduate admission as described in the official **Bulletin** of Houston Baptist University.

Upon admission of students to the program, an inventory of academic and experience background will be made. After the inventory, a program of study will be designed to meet each student's educational needs and interest. The program design will be controlled by the areas of study chosen. The program design must include all the areas of study, although each area of study will be tailored to the student program as well. In addition, students may be required to attend certain undergraduate lectures, special conferences, or lecture series in order to enhance their knowledge in certain areas of study.

## **THE MASTER OF BUSINESS ADMINISTRATION MBA 2000**

The MBA 2000 is designed to provide sound, basic education in business at the graduate level and to develop expertise in one of seven major areas. Majors are offered in the fields of Accounting, Finance, Health Services Management, Human Resources Management, Information Technology, International Management, and Management. An individualized program is also available.

The MBA 2000 is open to college graduates with degrees in any field. Completion of previous courses in business is not required for entry into the program.

Academically qualified students from the liberal arts, engineering, the sciences, and other non-business fields who have an interest in and aptitude for business as a profession are encouraged to apply. Graduates of programs in business will also benefit from pursuing the MBA 2000.

Courses in three categories comprise the MBA 2000 program. Core courses present a broad, integrated view of the business functions. Elective courses present the opportunity to extend the breadth of the curriculum to certain selected areas. Major courses provide depth of exposure to a specific business area. Majors are chosen for their centrality to the operation of the organization and their attractiveness as entry points for careers in management.

The program of study leading to the MBA consists of as many as nineteen courses involving fifty-seven hours of academic work. Students who have met the prerequisite requirements must complete forty-two graduate semester hours. Undergraduate courses may be used to satisfy prerequisite requirements if completed at a regionally accredited post-secondary institution, Leveling courses may be used to satisfy prerequisite requirements. The College Level Examination Program (CLEP) may be used to satisfy prerequisite requirements. Requirements for the Masters of Business Administration 2000 degree are:

1. Satisfaction of prerequisite requirements: 6 semester hours in Accounting, 6 semester hours in Economics, 3 semester hours in the Behavioral Sciences, 6 semester hours in quantitative methods. If taken as part of an undergraduate program, a quality point average of 2.5 (4.0 scale) or better must be achieved with no grade lower than "C". Courses must have been completed within seven years of starting the MBA 2000. These requirements may also be satisfied by the CLEP or by satisfactorily completing ACCT 4399, ECON 4399, MGMT 4397, MGMT 4398, and MGMT 4399.

2. Completing the Business Core: ACCT 6352, CISM 6360, FINA 6330, MGMT 6310, MGMT 6318, MGMT 6333, MGMT 6341, and MKTG 6310.
3. Completing the elective requirements: two courses from MGMT 6343, MGMT 6309, MGMT 6344, or MGMT 6395.
4. Completing the 12 semester hour requirements for one of the majors (Accounting, Finance, Health Services Management, Human Resources Management, Information Technology, International Management, or Management).

## **THE MASTER OF EDUCATION**

Houston Baptist University offers the Master of Education degree in All-Level Education, Educational Administration, Bilingual Education, Counselor Education, Educational Diagnostician, Elementary Education, Curriculum and Instruction, Reading Education, and Secondary Education. Also, Generic Special Education is available as a certificate endorsement program. 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 certification.

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

### **I. All-Level Education**

- A. This option leads to both an M.Ed. in All-Level Education and Texas state certification in all-level art, kinetics, or music. The student must meet all admission, retention, and certification requirements for teacher education and have a degree plan or deficiency plan completed by the certification officer.
- B. The degree requires the following courses: EDUC 5354, 6301, 6302, 6303, 6304, 6310, 6340, EDSP 5302, six hours of approved graduate electives in MEd or the teaching field, six hours of student teaching (or an approved alternative), and teaching field requirements as specified on the degree plan or deficiency plan. EDUC 5343 is strongly recommended. For all-level kinetics, EDRE 5330 replaces one of the electives.
- C. Students may be recommended for certification when they have completed the following: (1) 24 hours if art and music (EDSP 5302, EDUC 5354, 6301, 6302, 6303, 6304, 6310, 6340) and 27 hours if kinetics (EDSP 5302, EDUC 5354, 6301, 6302, 6303, 6304, 6310, 6340, and EDRE 5330); (2) student teaching or an approved equivalent; (3) any subject area requirements specified on the degree plan or deficiency plan; and (4) the required state ExCET exams.
- D. Students may not begin courses in their professional development sequence (EDUC 5340, 5350, 5430, 6301, 6302, 6304, 6340, 5690, and EDRE 5320 and 5350) until all sections of the TASP are successfully completed.

### **II. Educational Administration**

- A. To earn a degree in Educational Administration, a student must complete the following 36 semester hours: EDUC 6310, 6300; EDAD 6301, 6302, 6303, 6304,



6306, 6308, 6309, 6310, 6313, and 6391, and successfully complete a comprehensive exam.

- B. To earn the Texas Professional Certificate in Mid-Management School Administration, the student must complete the 36 semester hours above, earn the M.Ed. degree, have a valid Texas teaching certificate, have completed two years of successful teaching, and must complete 9 additional semester hours; three semester hours from EDUC 6370 (for secondary certificate holders only); EDUC 6371 (for elementary or all-level certificate holders only); and six semester hours selected from approved graduate electives other than EDAD. Students must also successfully complete a comprehensive examination as required by the State Board of Education.

### III. Bilingual Education

- A. To gain admission to the degree program in Bilingual Education, the prospective student must, in addition to the general M.Ed. admission requirements, achieve the prerequisite scores on proficiency tests in English and in Spanish. On the MLA Cooperative 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 must take the appropriate courses to remove language deficiency in each area where the score is less than the minimum standard.
- B. To earn a degree in Bilingual Education, a student must complete the following 36 semester hours: EPSY 5330, EDUC 6310, 6320, EDBI 5305, 5304, 5343 or 5344, 6304, 6305, 6306, 6307, and six semester hours of approved graduate electives (three hours must be at the 6000 level), which may include EDUC 5387. A student who lacks Texas Teacher Certification must also successfully complete EDUC 4387/5387, **Student Teaching in the Bilingual Classroom; and** normally an additional 3 semester hours of student teaching, and other courses specified on a deficiency plan prepared by the College of Education and Behavioral Sciences.
- C. Successful completion of this program, demonstration of proficiency at the teaching level in Spanish, and removal of any deficiencies needed for valid Texas teacher certification at the elementary level, will qualify the student for Texas teacher certification in Bilingual Education. Students must also pass the appropriate oral evaluation and written comprehensive examination as required by the Board of Education of the State of Texas. 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 Director of the Master of Education program.
- D. Requirements for Teacher Certification Only
1. A post-baccalaureate student who has never received teacher certification may earn Bilingual Education certification upon completion of the requirements as specified on the appropriate deficiency plan prepared by the College of Education and Behavioral Sciences and completion of requirements below.

2. A person holding Texas teacher certification who can qualify as a special post-baccalaureate student may seek to earn either an Endorsement in Bilingual Education or the Certificate in Bilingual Education.
  3. To gain admission to the Bilingual Endorsement or Provisional Certification programs, the prospective student must meet the same entrance requirements listed under IIA.
- E. Program Requirements for the Endorsement in Bilingual Education. The student must complete the following courses with no grade less than “C”: EDBI 5304, 5305, 6306, 6307. The student also must demonstrate proficiency on a T.E.A.-approved test in Spanish. 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.
- F. Program Requirements for the Certificate in Bilingual Education. The student must complete the following courses with no grade less than “C”: EDUC 6310, EDBI 5304, 5305, 5343, 6304, 6305, 6306, and 6307. Upon completion of the program, the student must demonstrate, by examination, proficiency at the teaching level in Spanish, and must successfully complete EDUC 5387 and 3 additional hours of student teaching. These student teaching requirements apply only to students who are not already certified teachers.
- G. Program Requirements for the Endorsement for Teachers of English as a Second Language. The student must complete the following courses with no grade less than “C”: EDBI 5304, 5305, 5314, 5315. Those students who hold a valid Texas teacher’s certificate may teach for one year in a T.E.A. approved ESL or Bilingual classroom in lieu of completing EDUC 4386.

#### **IV. Counselor Education**

- A. To earn the MEd degree in counselor education, a student must complete the following 36 semester hours with no grade less than “C”: EDSP 5302; EDUC 6310, 6320; EPSY 5363, 6191, 6304, 6306; PSYC 5251, 5313, 5323, 5330, 6302, 6305, and three semester hours of approved graduate electives.
- B. Background psychology courses are required. For further information see description of leveling course requirements under the description of MEd Counselor Education Program.
- C. The Texas certificate as School Counselor also requires that the student have a valid Texas teaching certificate and have completed 3 years of successful teaching. The student will be required to show satisfactory performance on an oral comprehensive examination. A 350-clock-hour practicum must be satisfactorily completed in a university approved and SBEC accredited school. SBEC also requires satisfactory performance on an ExCET for School Counselors.
- D. Those students wishing to be licensed as a Psychology Associate must complete all of the following requirements: complete the sequence of courses for the MEd degree requirements in School Counseling; must earn six (6) additional semester hours in educational psychology or psychology; must complete 100 additional hours of supervised experiences in the supervised practicum above the School Counselor requirement; and must achieve a satisfactory score on the State of Texas certification examination.

## **V. Educational Diagnostician**

- A. To earn a degree as an Educational Diagnostician, the student must complete the following 36 semester hours with no grade less than “C”: EDSP 5302, 5311, 5335, 5319, 6315, 6344, EPSY 6301, 6302, 6305, EDRE 5304, EDEC 5306, and three semester hours of graduate electives from the following: EDAD 6310, EDUC 6301, 6303, 6304, 6310, EPSY 6304, PSYC 6310, EDRE 5351 and 6304.
- B. Completion of the thirty-six semester hours for the MEd degree does not automatically confer Professional certification as an Educational Diagnostician. To earn certification, the student must complete the 36 graduate hours, must earn the MEd degree, have a valid Texas teaching certificate, have completed three years of successful teaching, and must take EPSY 5330 and three semester hours from the following: EDAD 6310, EDUC 6301, 6303, 6304, 6310, EPSY 6304, PSYC 6310, EDSP 5351, EDRE 5351, and EDSP 6304.
- C. To be recommended for certification as an Educational Diagnostician, the student will be required to show satisfactory performance on the appropriate ExCET exam as required by the State Board of Educator Certification.

## **VI. Elementary Education**

- A. This option leads to both an MEd degree in Elementary Education and state certification in elementary education. The student must meet all admission, retention, and certification requirements for teacher education and have a deficiency plan completed by the certification officer.
- B. The degree requires the following courses: EDUC 5340, 5350, 5430, 6301, 6302, 6303, 6304, 6310, 6340; EDRE 5310, 5320, 5330, 5350; EDSP 5302.
- C. The degree requires completion of thirty-seven of these hours: EDUC 5430, 6301, 6302, 6303, 6304, 6340, EDRE 5310, 5330, EDSP 5302, and three hours of the following courses: EDUC 5340, 5350, 6310, and EDRE 5320.
- D. Certification requires the following: (1) two additional three-hour courses (two courses not completed for the MEd degree) from EDRE 5320, 5330, 5350, EDUC 5340, and 6310; (2) student teaching or an approved equivalent; and (3) the required state ExCET exams.
- E. Students may not begin courses in the professional development sequence (EDUC 5340, 5350, 5430, 6301, 6302, 6304, 6340, 5690, and EDRE 5310, 5320 and 5350) until all sections of the TASP are successfully completed.

## **VII. Curriculum and Instruction**

- A. To earn the M.Ed. degree in Curriculum and Instruction, a student must complete 36 semester hours with no grade less than “C”. These hours must include the M.Ed. core: EDUC 6310, 6320, and EPSY 5330. The remaining 27 credits must be selected from at least two of the fields listed below, with no less than 6 semester hours in any field. A minimum of 18 semester hours must be completed at the 6000 level.
- B. Fields of study from which students may select are Educational Administration (EDAD), Bilingual Specialization (EDBI), English As A Second Language (ESL), Early Childhood Education (EDEC), Generic Special Education (EDSP) (certificate of endorsement only, not a degree program), Educational Psychology (EPSY), Professional Education (EDUC), and Reading (EDRE).

## **VIII. Generic Special Education Endorsement**

- A. The Special Education Certificate prepares the special education teacher to work with virtually all handicapping conditions except the most severe handicaps.
- B. To earn a certificate of endorsement in Generic Special Education, a student must complete the following 18 hours with no grade less than "C": EDSP 5302, 5306, 5311, 5319, 5335, and 5351.
- C. The Texas endorsement in Generic Special Education requires that the student have a valid Texas elementary teaching certificate and have completed 2 years of successful teaching in addition to the requirements stated above. The student must also complete the appropriate ExCET exam as required by the State Board of Educator Certification.

## **IX. Reading Education**

- A. To earn a degree in Reading Education, a student must complete the following 36 semester hours: EDUC 6310, 6320, EPSY 5330, EDRE 5304, 5330, 6301, 6304, and 6305. A student already possessing an elementary education certificate must complete EDUC 5314, 6371, and six hours of approved graduate electives (ESL courses strongly recommended). A student already possessing a secondary education certificate must complete EDUC 5313, 6370, EDRE 5310 and 5320.
- B. To earn the Texas Professional Certificate as a Reading Specialist in addition to the degree requirements stated above, a student must have a valid Texas teaching certificate, three years successful teaching experience in an accredited elementary or secondary school, and a passing score on the appropriate ExCET examination as required by the State Board of Educator Certification.
- C. Certification as a Reading Specialist for a person who already holds a Master's degree and a valid Texas teaching certificate may be obtained by completion of the following courses: EDRE 5304, 5330, 6301, 6304, 6305, and EDUC 6310. The student who already possesses elementary teacher certification must also complete EDUC 6312 and 6371. The student who already possesses secondary teacher certification must also complete EDRE 5310, 5320, EDUC 6302, and EDUC 6370.

## **X. Secondary Education**

- A. This option leads to both an MBd degree in Secondary Education and state certification in secondary education. The student must meet all admission, retention, and certification requirements for teacher education and have a degree plan or deficiency plan completed by the certification officer.
- B. The degree requires the following courses: EDUC 5354, 6301, 6303, 6304, 6310, 6312, 6340, EDSP 5302, EDRE 5330, six hours of student teaching (EDUC 5691), and three hours of approved graduate electives in the MED program or teaching field. EDUC 5345 and EDRE 5330 are strongly recommended.
- C. The degree requires completion of all thirty-six hours; however, students may be recommended for certification when they have completed the following: (1) 27 hours (EDUC 5354, 6312, 6301, 6303, 6304, 6306, 6310, 6340, EDSP 5302, and EDRE 5330); (2) student teaching or an approved equivalent; (3) any subject area requirements specified on the deficiency plan; and (4) the required state ExCET exams.

- D. Students may not begin courses in the professional development sequence (EDUC 6312, 5354, 6301, 6304, 6340, 5691) until all sections of the TASP are successfully completed.

### **THE MASTER OF LIBERAL ARTS**

The program in liberal arts is an inter-disciplinary master's degree designed for those whose formal professional education is complete, but who wish to continue intellectual enrichment in an academic environment. The MLA is an innovative approach to graduate study which recognizes the value of a broad interdisciplinary experience. The program is directed neither toward professional research nor toward the achievement of a doctorate; no thesis is required.

Students in the MLA program represent a variety of educational backgrounds and ages. The degree is of particular interest to those in areas such as education, business, law, medicine, and engineering who desire a high level inquiry into the liberal arts. Thirty-six semester hours of work are required for the MLA degree, of which six are selected from a core curriculum, MLA 6324, The Art of Being Human, and MLA 6340-41, **Western Culture and Human Experience**. Classes meet once each week on various evenings and on Saturday. There are no requirements for continuous enrollment, and no entrance exam is required, although a writing sample will be submitted. A selection of courses from the various liberal arts is offered each quarter.

Students who have completed the MLA program at Houston Baptist University, or another accredited university, are eligible to receive a Certificate of Advanced Studies in the Liberal Arts upon completion of an additional 30 semester hours of graduate studies.

### **THE MASTER OF SCIENCE IN HUMAN RESOURCES MANAGEMENT**

The Master of Science in Human Resources Management is designed to maximize the HRM professional's career opportunities through an education experience that will develop and enhance their skills. Students entering the program come from a broad spectrum of undergraduate majors. 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 competencies in the field. One of the strengths of the program is the rich blend of students bringing varied experiences and backgrounds to class discussions and projects.

The instructional philosophy is that an understanding of basic business principles and functions is necessary to achieve the highest professional standards. The degree program combines courses closely identified with business functions and courses specifically constructed for human resources management.

The program is offered at night to accommodate the fully employed student. A secondary benefit to this scheduling practice is the availability of outstanding human resources practitioners from the Houston business community to teach some of the highly specialized courses in the program. The instructional emphasis is on the practical and applied rather than the theoretical and abstract.

## **The Academic Program**

The Houston Baptist University Master of Science in Human Resources Management consists of two components and requires from 42 to 48 hours determined by the student's undergraduate course work. The curriculum consists of six hours of leveling courses and 42 semester hours of graduate course work focused on human resources management.

The two leveling courses cover the principles of accounting and behavioral management. These courses may be waived if the student has earned a "C" or higher in an equivalent course in undergraduate school or if credit has been earned in an equivalent course within the last seven years. The College Level Examination Program (CLEP) also may be used to satisfy undergraduate course credit deficiencies.

Fourteen graduate courses comprise the graduate requirements. Students may complete the program in seven terms by taking two courses per term. A less intensive program of study may be chosen by the student who wishes to spend more than two years in the pursuit of the degree.

Program requirements for the degree are listed in the Graduate Programs section under College of Business and Economics.

## **MASTER OF SCIENCE IN MANAGEMENT**

The Master of Science in Management is designed exclusively for individuals who have already earned the MBA and who wish to expand and elaborate their knowledge and skills. This degree is offered in response to the rapid pace of change in the economy and the concomitant change in the nature and structure of organizations that have produced in the successful manager the need for new skills and knowledge. The MS in Management provides the means for the MBA to leverage these changes to maximum advantage for organization and career. The MS in Management may be customized to fill gaps in the MBA and to take advantage of changes in the business environment. The degree consists of twenty-four semester hours taken from the extensive course offerings of the MBA 2000 degree in the following areas: accounting, finance, health services management, human resources management, information technology, international management, and management. Course selection is tailored to the specific needs of the individual student.

## **THE MASTER OF SCIENCE IN MANAGEMENT, COMPUTING AND SYSTEMS**

The program in 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 Information Technology. The program includes courses in information technology, technology management, and general management. The technology courses are designed to further develop the expertise and capabilities of the systems professional and will have an immediate and beneficial effect on 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 of study leading to the Master of Science 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 take two three-hour courses each quarter for seven consecutive quarters.

While the MCS program is designed to be completed in twenty months, students who must leave the program for personal or academic reasons may reenter the program after a period of absence. Specific prior approval is required for reentry, and all degree requirements must be completed within four years of first matriculation.

## **MASTER OF SCIENCE IN HEALTH ADMINISTRATION**

The Master of Science in Health Administration (MS-HA) is planned to enhance health care professionals' career opportunities through an educational experience that will develop their skills. Students entering the program come from a broad spectrum of undergraduate majors. Both theoretical and pragmatic considerations are combined in the instruction to meet the requirement of the experienced professional as well as the student viewing the degree as an entry to the profession. The program is enhanced by the diversity of backgrounds and experiences related to class discussions and projects.

The Master of Science in Health Administration program consists of two components and requires 54 semester hours of course work. The first component is a 39 hour cognate area which provides a broad foundation of courses needed by all health administrators. The second component is the selected major which consists of 15 hours of course work. The two available majors are: Health Care Administration and Human Resource Administration.

Requirement for the Master of Science in Health Administration are:

1. Completing the Cognate Core: HADM 5310, 5315, 5320, 5325, 5330, 5340, 6310, 6315, 6320, 6325, 6330, 6335, 6350, 6360.
2. Completing one of the Majors:  
Health Care Administration - HADM 6360, 6366, 6367, 6368, 6370  
Human Resource Administration - HADM 6360, 6370, and nine hours from MGMT 5365, 6364, 6367, 6370, or 6387
3. Meeting the general graduate degree requirements for the University.

## **MASTER OF SCIENCE IN NURSING**

The Master of Science in Nursing (MSN) programs prepare graduate nurses who will be able to practice in a wide variety of health care delivery settings and pursue doctoral education. The MSN curricula provide the structures and processes for preparing graduates who can function as family nurse practitioners (FNP), family nurse practitioner-congregational care (FNP-CC), or congregational care nurses (CCN). The graduate nurse will be prepared to work in today's health care delivery system, function with in the changing parameters of the present system, and contribute to the health care system of the future. The curricula includes concepts of pastoral care for the FNP-CC and the CCN students. The curricula are planned to foster a sense of commitment to the nursing profession which demands competence, accountability, and autonomy achieved through creative and critical thinking.

## **Family Nurse Practitioner**

The Family Nurse Practitioner program is designed to prepare the nurse to practice independently and collaboratively as a health educator, personal health counselor, and health care provider within the health care community. The program consists of 43 hours of study. The program consists of 43 hours of study. Twenty-nine (29) semester hours of the program can be completed for the Family Nurse Practitioner certification if the student already has a master's degree in nursing.

Requirements for the FNP program are:

1. Successful completion of Graduate Nursing Core - NURS 5310, 6211, 6320, 6350, and HADM 6315.
2. Successful completion of Advanced Nursing Practice courses - NURS 5440, 6111, 6241, 6242, 6251, 6252.
3. Successful completion of Family Nurse Practitioner Core -NURS 6311, 6322, 6333, 6344, and 6455.

For students who already have a master of science degree in nursing, requirements for Family Nurse Practitioner recognition include: NURS 5440, 6111, 6241, 6242, 6251, 6252, 6311, 6322, 6333, 6344, and 6455.

## **Congregational Care Nurse**

The Congregational Care Nurse (CCN) program is designed to prepare the nurse to provide health care in a church setting, focusing on social problems of infants, children, adolescents, and adults in a church congregation. Graduates of the CCN program will not have met the requirements of the Board of Nurse Examiners for the state of Texas for recognition as advanced nurse practitioners but will meet the requirements for a master of science degree in nursing.

Requirements for the CCN program are:

1. Successful completion of Graduate Nursing Core - NURS 5310, 6315, 6320, and 6350.
2. Successful completion of counseling courses-PSYC 5312, 5313, 5326, and 6301.
3. Successful completion of Congregational Care Nurse courses - NURS 6112, 6304, 6406, 6408.

## **Family Nurse Practitioner-Congregational Care (FNP-CC)**

The Family Nurse Practitioner-Congregational Care (FNP-CC) program is designed to develop the nurse who can function as a Family Nurse Practitioner within a church-based setting. The FNP-CC program consists of 50 hours of study. Twenty-nine (29) semester hours of the program can be completed for Family Nurse Practitioner certification if the student already has a masters degree in nursing.

Requirements for the FNP-CC program are:

1. Successful completion of Graduate Nursing Core - NURS 5310, 6211, 6320, 6350, and HADM 6315.
2. Successful completion of Advanced Nursing Practice courses - NURS 5440, 6111, 6241, 6242, 6251, 6252.
3. Successful completion of the Family Nurse Practitioner courses - NURS 63 11, 6322, 6333, 6344, 6455.
4. Successful completion of Congregational Care courses-PSYC 5312 and 5313, and NURS 6211.



# SMITH COLLEGE OF GENERAL STUDIES

Smith College of General Studies is the foundation unit in the academic 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 sound choices on the part of the student and the advisor as they relate to continuing advancement toward an enriched personal life as well and a productive vocation.

When a student has completed the fifty-four semester hours required by the University as a part of all undergraduate degree programs (**see Degree Requirements**) and has demonstrated an acceptable level of academic performance, he is then assigned to one of the other Colleges for direction and supervision. In many cases, a student in the Smith College of General Studies will be registered for courses both in his field of interest and in 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.

## INTERDISCIPLINARY COURSES

### **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.

## EUROPEAN CULTURAL STUDIES

Students may fulfill three hours of the Smith College fine arts requirement by participation in a summer study abroad program. Credit may be elected for **ART 3343, Art Appreciation**, **MUSC 2312, Music Appreciation**, or **INDC 3301, Culture and Human Experience**. The purpose of the academic tour is to provide the student with the opportunity to view the actual artifacts of history, inspect master works of art, listen to musical performances in the original settings, and experience remnants of the historical past still extant in the present. Itineraries alternate years between a 21-day tour of major European cities and focus on one or two countries in a 10-14 day form.

## **SENIOR SEMINARS**

### **Senior Seminar 4290, 4291, 4292, 4293, 4294, 4295, 4296, 4297, 4298, 4299**

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 knowledge of significant literature in the field of study. The preparation of a presentational paper is required as demonstration of analytical and interpretative ability. (See Note 7 under **Undergraduate Degree Requirements** in the **Undergraduate Academic Program** section).

# **COLLEGE OF ARTS AND HUMANITIES**

# COLLEGE OF ARTS AND HUMANITIES

## Undergraduate Programs

### DEPARTMENT OF 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 toward his life situation through creative involvement. The beginner is offered a variety of courses that 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 14 semester hours in studio courses, five hours of which must be upper level.
- II. Elementary Art with Teacher Certification (Elementary Interdisciplinary Certificate)
  - 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, two hours of which must be upper level.
  - C. The six semester hour student teaching requirement will be completed in one quarter.
- III. Art with Teacher Certification (Secondary Teaching Certificate)
  - A. This plan is for the student who wishes to be certified to teach art and another subject area on the secondary level only. (For list of approved other major, see **Approved Undergraduate Program** in the Education section of this **Bulletin**).
  - B. A student who plans to teach art in the secondary school must take all required courses as stipulated by the College of Education and Behavioral Sciences.
  - C. 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.
  - D. The six semester hour student teaching requirement will be completed in one quarter.

#### IV. Art with Teacher Certification (All-level Teaching Certificate)

- 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, eight hours of which must be upper level.
- C. The six semester-hour teaching requirement will be divided between elementary and secondary level experiences. **See the Education-Undergraduate** section of this **Bulletin**.

#### **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 art faculty will decide the disposition of these works. 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.

#### **Art Forum**

All students majoring in Art, Elementary Art Education, or All-Level Certification in Art who are enrolled for a minimum of eight credit hours must enroll in and receive a passing grade (P) each quarter in Art Forum (ART 0000). To receive a passing grade, students must (a) attend two meetings of Art Forum, (b) attend one outside event recommended and approved by the faculty, and (c) participate in the organization and presentation of the annual Student Art Exhibit (Spring Quarter).

#### **Student Exhibition Experiences**

Art majors must participate in at least one approved off-campus exhibition during the junior and senior year for a total of at least two. A member of the Art faculty will mentor these exhibition opportunities.

#### **Exit Exam in Art**

Art majors must schedule and pass the exit exam in art during the senior year and before graduation. The exam will be offered each quarter.

### **DEPARTMENT OF CHRISTIANITY AND PHILOSOPHY**

#### **Center for Ministry Careers**

The Center for Ministry Careers is the means by which Houston Baptist University coordinates its many efforts to assist students who are committed to or seriously considering church vocations. The SERV Support for Every Religious Vocation Program provides financial aid and vocational guidance for students exploring ministry careers. Field-based learning opportunities such as the Supervised Ministry Practicum, the Missionary Internship, Urban Ministry Projects, the Timothy Program, Mission Trips and Revival Teams are also provided through the Center. A Ministry Bureau and a placement referral service link students with churches seeking

part-time and full-time staff. A testing battery and counseling service assists students with the process of self discovery.

## **CHRISTIANITY**

Houston Baptist University is committed to providing 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 that 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 in any major. 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 CHRI 1333.

For a major in Christianity thirty-four semester hours are required, nine hours of which are required of all students. The twenty-five additional hours are: three hours of **Introduction to Philosophy**, PHIL 1313; three hours from Category I: Practical and Functional Studies (CHRI 3171-3271, 3353, 3363, 3371, 4333, or 4334); three hours from Category II: Biblical Studies (CHRI 3333, 3334, 3335, 3344, or 4343); three hours from Category III: Historical and Theological Studies (CHRI 3314, 4335, 4353, 4383, or PHIL 4353); three hours from Category IV: Philosophical Studies (PHIL 3313, 3323, 3343, 4323, 4363, or CHRI 4363); four hours of Senior Seminars (CHRI 4292, 4293); and six additional hours from categories I-IV or CHRI 1333, 3393, 4181, 4281, and 4381.

Complementing the classroom studies in Christianity, the Center for Ministry Careers (CMC) offers certain field-based studies that allow students to have actual ministry experience.

## **PHILOSOPHY**

Philosophy is a basic element in a liberal arts education and serves to integrate the various areas of knowledge. The purpose of the study of philosophy is to help students in their 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 communications and mass media. A student may select one or both majors within the department. The focus of the curriculum is to develop communication skills that are essential both personally and professionally.

## **SPEECH COMMUNICATIONS**

The speech communications major is designed for students interested in either rhetorical studies or communication systems. The department features a highly competitive intercollegiate debate and individual events program as well as the Rex

Fleming Readers, a select group that performs a variety of literary works. In addition, an internship option is available for those students with specialized communication objectives. All majors are required to pass an oral exit examination in order to graduate.

Students who wish to be certified to teach speech communications must take COMM 1313, 2323, 3305, 3313, 3334, 3345, three additional hours from rhetorical studies (COMM 3325, 3355, 4314, 4315, and 4333), three additional hours from communication systems (COMM 3324, 3354, 3363, 4304, and 4323), 4292, 4293, and MASM 1324 for a total of thirty-one hours.

Students not seeking teacher certification may major in speech communications by taking COMM 1313, 2323, 3313, nine hours from rhetorical studies (COMM 3305, 3325, 3334, 3355, 4314, 4315, and 4333), nine hours from communication systems (COMM 3324, 3345, 3354, 3363, 4304, and 4323), 4292, and 4293 for a total of thirty-one hours.

## **MASS MEDIA**

The mass media major is designed to prepare future media practitioners for entry level jobs in television, radio, newspaper, advertising, public relations, and photography or to teach journalism at the secondary level. All majors are required to compile a professional quality portfolio as a requirement for graduation. Students are also required to complete two internships. The department has over one hundred internships available to help prepare students for employment upon graduation. In addition, students will have the opportunity to participate on the student newspaper, student yearbook, work in the HBU television studio and the departmental darkroom.

All mass media majors must complete the media core: MASM 1313, 1324, 2303, 3314, 3321, 4373, 4374, 4292, and 4293. Students may concentrate in print media by also completing two of the following classes: MASM 3325, 4314, 4315, and 4336. Students who choose the electronic concentration must also complete MASM 3365 and 3366. Students who choose the photography concentration must also complete MASM 3322 and 4321. The mass media major totals thirty-one hours.

## **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-eight semester hours in history, including the survey courses in World Civilization and United States history; (b) twelve hours in advanced level history courses; (c) two Senior Seminars. For the history major, the survey courses in World Civilization and United States history are prerequisites for all advanced work in history.

History majors who plan to teach at the elementary level must take HIST 1314, 1324, 2313, 2323, 3333, 4292, 4293, one advanced level American history course, one advanced level English or European history course, and three additional hours of upper level history electives.

History majors who plan to teach in the secondary schools must take HIST 1314, 1324, 2313, 2323, 3333, 4313, 4363, the Senior Seminars HIST 4292 and 4293, and three additional hours of upper level history electives.

## **POLITICAL SCIENCE**

The political science major prepares students for a variety of careers in law, government service, business, and education.

Requirements for the majors are: POLS 1313, 2313, 3373, 4333, Senior Seminars 4292 and 4293, and twelve additional hours in political science, of which nine must be advanced, for a total of twenty-eight hours.

Political Science majors who wish teacher certification complete the same degree requirements as other Political Science majors.

Pre-law students are encouraged to take POLS 3343, **Judicial Process**, and POLS 4313, **Constitutional Law**.

## **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 traditions.

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 other peoples 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 all students for increasing knowledge of the cultures and improving proficiency in languages other than English by using audio and videocassettes, computer software, CD-ROMs and interactive video, and speaking in small groups. 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 course work plus student teaching in the ESL classroom, is open to all candidates for Texas Teacher Certification.

## **BILINGUAL EDUCATION**

The curriculum in bilingual education prepares the student to teach in a bilingual setting on the elementary school level. The student learns to teach first and second languages and to teach content material in a bilingual context. To receive bilingual certification, students must take the following courses: EDBI 4305; EDBI 4314; either EDBI 2363, 3333 or SPAN 3333, or one elective course to be chosen from EDBI 3321 or 4320 (to be determined by the bilingual education advisor); EDBI 3387, 4292, and 4293; HIST 3333, EDBI 4343 or SPAN 4343 and EDBI 4344 or SPAN 4344; EDBI 4315; and EDBI 3303 or ENGL/EDBI 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 the 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. However, he is not assured of acceptance in the program until he has completed this requirement. In addition to meeting the English proficiency requirements for all students in the teacher education program, the student in bilingual education must demonstrate language proficiency at the teaching level in content areas in both Spanish and English. 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 4305; ENGL/EDBI 4304; EDBI 4315; EDBI 4314; and EDUC 4386. Certified Texas teachers may teach for one year in a TEA approved ESL or bilingual classroom instead of completing student teaching.

## **ENGLISH**

ENGL 1313 and 1323 are required of all students. Students scoring below 18 on the English section of the ACT or below 40 on the TSWE 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 four programs: a liberal arts English major; teacher certification in English; an internship; and a writing specialization.

## **English and the Smith College Requirements:**

Section 2: Written and Oral Communication. Any six hours in ENGL writing or literature courses above 1324. Section 5: Humanities. Non-majors usually take three or six hours from ENGL 2363-2368, ENGL 3335-3338, ENGL 2353, or ENGL 3321. English majors usually take three or six hours from any 2000 to 4000 level literature courses.

### **The Liberal Arts English Major:**

English majors who are not working toward teacher certification must take the six hours of freshman English; ENGL 2353, 2314, 2324, 2334; nine hours selected from ENGL 3354, 3355, 3356, 3357, 3358, 3359, 3360, 3373, and ENGL 3374, 3375, 3376, 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. 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 at the secondary or elementary level must take the required freshman courses; ENGL 2353, 2314, 2324, 2334, 3383; six hours selected from ENGL 3354, 3355, 3356, 3357, 3358, 3359, 3360, 3373, and ENGL 3374, 3375, 3376, three hours of which must be in English literature; and two Senior Seminars in English or American literature. English majors working toward secondary teacher certification must also take ENGL 4202.

### **Internship in English**

This program offers outstanding English majors the opportunity to work as interns in a commercial environment for 120 hours for one quarter in order to apply writing and analytical skills that they have developed. English majors who wish to graduate with an Internship must take the six hours of freshman English, ENGL 2353, 2314, 2324, 2334; nine hours selected from ENGL 3354, 3355, 3356, 3357, 3358, 3359, 3360, 3373, and ENGL 3374, 3375, 3376, six hours of which must be in English literature; ENGL/MASM 3303; ENGL/MASM 3345; two Senior Seminars in English or American literature; and ENGL 4301.

The English Intern Selection Committee determines admission to the program. Each applicant must be of good academic standing, be classified as a junior or senior, be working toward a degree in English at Houston Baptist University with at least nine hours of the required upper level English courses completed, have at least a 3.0 QPA in English, and have taken ENGL/MASM 3303 and ENGL/MASM 3345 before the internship. 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 teaches expertness in writing. The courses in the program are especially useful to students majoring in business, social and medical sciences, education, English, pre-law, communications, and liberal arts. They are designed to give students flexibility in career choices and enhance needed communication skills in their fields. Students may take any individual course offered, or they may obtain certification in one of three specialization areas: Technical Writing, Creative Writing, and Rhetoric. Each track requires 8-9 hours. The minimum eight hours must be completed at Houston Baptist University with a 3.0 or above average.

Upon completion of the program, students receive a certificate of completion and the Registrar will note completion of the Writing Specialization Program on their transcripts.

<b>Technical Writing</b>	<b>Creative Writing</b>	<b>Rhetoric</b>
ENGL/MASM 3303	ENGL/MASM 3353: Fiction	ENGL 3303
ENGL/MASM 3345 or	ENGL/MASM 3353: Poetry	ENGL 3383
ENGL/BUSA 3340	<b>2-3 hrs</b> electives* *	ENGL 4202
<b>2-3 hrs.</b> electives*		

\* Students may select from the following electives: ENGL/MASM 3353, ENGL/MASM 3263, ENGL 3383, and ENGL 4202.

\*\* Students may select from the following electives: ENGL/BUSA 3340, ENGL/MASM 3303, ENGL/MASM 3345, ENGL/MASM 3263, ENGL 3383, and ENGL 4202.

### **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 4304, 4305, 4314, 4315, and EDUC 4386. Certified Texas teachers may teach for one year in a TEA approved ESL or bilingual classroom instead 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 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.

Secondary education teacher candidates should also take 3 hours from the following: FREN 3321, 3333, 3334, 3353 or 4385 (or 4386 or 4387). To be certified to teach French, candidates must also achieve adequate proficiency to pass the Texas ExCET Exam (reading, writing, and culture) and the TOPT (speaking) with a rating of Advanced. 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 credit by examination for courses.

### **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 certification candidates, should take SPAN 1314, 1324, 2314, 2324, 3314, 3324; three courses selected from 3305 (or 3306 or 3307), 3333, 4305 (or 4306 or 4307), 4313, 4323, 4343, or 4344, 4385 (or 4386 or 4387); and the Senior Seminars 4292, 4293, for a total of 31 semester hours.

To be certified to teach Spanish, candidates must achieve proficiency to pass the Texas ExCET Exam (reading, writing and culture) and the TOPT (speaking) with a rating of Advanced. Those wishing to increase proficiency should take the Work Internship in Spanish, additional advanced courses, or study in a Spanish-speaking country. Students who come to HBU with language proficiency may receive up to 12 semester hours of credit through examination.

# SCHOOL OF MUSIC

The School of Music is committed to a program that is designed to provide broad aesthetic experience in music for both the major and the general student. In addition to the course work that introduces the student to the fine arts, and to the theories that underlie them, many means are afforded for actual involvement in creativity. Regular performances by the Houston Baptist University Chorus, Band, and Orchestra, faculty recitals, and smaller vocal and instrumental ensembles 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, and performances of the Houston Symphony and the Houston Grand Opera Association.

The curricula in Music at Houston Baptist University are designed to provide the specialization and depth of study necessary for the performance major, the church music major, or the teacher certification program. In addition, curricula and courses are offered which lead to a Bachelor of Arts or a Bachelor of Science degree for those students who wish to combine general music studies with a major in another field, 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 that leads to the Bachelor of Arts or the Bachelor of Science degree in music, or the Bachelor of Music degree. In the Bachelor of Music degree, a student may choose an instrument, organ, piano, voice, theory/composition, or Church Music as a major, or may pursue a course which leads to teacher certification.

## **ENTRANCE EXAMS IN MUSIC (FRESHMEN AND TRANSFER STUDENTS)**

- A. Applied Music: A student wishing to major in music must demonstrate talent for performance by means of an audition for the faculty in their major applied area 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 trial basis. Such students must fulfill all deficiencies within a specified time. Failure to complete the deficiencies within the specified period will automatically end the student's status as a music major.
- B. Theory: Before a student's initial enrollment in the School of Music, a placement examination will be given in music theory. If the examination is not passed, the course, Rudiments of Music Theory (2 hrs.) will be required before the student may begin the regular series of music courses. Transfer students with credit in theory from another college or university will be placed into the theory curriculum by means of a placement exam and/or personal interview with a member of the theory faculty. (Students are referred to the current **School of Music Handbook** for further details.)

## **APPLIED MUSIC**

Individual instruction is offered in voice, piano, organ, harpsichord, brass, woodwinds, percussion, strings, harp, guitar, and composition. All students electing applied music for credit may be required to take a jury examination at the end of each quarter. (**See School of Music Handbook** for more specific information.)

Music majors must be registered for applied music in their area of concentration until the Upper Division Examination is passed and recital requirements are met.

All lower level applied music courses (lessons) will carry an MUPL 1000 or 2000 number and all upper level courses will carry an MUPL 3000 or 4000 number. Applied music courses beginning with "0" number will not be counted toward a major.

## **MUSIC ENSEMBLES**

Ample opportunity is offered to all students at Houston Baptist University for creative participation in music ensembles. Any student who meets the audition requirements may participate in an ensemble. Music majors must participate in University Chorus, University Singers, Symphonic Band, Guitar Ensemble, University Orchestra or an ensemble assigned by the Director of the School of Music 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 or University Singers.

**Instrumental Activities:** Music majors with an emphasis in instrumental music must participate in Symphonic Band, Guitar Ensemble, or University 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 grant-in-aid will be assigned to an ensemble by the Director of Choral Activities or by the Director of Instrumental Activities.

## **KEYBOARD PROFICIENCY**

All music majors must be enrolled in key board studies until the minimum requirements for keyboard proficiency as set forth in **the current School of Music Handbook** have been met and the examination has been passed. In certain instances, students who have passed a keyboard proficiency examination may be permitted to waive further keyboard studies. This examination shall be administered regularly at the end of each quarter and at other times as required.

The keyboard proficiency examination must be completed before student teaching, internship, or presentation of senior recital.

## **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 and Theory requirements met. Transfer students with 60 hours of transfer credit must take the examination within three quarters of entrance to the HBU music program. Students may postpone the examination only by petitioning the Director of the School of Music, and the examination must be taken as soon thereafter as possible and no later than four quarters before 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.

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 may retake the examination after one quarter. Failure to pass the examination a second time will result in 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 completing the sequence of courses in sophomore theory and in Music History must take a departmental cumulative examination in the final quarter of study in those two areas. The date and time of the exams will be announced in class during the final quarter of study.

The examination must be passed in order to qualify for graduation. If a student does not pass the exam, it must be retaken during the following quarter. The exam may be taken three times. If it is not passed the third time, the student must appear before a review board to determine how much of the sequence of courses must be repeated. If the repeat course(s) is passed with a grade of "C" or higher, the exam does not need to be retaken.

### **STUDENT FORUM AND CONCERT ATTENDANCE REQUIREMENT**

All music majors enrolled as full-time students (eight (8) or more credit hours) must register for MUSC 0000, Recital/Forum Attendance. Music majors must attend all Music Forum meetings and two-thirds of the concerts presented by or sponsored by the School of Music. Fulfillment of this requirement each quarter is a graduation requirement.

### **STUDENT RECITAL REQUIREMENTS**

Bachelor of Music (Teacher Certification) students are required to perform one recital of 30 minutes duration. Other Bachelor of Music students are required to perform both junior and senior recitals. See **School of Music Handbook** for details.

# BACHELOR OF ARTS/BACHELOR OF SCIENCE DEGREE

## Music Major-Liberal Arts Track

	Sem. Hrs.
THEORY	
Rudiments of Music (MUTH 0212) . . . . .	2 *
Theory IA, IB, IC (MUTH 1212, 1222, 1232) . . . . .	6
Theory IIA IIB, IIC (MUTH 2212, 2222, 2232). . . . .	6
MUSIC LITERATURE AND HISTORY	
Music Literature (MUHL 2212, MUHL 2222, MUHL 2232) . . . . .	6 ***
Music History (MUHL 3212, MUHL 3222, MUHL 3232) . . . . .	6
APPLIED AREA	
Applied Concentration . . . . .	12 **
(Eight quarters of study - should be taken consecutively).	
SENIOR SEMINARS	
(Two Required) . . . . .	4
Music Electives-upper level. . . . .	2
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\* Not applicable toward requirements for Music Major.  
 \*\* Includes MUAP 2104 for piano majors.  
 \*\*\* Counts as Smith College Humanities requirement

## 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:

	Sem. Hrs.
THEORY	
Rudiments of Music (MUTH 0212) . . . . .	2 *
Music Theory IA, IB, IC (MUTH 1212, 1222, 1232) . . . . .	6
Applied Theory IA, IB, IC (MUTH 1112, 1122, 1132) . . . . .	3
Music Theory IIA, IIB, IC (MUTH 2212, 2222, 2232) . . . . .	6
Applied Theory IIA, IIB, IIC (MUTH 2112, 2122, 2132) . . . . .	3
Music Theory III (MUTH 3312) . . . . .	3
MUSIC LITERATURE AND HISTORY	
Music Literature (MUHL 2212, MUHL 2222, MUHL 2232) . . . . .	6
Music History (MUHL 3212, MUHL 3222, MUHL 3232) . . . . .	6
SUPPORT COURSES	
Senior Seminars (two required) . . . . .	4
Conducting (MUSC 3172, MUSC 3272, MUSC 3273) . . . . .	5



MAJOR AREA

Applied Courses	
Applied Major . . . . .	24 **
Recitals (1 in applied area; 1 in conducting) . . . . .	0
Applied Secondary . . . . .	4
Cognate Courses	
Choral Literature (MUSC 3212, MUSC 3222)	
Hymnody (MUSC 3232)	
History and Philosophy of Worship for the Musician (MUSC 4212)	
Church Music Administration (MUSC 4223) . . . . .	10
Church Music Internship (MUSC 4211, MUSC 4221) . . . . .	4
Music Electives . . . . .	5

EDUCATION CORE

Music for Children (MUSC 4202), Music for Adolescents (MUSC 4203); Interdisciplinary Techniques (MUSC 4204 or MUSC 4205) . . . . .	6
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LIBERAL ARTS CORE

Christianity 1313, 1323 plus 3 additional hours . . . . .	9
English 1313, 1323 and Written English Proficiency Exam . . . . .	6
Foreign Language (6 hours in same language) . . . . .	6
Math 1313 or higher level mathematics course . . . . .	3
Computer Information Systems 1321 . . . . .	3
Human Kinetics 2200 . . . . .	2
Social and Behavioral Sciences (See Note 16, p. 62) . . . . .	6
Speech Communications 1313 . . . . .	3
Humanities Elective (See Note 17, p. 62) . . . . .	3
Freshman Year Experience 1200, if required . . . . .	2

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\*Not applicable to music degree.

\*\*Includes MAP 2104 for piano majors.

**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 is preparing for 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:

Sem. Hrs.

THEORY

Rudiments of Music (MUTH 0212) . . . . .	2 *
Music Theory IA, IB, IC (MUTH 1212, 1222, 1232). . . . .	6
Applied Theory IA, IB, IC (MUTH 1112, 1122, 1132). . . . .	3
Music Theory IIA, IIB, IC (MUTH 2212, 2222, 2232). . . . .	6
Applied Theory IIA, IIB, IIC (MUTH 2112, 2122, 2132) . . . . .	3
Music Theory III (MUTH 3312) . . . . .	3

MUSIC LITERATURE AND HISTORY

Music Literature (MUHL 2212, MUHL 2222, MUHL 2232) . . . . . 6  
 Music History (MUHL 3212, MUHL 3222, MUHL 3232) . . . . . 6

SUPPORT COURSES

Senior Seminars (two required) . . . . . 4  
 Conducting (MUSC 3172, MUSC 3272-Vocal)  
 or (MUSC 3173, MUSC 3273-Instrumental) . . . . . 3

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LIBERAL ARTS CORE

Christianity 1313, 1323 plus 3 additional hours . . . . . 9  
 English 1313, 1323 plus written English proficiency Exam . . . . . 6  
 Foreign Language . . . . . 6  
 Math 1313 or higher level mathematics course . . . . . 3  
 Computer Information Systems 1321 . . . . . 3  
 Human Kinetics 2200 . . . . . 2  
 Social and Behavioral Sciences (See Note 16, p. 62) . . . . . 6  
 Speech Communications 1313 . . . . . 3  
 Humanities Elective (See Note 17, p. 62) . . . . . 3  
 Freshman Year Experience 1209, if required . . . . . 2

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\*Not applicable to music degree.

MAJOR AREA

Organ:  
 Applied Major . . . . . 27  
 Recitals (Jr. and r.) . . . . . 0  
 Applied *Secondary* . . . . . 6  
 Cognate Courses  
     Organ Construction and Design (MUAP 3213)  
     Service Playing I, II (MUAP 3223, MUAP 3233)  
     Organ Literature I, II (MUAP 4215, MUAP 4225)  
     Organ Pedagogy (MUAP 4237) . . . . . 12  
 Music Electives . . . . . 6  
 Ensembles . . . . . 4

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Piano:  
 Applied Major . . . . . 27  
 Recitals (Jr. and Sr.) . . . . . 0  
 Applied *Secondary* . . . . . 4  
 Cognate Courses  
     Chamber Music (three hours)  
     Piano Laboratory (MUAP 3211, MUAP 3221)  
     Piano Literature (MUAP 4214, MUAP 4224)  
     Piano Pedagogy (MUAP 4234, MUAP 4244) . . . . . 15  
 Upper Level Music Electives . . . . . 5  
 Ensembles . . . . . 4

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Voice:	
Applied Major . . . . .	30
Recitals (Jr. and Sr.) . . . . .	0
Applied Secondary . . . . .	4
Cognate Courses	
Diction (MUAP 1146, MUAP 1156, MUAP 1166, MUAP 2146)	
Vocal Literature (MUAP 3216, MUAP 3226, MUAP 3236)	
Vocal Pedagogy (MUAP 4246, MUAP 4256)	
Opera Workshop (four hours) . . . . .	18
Ensembles . . . . .	3
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Instrumental:	
Applied Major . . . . .	27
Recitals (Jr. and Sr.) . . . . .	0
Applied Secondary . . . . .	4
Cognate Courses	
Instrumental Chamber Music (six hours)	
Instrumental Pedagogy (MUAP 3246, MUAP 3256)	
Instrumentation (MUTH 4332) . . . . .	13
Music Electives to be chosen from the following . . . . .	8
Instrumental Literature I, II (MUAP 4213, MUAP 4223)	
Advanced Instrumental Conducting (MUSC 4273)	
Jazz Influences on Instrumental Music (MUAP 4232)	
Symphonic Literature I, II (MUHL 4212, MUHL 4222)	
Ensembles . . . . .	3
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## **BACHELOR OF MUSIC (Teacher Certification)**

The Bachelor of Music (Teacher Certification) degree is designed as a broadly-based professional program leading to teacher certification in the public school, grades K-12.

Sem. Hrs.

### THEORY

Rudiments of Music (MUTH 0212) . . . . .	2 *
Music Theory IA, IB, IC (MUTH 1212, 1222, 1232) . . . . .	6
Applied Theory IA, IB, IC (MUTH 1112, 1122, 1132) . . . . .	3
Music Theory IIA, IIB, IC (MUTH 2212, 2222, 2232) . . . . .	6
Applied Theory IIA, IIB, IIC (MUTH 2112, 2122, 2132) . . . . .	3
Music Theory III (MUTH 3312) . . . . .	3
Instrumentation (MUTH 4332) . . . . .	3

### MUSIC LITERATURE AND HISTORY

Music Literature (MUHL 2212, MUHL 2222, MUHL 2232) . . . . .	6
Music History (MUHL 3212, MUHL 3222, MUHL 3232) . . . . .	6

### SUPPORT COURSES

Senior Seminars (Two Required) . . . . .	4
Conducting (MUSC 3172, MUSC 3272, MUSC 4272 - Vocal) or (MUSC 3173, MUSC 3273, MUSC 4273 - Instrumental) . . . . .	5

## MAJOR AREA

Instrumental Classes (MUSC 3111, MUSC 3112, MUSC 3113, MUSC 3114) . . . . .	4
Music for Children (MUSC 4202) . . . . .	2
Music for Adolescents (MUSC 4203) . . . . .	2
Interdisciplinary Music Techniques (MUSC 4204 - Vocal con., or MUSC 4205 - Instr. con.) . . . . .	2
Music in the Public Schools (MUSC 4303) . . . . .	3

## APPLIED AREA

Applied Major . . . . .	10
Junior Recital . . . . .	0
Applied Secondary . . . . .	4

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## LIBERAL ARTS CORE

Christianity 1313, 1323 plus 3 additional hours . . . . .	9
English 1313, 1323 . . . . .	6
English electives . . . . .	6
Math 1313 . . . . .	3
Human Kinetics (2200) . . . . .	2
Computer Information Systems 1321 . . . . .	3
History 2313, 2323 . . . . .	6
Speech Communications 1313 . . . . .	3
Freshman Year Experience 1200, if required . . . . .	2

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## PROGRAM REQUIREMENTS

Science (with lab) . . . . .	4
Psychology 3313 . . . . .	3
Political Science 2313 . . . . .	3
Sociology 2311 . . . . .	3

13

## PROFESSIONAL EDUCATION

Education 4301, 4312, 4345, 4354 . . . . .	12
Student Teaching (4394 and 4397 or 4398) . . . . .	6

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\* Not applicable to degree requirements.

\*\* Includes MUAP 2104 for piano majors.

## **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

Music Theory IA, IB, IC (MUTH 1212, 1222, 1232) . . . . .	6
Applied Theory IA, IB, IC (MUTH 1112, 1122, 1132). . . . .	3
Music Theory IIA, IIB, IC (MUTH 2212, 2222, 2232) . . . . .	6
Applied Theory IIA, IIB, IIC (MUTH 2112, 2122, 2132) . . . . .	3
Music Theory III (MUTH 3312) . . . . .	3

## MUSIC LITERATURE AND HISTORY

Music Literature (MUHL 2212, MUHL 2222, MUHL 2232) . . . . .	6
Music History (MUHL 3212, MUHL 3222, MUHL 3232) . . . . .	6

## SUPPORT COURSES

Senior Seminars in Theory (MUTH 4292, MUTH 4293) . . . . .	4
Conducting (MUSC 3172, MUSC 3272-Vocal) or (MUSC 3173, MUSC 3273-Instrumental) . . . . .	3

## MAJOR AREA

## Applied Courses

Composition (with 12 hrs upper level) . . . . .	18
Recitals: Junior and Senior [See Note] . . . . .	0
Applied Secondary . . . . .	18

## Cognate Courses

Advanced Keyboard/Aural Skills (MUTH 3222) . . . . .	2
Music Electives . . . . .	14
Ensembles . . . . .	3

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## LIBERAL ARTS CORE

Christianity 1313, 1323 plus 3 additional hours . . . . .	9
English 1313, 1323 plus Written English Proficiency Exam . . . . .	6
Foreign Language (German or French) . . . . .	6
Math 1313 or higher level mathematics course . . . . .	3
Computer Information Systems 132 1 . . . . .	3
Human Kinetics 2200 . . . . .	2
Social and Behavioral Sciences (See Note 16, p. 62) . . . . .	6
Speech Communications 1313 . . . . .	3
Humanities Elective (See Note 17, p. 62) . . . . .	3
Freshman Year Experience 1200, if required . . . . .	2

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Note: A Junior Conducting/Lecture recital and a Senior Recital of original works (with the composer performing and/or conducting on the recital program) are required.

# Graduate Programs

## THE MASTER OF LIBERAL ARTS

The program in liberal arts is an interdisciplinary master's degree designed for those whose formal professional education is complete, but who wish to continue intellectual enrichment in an academic environment. The MLA is an innovative approach to graduate study that recognizes the value of a broad interdisciplinary experience. The program is directed neither toward professional advancement nor toward the achievement of a doctorate; several of our graduates, however, have achieved success in both areas. No thesis is required.

Students in the MLA program represent a variety of educational backgrounds and ages. The degree is of particular interest to those in areas such as education, business, law, medicine, and engineering who desire a high level inquiry into the liberal arts. Thirty-six semester hours of work are required for the MLA degree, of which six are selected from a core curriculum, MLA 6324, *The Art of Being Human*, and MLA 6340-41, **Western Culture and Human Experience**. Classes meet once each week on various evenings and Saturday mornings. There are no requirements for continuous enrollment, and no entrance exam is required, although a writing sample will be submitted. A selection of courses from the various liberal arts is offered each quarter.

Students who have completed a Master of Liberal Arts degree at a regionally accredited university are eligible to complete a postgraduate Certificate upon the completion of an additional thirty hours of course work in the MLA program. Applicants who did not complete their degrees at Houston Baptist University must complete a graduate application for admission and submit official transcripts of all previous college work.

For specific program information, prospective students should contact the Master of Liberal Arts Program Director.

## THE MASTER OF ARTS IN THEOLOGICAL STUDIES

The Houston Baptist University Master of Arts in Theological Studies (MATS) is designed to meet the specific needs of those planning to enter vocational or bi-vocational church ministry, or of those already engaged in vocational or bi-vocational church ministry. The program is designed to enable the graduate student or graduate of this program to greater effectiveness and accomplishment in service through vocational church ministry.

The Master of Arts in Theological Studies (MATS) is also designed to enable graduates to continue in additional graduate study or to develop programs of continuing education for personal growth in ministry. Students will study intensively in the four major areas of theological studies: biblical, historical/theological, philosophical, and practical studies.

## **The Academic Program**

The Master of Arts in Theological Studies (MATS) is a unique educational approach influenced by a tradition of graduate education in which there is a tutor-student approach. A professor/specialist in a category will direct a student's study. The tutor will meet with the student at least once per week or as warranted by needs of the course.

The student will be responsible for critical essays on the major works in subject categories, ongoing evaluations by the tutor on knowledge in subject categories, a major paper, and a final exam. An evaluation assigning a grade lower than "B" means that a student must repeat that study area. A student with less than a "B" average for a term may enter a new term of work but will be on probation for that term. Should the student have less than a 'B" average at the end of the probationary term, the student will be suspended for one term after which a case review will determine whether the student will be allowed to enter the program again. A category of discipline mastered satisfactorily will be given an evaluation of "B" or "A" and a student will receive the appropriate hours of graduate credit for the course.

Application for candidacy for the degree must be filed after 27 hours of course work have been completed. The degree requires 36 hours of courses including the thesis should the thesis option be chosen.

# COLLEGE OF ARTS AND HUMANITIES

## 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 that make up a work of art. By means of two and three-dimensional problems, students make personal application of these concepts.

#### **ART 2231, 2241, 2251, 3231, 3241, 3251, 4231, 4241, 4251 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, 2252, 3232, 3242, 3252, 4232, 4242, 4252 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 that will be utilized in the student's ultimate development toward a personal approach to drawing.

#### **ART 2233, 2243, 2253, 3233, 3243, 3253, 4233, 4243, 4253 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.

#### **ART 2234, 2244, 2254, 3234, 3244, 3254, 4234, 4244, 4254 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.

#### **ART 2235, 2245, 2255, 3235, 3245, 3255, 4235, 4245, 4255 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.

#### **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 that shape the destiny of man and his arts will be considered.

### **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. Prerequisite: Student must be a junior in good standing in the teacher education program.

### **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. Prerequisite: Student must be a junior in good standing in the teacher education program.

### **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 based on 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**.

## **CHRISTIANITY**

### **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 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 teachings of Jesus, the early Christian movement, and the doctrinal concepts and ethical ideals of christianity. Required for graduation. Prerequisite for all Christianity courses except 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 vocation 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 specialization areas 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. Prerequisites: CHRI 1313 and 1323.

**CHRI 2343 Christian Ethics**

A course which introduces the moral teachings of the Christian faith and the application of those moral teachings to selected ethical issues. Prerequisites: CHRI 1313 and 1323.

**CHRI 2353 Christianity and the World Religions**

This course presents a comparative study of the teachings of the Christian faith and the major world religions. Prerequisites: CHRI 1313 and 1323.

**CHRI 2363 Christianity and the Western Philosophical Tradition**

A course which introduces students to the major philosophical schools and their relationship to and influence upon Christianity.

**CHRI 3171-3271 Supervised Ministry Practicum**

A field-based course 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 a covenant of learning that directs the ministry activities on the field, and periodic on-campus group meetings that use the Glasse case study method. Permission of instructor is required. It is recommended that CHRI 1333 precede the supervised ministry practicum.

**CHRI 3314 History of Christianity**

A course designed to introduce Christianity in its historical development.

**CHRI 3333 Jesus and His Teachings**

An intensive study of the life and teachings of Jesus.

**CHRI 3334 Old Testament Interpretation**

A course designed for the student already familiar with the content of the Old Testament, introduces the major interpretive issues in Old Testament studies. The course is intended to prepare the student for advanced Old Testament study at the seminary or graduate level. Prerequisites: CHRI 1313, 1323, 2333.

### **CHRI 3335 New Testament Interpretation**

A course designed for the student already familiar with the content of the New Testament, introduces the major interpretative issues in New Testament studies. The course is intended to prepare the student for advanced New Testament study at the seminary or graduate level. Prerequisites: CHRI **1313, 1323, 2333** or **2343, 2353, 2363**.

### **CHRI 3344 Paul and His Letters**

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 the theology and methods of evangelism, including practical preparation and application for a life-style evangelism.

### **CHRI 3370 Palestinian Archaeology**

A field-based experience in the archaeology of Palestine through readings, lectures, travel to excavated sites, and participation in the excavation of a selected site.

### **CHRI 3371 Christian Worship and Music**

A survey of the biblical roots, historical development, and theological meaning of worship, and the music used to facilitate and enhance worship from its Christian beginnings to the present. On-site class participation in several worship services is required. (Also offered as MUHL **3371**.)

### **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 as of the student's special interests, including opportunities for independent research. Prerequisite: See Note 7 under **Undergraduate Degree Requirements**.

### **CHRI 4312 Greek I**

Greek I is a study of Koine Greek grammar and syntax for reading the New Testament and selected extrabiblical literature. This course is offered to students in the MATS program and is a prerequisite course for meeting MATS entrance requirements.

### **CHRI 4313, Greek II**

Greek II is advanced study of Koine Greek grammar and syntax for reading and exegesis of the Greek New Testament and other selected literature. This course is offered to students in the MATS program and is a prerequisite course for meeting MATS entrance 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 4335 Systematic Theology**

A course designed to study the historical, biblical, and systematic approaches to Christian theology. Prerequisites are CHRI 1313, 1323, and 2333, or 2343, 2353, 2363.

**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 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 PHIL 4363).

**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.

**CHRI 5310 Christian Scriptures I**

Major issues of Old Testament background and interpretation. The areas of study are the Pentateuch and Wisdom Literature. The study will involve specific literature as well as historical, theological, sociological, canonical, and critical issues of the biblical text.

**CHRI 5315 Christian Scriptures II**

The focus of this course of study is on New Testament background and interpretation. The areas of study are the Gospels and Acts. The study will involve specific literature as well as historical, theological, sociological, canonical, and critical issues of the biblical text.

**CHRI 5330 History of Christianity**

In this course, the student will study the history of Christianity in the ancient, medieval, and modern periods. Although the primary focus will be on the development of Western (Latin) Christianity, some consideration will be given to Byzantine (Eastern) Christendom as well as the spread of Christianity throughout the third world. In addition to the basic content of the history of Christianity, attention will be given to the application of a critical historiography in the interpretation of events and movements.

**CHRI 5340 Biblical and Systematic Theology**

The course will focus on twelve areas of doctrinal study. The student will be assigned doctrines to examine from a biblical perspective and from a comparative study of various theologies on the doctrines assigned.

**CHRI 5350 The Theology of the New Testament**

The study concentrates on the theological message of the New Testament as communicated by the various New Testament witnesses.

**CHRI 6311 Philosophy and the Christian Faith**

The study will introduce students to the general topic of the relationship of theology and philosophy as well as major philosophical inquiries in the area of religion. In particular, students will pursue concentrated investigation among major issues in the field of philosophy of religion such as the nature and existence of God, the nature of religious experience, the nature and understanding of religious language, the source of religious knowledge, the nature of evil, the relationship between Christianity and other reflective disciplines, and Christianity's response to philosophical challenge and discourse.

**CHRI 6312 Church Ministry**

Students will study church ministry, pastoral care, and spiritual formation in this course. Church ministry will include areas such as evangelism, church growth, and administration. Pastoral care with practical aspects of the pastoral role in caring for people. Spiritual formation will relate the spiritual life to the tasks of ministry. Students also will conduct interviews with local and state church and denominational leaders for practical aspects of ministry, available resources, and programming helps.

**CHRI 6313 Pastoral Care and Spiritual Formation**

This course examines the integration of the life of prayer and the caring tasks of ministry. Classic writings in the area of pastoral care will be used with particular reference to the functions of ministry and the role of the devotional life in the performance of various ministerial duties. The course may also focus on the relationship between the *cura animarum* of classic pastoral care and the therapeutic approaches of contemporary pastoral counseling.

**CHRI 6314 Missions and Evangelism**

This course of study will include the history of missions and the history of great awakenings. Also included would be studies in the church growth movement. Practical applications of evangelistic missions or church growth activities will be part of the requirements for this course.

**CHRI 6315 Christian Scriptures III**

This course continues the study of Old Testament background and interpretation. The areas of study are the major and minor prophets. The study will involve specific literature as well as historical, theological, sociological, canonical, and critical issues of the biblical text.

**CHRI 6320 Christian Scriptures IV**

This course continues the study of New Testament background and interpretation. The areas of study are Paul's letters, general letters, and Revelation. The study will involve specific literature as well as historical, theological, sociological, canonical, and critical issues of the biblical text.

**CHRI 6330, 6340, 6350 Christian Readings**

Involves selected primary and secondary readings within specific areas as designated by the professor and according to the student's educational needs in their fields of study. Limited to one enrollment.

### **CHRI 6333 Historical and Moral Theology**

The subject of this course is the historical development of Christian theology and ethics from the second century to the present. Directed study will focus on the theological and moral ideas in the writings of significant figures of ancient, medieval, and modern Christianity. The student will be required to study each writer as a person of his or her own age by means of a critical analysis of the influences, context, and content of his or her own writings. Additionally, consideration will be given to the matter of how the theology and ethics of the Christian past offer insight into contemporary issues and problems.

### **CHRI 6600 Thesis**

The major paper of the seminar will be centered on the thesis subject. The length of the thesis must be at least 75 pages.

## **SPEECH COMMUNICATIONS**

### **COMM 1101, 2101, 3101, 4101 Forensic Workshop**

Workshop for students who actively compete in tournaments and forensic speaking contests or who participate in the Rex Fleming Readers. A maximum of four semester hours may be counted toward a degree. Prerequisite: Permission of the instructor.

### **COMM 1313 The Communication Process**

The nature and effect of communication are studied with emphasis on overcoming breakdowns in interpersonal communication. The basic elements of public speaking are also introduced and applied in classroom assignments.

### **COMM 2323 Communication Theory**

This course examines the major intellectual approaches to the study of human communication including models, information theory, cybernetics, general semantics, and communication effects. Prerequisite: COMM 1313.

### **COMM 2363 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 2363).

### **COMM 3305 Performance Studies**

Designed to bring together the study of written and oral communication in ways that provide challenges. Will explore a variety of literature and read orally to develop personal communication performance skills. Prerequisite: Permission of the instructor.

### **COMM 3313 Public Speaking**

A performance course designed to help students improve their speaking. Various communication situations are studied with emphasis on the organized extemporaneous speech. Prerequisite: COMM 1313.

### **COMM 3324 Legal Communication**

This course examines the central role that communication occupies in the study, practice, and understanding of the legal process. Students will be introduced to key elements of the communication process relevant in legal settings, learn basic and advanced principles of trial advocacy through participation in a mock trial. Prerequisite: COMM 1313 or permission of instructor.

**COMM 3325 Rhetorical Theory**

A study of the substance, structure, and style of oral discourse, as well as its ethical and moral values. Rhetorical theorists from Aristotle to Kenneth Burke, Karlyn Kohrs Campbell and Kathleen Hall Jamieson provide frameworks to consider rhetoric as a way of knowing. Prerequisite: COMM 1313.

**COMM 3334 Argumentation and Advocacy**

This course explores the nature, types, effects, and ethical dimensions of argument. Topics to be discussed include proposition analysis, deductive and inductive reasoning, research and use of evidence, and oral advocacy skills. Current public policy issues will be discussed in classroom debates, with the goal of teaching students how to express themselves clearly in speaking and writing. Prerequisite: COMM 1313.

**COMM 3345 Small Group Behavior**

A opportunity to focus on communicating in small groups as speakers and as listeners: considering roles, leadership, decision-making, conflict-management, problem solving, and other activities in family, professional, and avocational environments. Prerequisite: COMM 1313.

**COMM 3354 Nonverbal Communication**

This course explores the nature and impact of nonverbal communication in our culture, including space, time, body language, touch, physical appearance, and the environment. Prerequisite: COMM 1313.

**COMM 3355 The Rhetoric of Social Movements**

This course explores the nature of social change from a rhetorical perspective. Issues to be considered will include civil rights, free speech, Vietnam, gender equity, and the environment. Prerequisite: COMM 1313.

**COMM 3363 Organizational Communication**

This course examines traditional and creative communication models, with opportunities for case study, role-playing, and simulation to increase personal communication effectiveness and to better understand the organizational world. The effects of globalization, technology, corporate downsizing, and entrepreneurship will be analyzed. Prerequisite: COMM 1313.

**COMM 4181, 4281, 4381 Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Topics and projects are selected based on student interest and need. Prerequisite: Permission of the instructor.

**COMM 4292, 4293 Senior Seminar**

Intensive directed research in limited areas of oral communication. Prerequisite: Permission of the instructor. See Note 7 under **Undergraduate Degree Requirements**.

**COMM 4304 Interpersonal Communication**

A study of the theory and practice of person-to-person interaction. Examines such topics as self-disclosure, trust, emotions, perception and language, intimacy and distance, and conflict resolution. Prerequisite: COMM 1313.

**COMM 4314 American Public Address**

A study of the speakers and speeches that have shaped our history from colonial America to the present. The tools of rhetorical criticism will be developed and applied. Prerequisite: COMM 1313.

### **COMM 4315 Political Communication**

This course investigates the role of persuasion in contemporary American politics. Topics to be discussed include speeches, rhetorical artifacts, and political campaigns. Prerequisite: COMM 1313.

### **COMM 4323 Intercultural Communication**

A study of the impact of globalization, technology, travel, and immigration on communication. The effects of culture and experience on perception are also studied. Prerequisite: Junior standing.

### **COMM 4333 Persuasion**

A study of the factors in attitude formation and behavioral modification. The principles are applied in classroom speaking situations. Prerequisite: COMM 3313.

### **COMM 4373 Internship in Speech Communications**

Directed work experience in a variety of public and private organizations. The primary objective of this course is to provide students with opportunities to apply speech communication theory and practice in a career-oriented setting. Also provides students with the opportunity to attain applied research experience. Prerequisite: Permission of instructor.

## **BILINGUAL EDUCATION**

### **EDBI 2363 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 MASM 2363 and COMM 2363.)

### **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 variety of multi-media and cultural activities. All work is done in the Language Center under the supervision of a supervising instructor and an evaluating instructor. Prerequisite: SPAN 1314 or its equivalent.

### **EDBI 3333 Advanced Composition**

This course provides students with strategies to write fluently in Spanish. Techniques emphasize the steps of the writing process. (Offered also as SPAN 3333)

### **EDBI 3387 Teaching School Content Areas in the Bilingual Classroom**

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 language arts. Familiarization with state-adopted materials written in Spanish. Students apply course content in a 15-hour practicum in the bilingual classroom. Prerequisite: ACTFL Spanish proficiency level of Advanced or above.



**EDBI 4292 Senior Seminar: Spanish/English Applied Linguistics**

Applied linguistics for the Spanish/English bilingual classroom. Applied and contrastive linguistics with special emphasis on the phonology of Spanish and English, and applications of linguistics to language development. Prerequisite: EDBI 4314.

**EDBI 4293 Senior Seminar: Foundations of Bilingual Education**

Rationale for bilingual education. Study of research findings in bilingual education and of legal, cultural, 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 4314 or permission of the instructor.

**EDBI 4304 Methods of Teaching English as a Second Language**

Theories, pedagogical considerations and current methodology in the teaching of listening, speaking, reading, and writing skills for second languages and target cultures. Also offered as ENGL 4304, FREN 4304, and SPAN 4304.

**EDBI 4305 Second Language Acquisition**

Theories of second-language acquisition; comparison of first- and second-language acquisition; second-language acquisition in children and adults; the bilingual child. Sociolinguistic considerations. Assessment of language dominance and proficiency, intelligence, and achievement in the child of limited English proficiency; focus on acquisition of English as a second language.

**EDBI 4314 Survey of Linguistics**

Nature and structure of language. Language variation and change. Language and society. Introduction to contrastive linguistics, with emphasis on English. Languages of the world.

**EDBI 4315 Integrating ESL with the Content Areas**

Approaches to teaching English as a Second Language within the context of comprehensible content-area instruction. Sheltered English. Emphasis on developing literacy skills and fostering oral and written student interaction in all subject areas. Adapting instruction to the diagnosed needs of the LEP student. Fifteen-hour school-based practicum project. Prerequisite: EDBI 4305 or ENGL/EDBI 4304, or permission of instructor.

**EDBI 4320 English Applied Linguistics for Teaching English to Speakers of Other Languages**

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 4314/5314 and a course in the Teaching of English as a Second Language, or consent of instructor. (Also offered as EDBI/ENGL 4320)

**EDBI 4343, 4344 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, 4344)

**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.

**EDBI 5305 Second Language Acquisition**

Theories of second language acquisition; comparison of first and second language acquisition; second language acquisition in children and adults; the bilingual child. Sociolinguistic considerations. Assessment of language dominance and proficiency, intelligence, and achievement in the child of limited English proficiency; focus on acquisition of English as a second language.

**EDBI 5314 Survey of Linguistics**

Nature and structure of language. Language variation and change. Language and society. Introduction to contrastive linguistics, with emphasis on English. Languages of the world.

**EDBI 5315 Integrating ESL with the Content Areas**

Approaches to teaching English as a Second Language within the context of comprehensible content-area instruction. Sheltered English. Emphasis on developing literacy skills and fostering oral and written student interaction in all subject areas. Adapting instruction to the diagnosed needs of the LEP student. Fifteen-hour school-based practicum project. Prerequisite: EDBI 5304 or EDBI 5305 or permission of instructor.

**EDBI 5320 English Applied Linguistics for Teaching English to Speakers of Other Languages**

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 4314/5314 and a course in the teaching of English as a second language, or consent of instructor.

**EDBI 5343, 5344 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 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 based on student interest and need.

**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 literacy 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.

**EDBI 6306 Teaching Language Arts and Reading in the Bilingual Classroom**

Selection, development, and utilization of materials for language arts and reading in Spanish. Current methods of teaching language arts and reading. Vocabulary and fluency development in Spanish for the teacher of language arts and reading. Adaptation of materials for use with Spanish-speaking children. Development of the first and second language literacy. This course will be taught primarily in Spanish.

**EDBI 6307 The Teaching of Mathematics, Science and Social Studies in the Bilingual Classroom**

Development, utilization, and adaptation of resources and materials for teaching math, science and social studies in the bilingual classroom. Current approaches to teaching the content areas in the bilingual classroom. Vocabulary and fluency development in content areas in Spanish. Program and staffing models. Use of the first and second languages. This course will be taught primarily in Spanish.

**ENGLISH****ENGL 1303 Basic Grammar and Composition**

A prerequisite course for enrollment in ENGL 1313 for students scoring below 18 on the English section of the ACT or below 400 on the SAT. Students with no available test scores will also be enrolled in ENGL 1303. ENGL 1303 is an introduction to the principles of composition accomplished through the study of grammar, standard English usage, and rhetorical techniques and strategies. This course emphasizes basic grammar and composition and focuses on sentence structure and on organizing and developing the short essay. ENGL 1303 does not meet the Smith College requirements for either the BA or the BS degree but does carry elective credit.

**ENGL 1313, 1323 Composition and Literature**

A course designed for freshmen, with special emphasis on composition. ENGL 1313 is an introduction to the principles of composition and rhetoric accomplished through the writing of expository essays and through the study both of the principles of composition and of essays which employ specific rhetorical strategies. ENGL 1323 is a continuation of the study of composition and rhetoric introduced in ENGL 1313. ENGL 1323 will concentrate on the writing of expository, argumentative and researched essays through the study of the principles of composition, of research, and of literary analysis. ENGL 1313 (or its equivalent) is a prerequisite for ENGL 1323.

**ENGL 2353 Continental Literature**

A course designed to acquaint students with the significant literature written in continental Europe. All material read will be in English translation. No works written in the Americas or in England will be included, Prerequisites: ENGL 1313-1323, or their equivalents. NOTE: Students cannot receive credit for both ENGL 2353 and either ENGL 2313 or ENGL 2323, or their equivalents in World Literature I or II.

**ENGL 2363 Masterworks: Poetry**

This course shows students how to read poetry and allows them to increase their abilities to read, understand and enjoy many types of poetry from many periods. The course is designed for non-English majors and may be used to fulfill either Section 2 or Section 5 of the Smith College requirements. Prerequisites: ENGL 1313-1323.

**ENGL 2364 Masterworks: Fiction**

This course acquaints students with significant masterpieces of short fiction from all over the world, although the majority selected stem from the Western tradition. Students become active and responsive readers and develop insights into the imaginative and intellectual dimensions of shorter fiction. This course is designed for non-English majors and may be used to fulfill either Section 2 or Section 5 of the Smith College requirements. Prerequisites: ENGL 1313, 1323.

**ENGL 2365 Masterworks: Drama**

This course acquaints students with some of the most popular plays, ranging over the entire spectrum of Western literary history. Students learn to identify the aims and techniques of the theater and develop an appreciation of those qualities that produce vital and exiting stage productions. The course is designed for non-English majors and may be used to fulfill either Section 2 or Section 5 of the Smith College requirements. Prerequisites: ENGL 1313-1323.

**ENGL 2366 Masterworks: The Epic**

This course takes the student on an exciting journey through four great epics: Homer's *Iliad* and *Odyssey*, Virgil's *Aeneid*, and Dante's *Inferno*. The course examines the nature of the epic hero and those universal questions we all must answer for ourselves: Who am I?, What is my purpose?, How do I know I am of value?, etc. The course is designed for non-English majors and may be used to fulfill either Section 2 or Section 5 of the Smith College requirements. Prerequisites: ENGL 1313-1323.

**ENGL 2367 Masterworks: English Literature**

This course includes the study of selected major works of English literature from various periods. It is designed for non-English majors and may be used to fulfill either Section 2 or Section 5 of the Smith College requirements. Prerequisites: ENGL 1313 and 1323.

**ENGL 2368 Masterworks: American Literature**

This course includes the study of selected major works of American literature. It is designed for non-English majors and may be used to fulfill either Section 2 or Section 5 of the Smith College requirements. Prerequisites: ENGL 1313 and 1323.

**ENGL 3121, 3221, 3321 Special Topics**

Topics to be treated are determined by interested students with the approval of the department Chairman. Ethnic literature, science fiction, and Christ archetypes in literature are examples of possible areas of interest.

**ENGL 3263 Creative Writing Seminar**

This seminar, which is offered in either fiction or poetry, is designed to build upon the groundwork established in ENGL 3353. Class time is spent in the analysis of models - works from the tradition and more recent works in experimental veins - and an intensive discussion of student writing. Prerequisite: ENGL/MASM 3353 or permission of the instructor. (Offered also as MASM 3263). NOTE: ENGL 3263 does not satisfy requirements for the English major, but students may select this course for credit towards the Writing Specialization in Technical Writing or Creative Writing or for elective credit towards the Writing Specialization in Technical Writing.

**ENGL 3302 Intermediate Traditional Grammar**

This course is designed to improve written and spoken communication through the systematic study of the constructions, forms, and usage of words, phrases, clauses, and sentences. Using Reed-Kellogg sentence diagramming and analysis, students will study the rules of usage of the English language. The course is of particular interest to students majoring in English, education, business, pre-law, and pre-med. Prerequisites: ENGL 1313 and ENGL 1323.

**ENGL 3303 Elements of Professional Writing**

This course is designed to build upon the skills students acquire in the freshman composition courses. It emphasizes the use and recognition of logic, argumentation, and audience analysis in various types of professional writing. Students evaluate examples of professional writing and selections from mass media, identify fallacious reasoning, and use and recognize correct grammatical usage. Assignments include preparing and writing

a rhetorical analysis, writing an original editorial, and conducting an interview with a professional writer. Students are required to deliver an oral presentation on their interview. Prerequisites: ENGL 1313, 1323, and COMM 1313. (Offered also as MASM 3303) NOTE: Students may select this course for credit towards the Writing Specialization in Technical Writing or Rhetoric. Students may select this course for elective credit towards the Writing Specialization in Creative Writing.

### **ENGL 3313 English Literature I**

A survey of the historical development of English literature from its beginning through the eighteenth century: historical background and major authors of each period. The course will provide requisite information for advanced study in major periods of English literature. Prerequisites: ENGL 1313 and 1323.

### **ENGL 3323 English Literature II**

A survey of the historical development of English literature from the nineteenth through the twentieth centuries: historical background and major authors of each period. The course will provide requisite information for advanced study in major periods of English literature. Prerequisites: ENGL 1313 and 1323.

### **ENGL 3333 American Literature**

A survey of the literature of the United States from the Colonial Period to the present: historical background and major authors of each period. This course will provide background material essential for more advanced study of American literature. Prerequisites: ENGL 1313 and 1323.

### **ENGL 3335 African-American Literature I**

The study of African-American literature from the period of slavery to 1900. Includes poetry, folktales, gospels, spirituals, slave narratives, and essays. This course may be used to fulfill either Section 2 or Section 5 of the Smith College requirements. Prerequisites: ENGL 1313 and 1323.

### **ENGL 3336 African-American Literature II**

The study of 20th century African-American literature, beginning with Booker T. Washington and W.E.B. DuBois. Also includes the Harlem Renaissance, Black Arts Movement of the 1960's, and the study of representative novels of the century. This course may be used to fulfill either Section 2 or Section 5 of the Smith College requirements. Prerequisites: ENGL 1313 and 1323.

### **ENGL 3337 The Vietnam War in Fiction and Film**

This course is designed to acquaint students with the representation of the Vietnam War in fiction and film. The materials studied will include selected American and Vietnamese literature and American films about the Vietnam War. Study includes an introduction to each genre and class discussion of major themes. This course may be used to fulfill either Section 2 or Section 3 of the Smith College requirements, but it may not be counted toward the hours required for the English major. Prerequisites: ENGL 1313 and 1323.

### **ENGL 3338 War in Literature**

This course is designed to acquaint students with the representation of war in fiction and film. Study includes selected literature, films, and documentaries on the Civil War, World War I, World War II, the Korean War, and the Vietnam War. This course may be used to fulfill either Section 2 or Section 3 of the Smith College requirements, but it may not be counted toward the hours required for the English major. Prerequisites: ENGL 1313 and 1323.

### **ENGL 3340 Business Communications**

This course is designed especially for business majors. It teaches the principles of effective and correct communication in a business environment. Students apply creative, logical, and critical processes to various types of business communication by designing and writing a variety of documents, including memoranda, letters, proposals, progress reports, resumes, and formal reports. Students design and format these documents using a word processing program. The course also includes an oral presentation based on the formal report required of each student. Prerequisites: ENGL 1313, 1323; ACCT 2301,2303; ECON 2301, 2302; BUSA 2311, 2320 or permission of the instructor. (Offered also as BUSA 3340.) NOTE: Students may select this course for credit towards the Writing Specialization in Technical Writing. Students may also select this course for elective credit towards the Writing Specialization in Creative Writing. Students may not receive credit for both ENGL 3340 and ENGL/MASM 3345.

### **ENGL 3345 Technical Writing**

This is a course in writing effectively for organizations. It is recommended for students majoring in communications, engineering, education, English, social and medical sciences, and pre-law. Students learn to write for different audiences and prepare various types of documents, including memoranda, letters, and resumes. Students design and format these documents using a word processing program. Students participate in a group project in addition to the individual assignments. Each group prepares a proposal, a progress report, a formal report, and an oral presentation. Prerequisites: ENGL 1313, 1323, and COMM 1313. (Offered also as MASM 3345.) NOTE: Students may select this course for credit towards the Writing Specialization in Technical Writing. Students may select this course for elective credit towards the Writing Specialization in Creative Writing. Students may not receive credit for both ENGL/MASM 3345 and ENGL 3340.

### **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 students analyze, compare, and imitate reputable literary works, after which they create their own. (Offered also as MASM 3353) NOTE: ENGL 3353 does not satisfy requirements for the English major, but students may select this course for credit towards the Writing Specialization in Technical Writing or Creative Writing or for elective credit towards the Writing Specialization in Technical Writing.

### **ENGL 3363 Film Studies**

An introduction to the art of film. Students are provided with a methodology and a vocabulary for understanding film and are encouraged to consider how different directors guide and shape our perceptions of reality, how different genres generate their own unique vision of the world and of humanity, how the multi-media aspects of film affect us as viewers, how film provides us with a record of cultural values and cultural change, and how screen writers, actors, directors, and cinematographers translate literary genres into visual terms. Prerequisites: ENGL 1313-1323 or their equivalents. (Also offered as MASM 3363.)

### **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. Prerequisites: ENGL 1313, 1323.

### **ENGL 3383 Advanced Grammar and Writing**

Designed for prospective teachers, the course emphasizes descriptive grammar using Reed-Kellogg sentence diagramming and analysis. The course includes the review of syntax, form, and usage, as well as the construction and analyses of compositions that illustrate the functions of grammar in producing effective writing. Prerequisites: ENGL 1313, 1323.

### **ENGL 4202 Writing Practicum**

Designed for English majors working toward teacher certification in the secondary schools. Students will learn the principles and practices of the basic writing strategies and editing skills and how these can best be taught according to current theory and practice. Prerequisite: ENGL 3383.

### **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 2314, 2324, and 2334 before enrolling in a Senior Seminar for the English major. Prerequisite: See Note 7 under **Undergraduate Degree Requirements**.

### **ENGL 4301 Internship in English**

The application of writing and analytical skills in a commercial environment through 120 hours of work for one quarter. Prerequisites: ENGL/MASM 3303, ENGL/MASM 3345, and approval by the English Internship Selection Committee.

### **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 4314/5314 and a course in the teaching of English as a second language, or consent of instructor. (Offered also as EDBI 4312/5312.)

### **ENGL 4313, 4314, 4315, 4316, 4317, 4318, 4319 Periods of English Literature**

Intensive study of the major works of one of the following periods: (a) The Middle Ages, (b) The Renaissance, (c) The Seventeenth Century, (d) The Eighteenth Century, (e) The Romantic Age, (f) The Victorian Age, or (g) The Twentieth Century. Courses in each period may be taught concurrently during the same quarter or may be offered in alternate quarters. Prerequisite: ENGL 2314-2324, or permission of the instructor.

### **ENGL 4320 English Applied Linguistics for Teaching English to Speakers of Other Languages**

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 4314/5314 and a course in the Teaching of English as a Second Language, or consent of instructor. (Also offered as EDBI 4320/5320)

### **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. Prerequisite: ENGL 2334, or permission of the instructor.

### **ENGL 4353, 4354, 4355, 4356, 4357, 4358 Advanced Creative Writing Workshop**

These courses are designed for advanced students of creative writing and will stress individual instruction and work on creative manuscripts such as a collection of poems or short stories, a novel or full-length play, screenplays, and radio and television scripts. Prerequisites: ENGL/MASM 3353, ENGL/MASM 3263, and permission of the instructor. (Offered also as MASM 4353, 4354, 4355, 4356, 4357, and 4358). NOTE: ENGL 4353, 4354, 4355, 4356, 4357, and 4358 do not satisfy requirements for the English major.

## **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 Chair. The reading of specialized texts in French, periods of French literature, the literature of the francophone world, 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 variety of multi-media 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**

This course provides students with strategies to write fluently in French with a focus in (a) general French or (b) commercial French. Techniques emphasize the steps of the writing process.

**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 4292, 4293 Senior Seminar**

Surveys of the literature of France. Students demonstrate knowledge of the material and proficiency in French through discussion of reading, written analyses, oral presentations, and a research project in French. Prerequisite: See Note 7 under **Undergraduate Degree Requirements**.

**FREN 4304 Methods of Teaching French as a Second Language**

Theories, pedagogical considerations and current methodology in the teaching of listening, speaking, reading, and writing skills for second languages and target cultures. Also offered as EDBI 4304, ENGL 4304, and SPAN 4304.

**FREN 4305, 4306, 4307 Masterworks of French Literature and Culture**

Discussion, readings, and writing practices on major historical periods and authors 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 acquaints students 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. Twelve hours per week are 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.

**GEOGRAPHY****GEOG 3300 World Regional Geography**

An overview of the elements of physical geography including the major cultural regions of the world. Emphasis will be placed upon the unique relationship between human culture and the physical landscape in each region.

## **GERMAN**

### **GERM 1314, 1324 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 2314, 2324 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 of Humanities.

### **GERM 3173, 3174, 3175 Language Center Internship**

Students expand their knowledge of and increase their skills in German through a variety of multi-media 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: GERM 1314 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 before 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 3393 German Literature in Translation**

Selected works of German literature studied in translation.

### **GERM 4313, 4314, 4315, 4316, 4317 Masterworks of German Literature and Culture**

Intensive study of the major works of the 18th, 19th, and 20th centuries: (A) Goethe's Faust and Werther, (B) 18th Century Poetry; (C) 18th Century Drama, (D) 19th Century Novel, and (E) Contemporary German Literature.

### **GERM 4333 Classical German Writers**

A study of readings selected chiefly from Schiller and Goethe.

## **GREEK**

### **GREK 2212, 2222, 2232 Greek Grammar**

An introduction to 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 3311 Greek Syntax and Reading**

An intensive study of Greek syntax with extensive application to the translation and exegesis of the Greek New Testament. Students may enroll in GREK 3311 several times whenever course content differs. Prerequisite: Six hours of Greek grammar or permission of the instructor.

## **HISTORY**

### **HIST 1314, 1324 World Civilization**

A survey of man and his history, with emphasis on political, intellectual, social, and cultural events as they develop in the world community at large. The first quarter covers the period to 1750. The second quarter begins with 1756 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 study 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 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 based on student interest and need. Open to history majors only. Prerequisite: Permission of the instructor and the Dean of the College of Humanities.

**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 **Undergraduate 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 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 France-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 4355 Europe, Between the Wars: 1919-1939**

A survey of European history between World War I and World War II. The course begins with the Treaty of Versailles that formally ended World War I, and then traces the political, diplomatic, and economic events that led to Germany's invasion of Poland (the beginning of World War II).

**HIST 4356 Europe, the Cold War: 1945-1989**

An advanced study of the history of Europe from the end of World War II (1945) to the unification of the two Germanys (1989). The emphasis of the course is placed on the events that occurred as a result of American-Soviet rivalry.

**DIST 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.

## **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 photography, print and electronic journalism.

### **MASM 1324 Fundamentals of Broadcasting**

The course acquaints the student with the equipment, terminology, and operation of television studio and field production. Prerequisite: MASM 1313 or permission of the instructor.

### **MASM 2101, 2102, 3101, 4101 Newspaper Practicum**

This course offers the student the opportunity to prepare news, feature, and sports articles for publication in *The Collegian*. The student serves on the newspaper staff under the direction of *The Collegian* editor and the faculty advisor. Prerequisite: MASM 2303.

### **MASM 2103, 2104, 3102, 4102 Television Practicum**

This course offers the student the opportunity to develop practical experience by working in the campus television station and on field productions. Prerequisite: Permission of the instructor.

### **MASM 2303 Newswriting for Mass Media**

The study and development of news story organization, writing and reporting techniques common to all media. Laboratory setting. Prerequisites: ENGL 1313 and ENGL 1323.

### **MASM 3263 Creative Writing Seminar**

This seminar, which will be offered in either fiction or poetry, is designed to build upon the groundwork established in ENGL 3353. Class time will be spent in the analysis of models - works from the tradition and more recent works in experimental veins - and an intensive discussion of student writing. Prerequisite: ENGL/MASM 3353 or permission of the instructor. (Offered also as ENGL 3263). NOTE: Students may select this course for credit towards the writing Specialization in Creative Writing or for elective credit towards the Writing Specialization in Technical Writing.

### **MASM 3103, 3104, 4103, 4104 Photography Practicum**

This course offers students the opportunity to develop practical experience by working as a 'staff' photographer with the student newspaper or the university's public relations department. A portfolio is required at the end of the course. Additional lab fee required. Prerequisite: MASM 3322 or permission of instructor.

### **MASM 3303 Elements of Professional Writing**

This course is designed to build upon the skills students acquire in the freshman composition courses. It emphasizes the use and recognition of logic, argumentation, and audience analysis in various types of professional writing. Students will be expected to evaluate examples of professional writing and selections from mass media, identify fallacious reasoning, and use and recognize correct grammatical usage. Assignments include preparing and writing a rhetorical analysis, writing an original editorial, and conducting an interview with a professional writer. Students will be required to deliver an oral presentation on their interview. Prerequisites: ENGL 1313, 1323, and COMM 1313. (Offered also as ENGL 3303). NOTE: Students may select this course for credit towards the Writing Specialization in Technical Writing or Rhetoric. Students may select this course for elective credit towards the Writing Specialization in Creative Writing.

### **MASM 3314 Advanced Newswriting for Mass Media**

This course enhances writing skills developed in MASM 2303. Reporting and interviewing techniques are emphasized. Students will write for *The Collegian* and interview media professionals. Prerequisite: MASM 2303.

### **MASM 3321 Photography I: The Camera**

This course is the first in a series dedicated to the development of professional photographic skills. Photography I covers the technical areas of the camera, light meters, film, filters, flash photography, and creative shooting techniques. A limited number of outside class assignments will be expected. Students will be responsible for any film expenses. Additional lab fee required.

### **MASM 3322 Photography II: The Darkroom**

This course will emphasize practical assignments in photographic image making. Students will learn contemporary black and white darkroom techniques accentuating print and negative quality, composition, and elements of good photography. Students will photograph, process, and print their own negatives from outside class assignments. Additional lab fee required. Prerequisite: MASM 3321.

### **MASM 3325 Principles of Public Relations**

The study of the principles and practices relevant to public relations. Students will be expected to design and implement a fully developed PR campaign. Prerequisite: MASM 2303 or permission of the instructor.

### **MASM 3326 Principles of Public Relations II**

This course is designed to continue the study of public relations which was introduced in MASM 3325. The course will require that students complete a mini-internship in a local PR setting (corporate, agency, non-profit, etc.). The course will be heavily on PR writing and planning in real life situations. All these activities will require extensive writing, interviewing, and organizational skills. Prerequisites: COMM 1313, MASM 2303, MASM 3314, and MASM 3325.

### **MASM 3345 Technical Writing**

This is a course in writing effectively for organizations. It is recommended for students majoring in communications, engineering, education, English, social and medical sciences, and pre-law. Students will learn to write for different audiences and prepare various types of documents, including memoranda, letters, and resumes. Students will design and format these documents using a word processing program. Students will participate in a group project in addition to the individual assignments. Each group will prepare a proposal, a progress report, a formal report, and an oral presentation. Prerequisites: ENGL 1313, 1323, and COMM 1313. (Offered also as ENGL 3345). NOTE: Students may select this course for credit towards the Writing Specialization in Technical Writing. Students may select this course for elective credit towards the Writing Specialization in Creative Writing. Students may not receive credit for both ENGL/MASM 3345 and ENGL 3340.

### **MASM 3353 Creative Writing**

A course designed for students interested in an intensive study of 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). NOTE: Students may select this course for credit towards the Writing Specialization in Creative Writing or for elective credit towards the Writing Specialization in Technical Writing.

### **MASM 3363 Film Studies**

An introduction to the art of film. Students will be provided with a methodology and a vocabulary for understanding film and will be encouraged to consider how different directors guide and shape our perceptions of reality, how different genres generate their own unique vision of the world and of humanity, how the multi-media aspects of film affect us as viewers, how film provides us with a record of cultural values and cultural change, and how screen writers, actors, directors, and cinematographers translate literary genres into visual terms. Prerequisites: ENGL 1313-1323 or their equivalents. (Offered also as ENGL 3363).

### **MASM 3365 Television Production I**

Theory and practice of the basic principles of television production. Studio applications will include cameras, microphones, lighting, audio, graphics, editing, and switching. Prerequisite: MASM 1324.

### **MASM 3366 Television Production II**

Advanced applications of television production including scriptwriting, directing, and the development of television programs. Prerequisite: MASM 3365.

### **MASM 4181, 4281, 4381 Special Topics**

Special courses designed to respond to rapidly evolving issues in media and media technology. Prerequisite: Permission of the instructor.

### **MASM 4292, 4293 Senior Seminar**

Intensive research in a specialized area of mass media including, media law, ethics, media issues and news leaders. Prerequisite: See note 7 under **Undergraduate Degree Requirements**.

### **MASM 4314 Feature Writing**

This course helps students learn the effective use of dialogue, development of narrative techniques, including vivid description and detail, and comparison and contrast in developing the feature story. Will also develop techniques to involve the reader emotionally through human interest including drama, pathos, empathy, humor, and curiosity. Prerequisite: MASM 2363.

### **MASM 4315 Public Affairs Reporting**

This course emphasizes the importance of thorough and responsible reporting regarding public agencies, law enforcement, courts and local, state and national government. Public affairs reporting is the staple of American journalism. It is critical that students understand the scope and importance of the field since public affairs stories dominate the news. Prerequisite: MASM 3314.

### **MASM 4321 Intermediate Photography**

This course is designed to improve techniques learned in Photography I & II. Advanced shooting techniques and advanced darkroom techniques will be incorporated in outside class assignments. Students will have the opportunity to work with the student newspaper. Additional lab fee required. Prerequisite: MASM 3322.

### **MASM 4336 Principles of Advertising**

A study of the advertising component of the firm. Emphasizes the interactive coordination and strategy of this promotional tool. Applications necessary for developing target markets, utilization of the mass media, advertising research, and analysis of the complete campaign are stressed. Prerequisite: Junior or Senior standing. (Offered also as MKTG 4336).

### **MASM 4373, 4374, 4375 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. A professional portfolio is required. Prerequisite: Permission of the instructor.

### **MASM 4385, 4386, 4387 Directed Independent Study in Photography**

Under supervision of a photography faculty member, students will explore an aspect of photography of their choosing. Topics include, but are not limited to, photojournalism, illustrative/advertising, studio, fine art, digital imaging. Students must develop their own course outline, rationale, and deadline schedule to be approved by their supervisor. A portfolio is required at the end of the course. Students will be responsible for any film and/or chemistry expenses. Additional lab fee required. Prerequisite: MASM 4321 and permission of instructor.

## **MASTER OF LIBERAL ARTS**

### **MLA 5311 Islam: Resurrection of Empire**

Recent militant Islamic activity in Arab countries such as Algeria, Egypt, and Sudan indicate the rising influence of Fundamentalism in the Muslim world. The motivations of this movement are deeply rooted in centuries of Muslim development. This course will address the central question whether Islamic fundamentalism is becoming a more potent force on the current world stage. Topics to be covered will include: what is Islam? Is it a total way of life? Sects of Islam; Are all Arabs Muslims? Viewing Islam from the Western world; and Islamic fundamentalism and the challenge of Modernism.

### **MLA 5312 The Old West: Fact and Fiction**

This course will examine the relationship between historical fact and western fiction. Such western novelists as Louis L'Amour, Terry C. Johnston, Jack Schiefer, and Elmer Kelton will be discussed along with the development of the western novel over time. While fiction will be the emphasis, other elements of the imaginary west will also be surveyed including films, television, and paintings.

### **MLA 5315 The Vietnam Experience**

This course will focus on the collective American experience during the Vietnam War era from 1954-1976. Through various media and first hand experience, the class will examine the impact of the war on the United States and the generation of men and women who fought for American ideals at home and abroad.

### **MLA 5316 The Structure of Knowledge in the Liberal Arts**

The purpose of this course is to introduce students to standard bibliographic sources in the humanities and to teach basic research skills. This course will incorporate lectures on the structure of knowledge that expose students to important resources in the humanities.

### **MLA 5317 Food History: Culture and Cuisine**

This course explores food related population growth, urban expansion, economic and political theories, taboos, commerce, and wars of dominion. This multi-media voyage takes the student from ancient times through 1800 in pursuit of gastronomic history.

### **MLA 5318 Texas Culture**

The purpose of this course is to view the "Texas experience" from a variety of angles, including the history of the Lone Star State, and how Texas fits in the national, social and political mosaic. This course will appeal to virtually any resident of Texas, whether they are native-born or adopted.



### **MLA 5319 Structures of Poetry**

Structures of Poetry teaches students to read poetry thoughtfully, accurately, and wisely. Students who are inexperienced with reading poetry will emerge from this course as capable readers. Students who have read much poetry will emerge from this course with a much fuller understanding of the way a poem functions.

### **MLA 5320 The Golden Age of Children's Literature**

The period from 1860 to 1940 has been called the "Golden Age of Children's Books." This course includes the most important classics from this period. Integral to the study of children's literature is the role played by the great illustrators of children's books and the popularized classics in the movies.

### **MLA 5321 Victorian Fiction**

This course will serve as an introductory course on Victorian Fiction that will bridge **MLA 6338, Great Detectives;** **MLA 6355, Gothic Novels;** and **MLA 6369, Charles Dickens.** Victorian Fiction will be a survey of the major Victorian novelists, from Dickens to Hardy.

### **MLA 5322 Fictional History**

This course will be a survey of historical fiction from Sir Walter Scott to the present day with an emphasis on those works that have shaped popular concepts of history.

### **MLA 5323 Tolkien and the World of Fantasy**

Critical interest in the study of fantasy has grown because of the vast popularity of J.R.R. Tolkien and C.S. Lewis. This course will include the relationship of fantasy to medieval literature, fairy tales, fables and folklore, but emphasis will be on works since 1800.

### **MLA 5324 Plantagenet England**

The English Common Law, the institution of trial by jury, the English Parliamentary system and England's constitutional monarchy, England's control over Wales, Ireland, and Scotland, the development of English nationalism, and the Protestant Reformation in England all have their origins during this period. We will use the story of the rise and fall of the Plantagenets to examine these large and long-lasting developments.

### **MLA 5325 Contemporary Women Writers: A Multi-Cultural Approach**

We will investigate traditional as well as non-traditional images of women in literature as well as in the visual arts and the humanities from a multi-cultural perspective. Included will be novels, short stories, poems, and essays by women including Virginia Woolf, Marge Piercy, Adrienne Rich, Toni Morrison, Isabel Allende, Amy Tan, and many others.

### **MLA 5326 The Conquest of the Americas**

In The Conquest of the Americas students will examine the three major pre-Columbian cultures in Latin America (Maya, Aztec, and Inca). Documents recording the encounter of the Old and New Worlds will be read (in English): diaries, letters, and histories plus hieroglyph/pictograph histories.

### **MLA 5327 American Civilization**

This overview of American life and culture will emphasize traditional liberal arts subjects within the context of a chronological survey of American History. Major figures, historiography, historical issues, society and culture, philosophy and the arts, along with important trends and movements will be examined.

**MLA 5328 The Holocaust: After Fifty Years**

Students will study the period of the Holocaust from 1928-1945. Included among the topics will be the social and economic background, experimentation with genocide, historical anti-Semitism, and moral questions centering on the question of evil and collective responsibility.

**MLA 5329 Hildegard von Bingen and Her Music**

The purpose of this course is to study and become familiar with the musical works of Hildegard von Bingen, placing them within the history, environment and thought of the time. Students will become familiar with earlier forms of worship music and the contemporary Christian music of her day.

**MLA 5330 Cloak and Dagger - Spies in Fiction and Film**

Spies appear in some of humankind's oldest stories; in modern culture, the spy is viewed as both hero and antihero. The moral and political ambiguities of espionage fiction are considered parables of the moral dilemmas of modern humankind.

**MLA 5331 The New South in History and Literature**

This course examines the impact of the Civil War on industrialization, changes in interpersonal relationships, a changing southern worldview, and the difficulties associated with the race question. Other issues, including class divisions, the Solid South, and feelings of southern inferiority are also addressed.

**MLA 5333 A Star Chamber Matter: The King's Court During The Days of the Tudors and Stuarts**

This course covers the Tudor-Stuart reigns with a particular emphasis upon the Sovereign's use or misuse of the Court of Star Chamber.

**MLA 5335 Egypt: Pharaohs and Pyramids**

This course will provide a survey of Egyptian history from the earliest pharaohs through the Roman occupation; it will also examine the literature, mythology, art, architecture, and science of Egypt as well as the West's rediscovery of the Egyptian culture.

**MLA 5336 Romanticism and Revolution: Art and Literature**

This course will study the impact of the French and American revolutions with emphasis on the visual arts. This survey of the Romantic Era will include a brief review of the major English poets, composers who based their major works on Romantic literary works, and artists of the Romantic Era.

**MLA 5337 The Indian Wars of the Northern Plains**

This course studies the struggles between the Northern Plains Indians and the U.S. westward expansion in the latter nineteenth century. In addition to the classroom presentations, students will have the option to tour battle sites on the northern plains of Montana and Wyoming with additional presentations by renowned author and authority Terry C. Johnston.

**MLA 5338 World Religions: Hinduism and Buddhism in India and Southeast Asia**

This course will examine Hinduism and Buddhism through readings in works such as the Vedic Hymns, the Bhagavad-Gita, and the Ramayana which link classical and popular Asian religion. Numerous examples of religious architecture, geography, and myth will further illustrate subject matter.

**MLA 5348 The Art of Dramatic Writing**

The course offers participants a stimulating opportunity for creative development. The first sessions examine, from a writer's perspective, the elements of a play, through examples drawn from major works of dramatic literature. Students will apply the insights gained from the previous sessions to the processing of their own interests and experience.

**MLA 6301 Science and the Common Understanding**

This course will include readings and discussions concerning the great scientific discoveries of the past, the historical context from which they arose, and the conflicts that resulted during their eventual resolution.

**MLA 6302 The Meaning of Fossils**

This course is an examination of the geological record of fossils remaining in the earth's surface and how they are utilized as instructive clues to aid in modern life. A field trip gathering fossil remains will be included in the course.

**MLA 6304 Scientists: Their Philosophy, Their Essays**

This course studies scientific essays, some of historical significance - most from the modern world in which we live, most in written form but some in the form of video - all composed by scientists/essayists. No scientific or mathematical background is assumed or expected; instead, the approach is that of the seeker of knowledge and understanding, the aesthetic looking for beauty in content and style, and the critic viewing all with a skeptical eye.

**MLA 6306 Myths, Legends, and Geology**

The mysteries of the Mediterranean world: the disappearance of the Minoan Civilization on Crete in about 1500 BC; the plagues of Egypt, parting of the Red Sea; the Biblical account of a great flood; the fabled Atlantis, the lost continent; all puzzle and fascinate historians to this day. Through the creation of myths, man has tried to explain these mysteries. However, geology today has discovered real answers more exciting than fables.

**MLA 6307 The Science and Politics of Oil**

This course will examine aspects of the oil business from exploration to production distribution to world supply reserves. In addition, it will study the decisive role of oil in the international, economic, and geopolitical arenas.

**MLA 6315 Critical Approaches to Literature: Don Quixote**

This course uses the Cervantes masterpiece DON QUIXOTE DE LA MANCHA as a springboard for the study of literary theory that may, in turn, be applied to other literary texts. Contemporary theories such as psychological, mythological-archetypal, formalist, structuralist, and poststructuralist methodologies will be examined and applied to Quixote.

**MLA 6323 Changing Views of Victorian England**

This course stresses the result of the most recent historical research that challenges the more traditional views of Victorian times in England. What has emerged has been a Victorian England that was more irreverent, less inhibited, and more sensual than has ever been understood before.

### **MLA 6324 The Art of Being Human**

This course is an introduction to the humanities. It reaffirms the liberal arts tradition that maintains that the humanities constitute the best and brightest expressions of all people. The emphasis is on the interaction between the arts, religion, and philosophy, and on the humanities, believing that this approach helps us to see artists and philosophers at work, trying to solve real problems that we all know about.

### **MLA 6325 Anthropology: The Cultural Experience**

This course is designed to introduce students to basic cultural anthropological methods and theories. The major concerns of the course are to make students more aware of various world cultures and the uses of the ethnographic approach in increasing our understanding of these cultures. Students will not only read ethnographic reports, and see ethnographic films, but also complete their own field work report on a cultural scene of their choosing. Throughout the course, major theoretical contributions made by anthropologists will be introduced, and their applications to current world issues will be stressed.

### **MLA 6328 Early American Literary Traditions**

This course provides a survey of American literary traditions from 1620 to 1920, focusing on the historical and philosophical foundations and the major figures in American literature. Writers included are Bradford, Bradstreet, Edwards, Franklin, Irving, Cooper, Emerson, Thoreau, Hawthorne, Poe, Melville, Whitman, Dickinson, Twain, Howells, Crane, Adams, and James.

### **MLA 6336 Science Fiction**

The purpose of this course is to provide an overview of the history of science fiction and an examination of major works by the most influential writers. Other than Verne and Wells, emphasis will be on American writers since 1930, the so-called "golden age." Because of time limitations, the related field of fantasy literature will not be included. By the end of the course, students will be expected to understand the roots of science fiction in Gothic fiction, its uses as a mirror of advances in science and technology as well as a predictor, its use of Utopian and dystopian visions of society, and its impact on the mass media and the public mind.

### **MLA 6338 The World of Great Detectives**

A survey of mystery and detective fiction since Poe with an emphasis on 20th century British and American writers. By the end of the course, students should recognize the major authors, the major fictional detectives, and the principal varieties, e.g., the inverted detective story, the "hard-boiled" school, the "police procedural," and the "locked room puzzle."

### **MLA 6340, MLA 6341 Western Culture and Human Experience**

"The future is dark, the present burdensome; only the past, dead and finished, bears contemplation. "What has happened during the course of time, regarding culture and experience that has been transmitted to the modern world? What ideas and concepts concerning subjects such as politics, art, music, and philosophy have been our legacies from the western past? MLA 6340 will cover the years from the time of classical Greece through the period of Reformation; MLA 6341 will cover from the Reformation through modern times.

**MLA 6342 Eros, Caritas, and Amicitia: Love in the Middle Ages**

Individuals love other individuals, and as the Middle Ages become aware, of the individual, as no age before it had been, there was a joyous affirmation of love. Men and women alike composed romances: love poems proliferated. Crusty St. Bernard of Clairvaux celebrated love for the Blessed Virgin and God's love for man-but what about children? In addition, how did people understand the nature of love? This course explores people's attitudes and actions as, in a violent age, they explored in a new way the possibilities of love.

**MLA 6344 American Popular Culture**

A study of the development and impact of the mass media and society with an emphasis on the **20th** century. Materials to be studied include dime novels, pulp magazines, comic books, and paperback books as well as their relationships to other mass media, particularly radio, television, and motion pictures. Other aspects include the production, marketing and distribution of popular culture as well as the sociological and psychological implications.

**MLA 6346 King Arthur in History and the Arts**

This course examines the major literary, musical, and artistic works inspired by the legends of King Arthur and the knights of the Round Table. The course will cover the historical roots of the legends, their use by major historians, and their influence on European and English literature. Writers to be emphasized include Sir Thomas Malory, Eschenbach, Alfred Tennyson, T. H. White. Attention will also be paid to such popular adapters as Rosemary Sutcliffe and Mary Stewart. Musical works will include Wagner's operas Parsifal and Tristan and Isolde and the Lerner-Lowe musical Camelot. Films to be studied include Disney's *The Sword in the Stone* and the recent *Excalibur*.

**MLA 6350 Oceanways of the British Empire**

Never in the history of imperial expansion had there been anything that compared to the British Empire at its height. In size the Empire was supreme, ruling the largest area and the largest number of people; the circumstances surrounding its acquisition were haphazard, its motives and benefits mixed; the residual effects of the Empire upon the modern world are incalculable.

**MLA 6354 Cowboys, Lawmen, and Gunslingers: The Myth and the Movies**

A study of cinematic interpretations of the American West from the mythic beginnings to the disintegration of the myth as revealed in the metamorphosis of the hero into the anti-hero. Films studied will be grouped according to the three major types of western heroes: cowboy, lawman, and gunfighter.

**MLA 6355 The Gothic Novel and Film**

This course will survey the major Gothic writers since Horace Walpole. Some attention will be given to Gothic poetry but emphasis will be on the most significant novelists and short story writers and the adaptation of their works for stage and screen. Writers to be studied will include Walpole, Mary Shelley, Robert Louis Stevenson, Bram Stoker, Edgar Allan Poe, H. P. Lovecraft, Shirley Jackson, and Stephen King.

**MLA 6359 The Rhetoric of Social Change**

This course will explore the evolution of social movements from a rhetorical perspective. Special attention will be given to how public opinion is manipulated by both agents of change and agents of control. Topics to be studied will include civil rights, women's liberation, Vietnam, and the "new right."

### **MLA 6366 Alexander the Great and the Hellenistic Period**

This course will focus on the life of Alexander, his impact on the Greek and Eastern Mediterranean world, and the forces which he unleashed in the Hellenistic Period. Alexander bequeathed a cosmopolitan view that would be regenerated in the Roman period and continues to serve as a model for political activists today. Greek philosophy, art, architecture, and ideas were disseminated throughout Asia Minor and North Africa. Alexander has further come to be seen as an example of a man who changed the world significantly because of his personality, an early forerunner to Napoleon and Lord Byron.

### **MLA 6368 Power in the Middle Ages**

The question of what power is and who should wield it became particularly acute in the disorder of the Middle Ages. After the collapse of the Roman Empire kings, nobles, and the church all attempted to maintain or expand their authority, and women and intellectuals carved their own niche in the life of the time. This course examines how their battles for power and the solutions they worked out in the heat of the moment not only built their institutions of government but also laid the foundations for our own government and some of the ideas of liberty we hold most dear today.

### **MLA 6369 The World of Charles Dickens**

This course will provide an overview of the life, world, and work of Charles Dickens, the "Shakespeare of the English novel." His development as a writer will be traced through his major novels: *Oliver Twist*, *David Copperfield*, *Dombey and Son*, *Little Dorrit*. Major topics to be explored include: Dickens influence on other writers, his impact on Victorian society and reform movements, his use of autobiographical materials, his influence on mystery writers, his ability to create memorable characters. Film adaptations of *Oliver Twist* and *Great Expectations* will be examined. Outside projects **will** be based on the books and stories not covered in class such as The Pickwick Papers, Hard Times, Bleak House, and Our Mutual Friend.

### **MLA 6370 Women of the Medieval World**

As recent scholarship has shown, medieval women were far from being the passive creatures of popular perception; this course examines both the restrictions women faced and their creativity in overcoming them.

### **MLA 6371 Music in the Theatre**

The major emphasis of this course will be a presentation of the characteristics and differences between the Operetta and the Broadway show. Discussion of the components of the operetta will use as illustrations Lehar, Strauss, and Victor Herbert; the section on Broadway shows will feature standard composers such as Rodgers and Hammerstein and Lerner and Loewe; and including, finally, the contemporaries such as Bernstein, Bacharach, Herman, and Sondheim. Students will appreciate the particular qualifications brought to this course by the instructor, whose experience is extensive in these musical art forms.

### **MLA 6373 Trends in Contemporary Music**

Beginning with Impressionism, the development of different trends in musical style and techniques of composition will be traced to the present time. Emphasis will be placed upon philosophical and literary correlation between the arts, and upon the development of an historical perspective of the events influencing the basic trends. The course will be enhanced by the instructor's experience as a composer whose works have been performed nationwide, yet recognizes few students will have a music background.

### **MLA 6375 Van Gogh and the Post Impressionist Movement**

The course deals with the major formative phase of the modern movement in art. Both Impressionist and Post Impressionist styles and artists will be examined. When the works of the impressionists (Monet, Renoir, Degas, and Manet) gave rise to new movements such as Post Impressionism, Vincent Van Gogh became one of the first major Post Impressionist artists. The focus of the course is concerned with the expressive and lively paintings of this modern master. His style will be traced from his early days in his native Holland, through his contact with the Impressionists in Paris, to his final days in Southern France.

### **MLA 6376 Michelangelo and Leonardo**

This course is concerned with a study of the art of two of the great masters of the High Renaissance in Italy - Michelangelo Buonarroti and Leonardo da Vinci. These two great individuals, who have had a tremendous impact on western culture from their own times through our own era, will be studied through a variety of their works. An examination of the paintings, sculpture, architecture, philosophy, writings, poetry, and other creative activities of these masters will be an integral part of this study. As a featured part of this course there will be an examination of the influence and integration of the works of both artists in their own times as well as their influence on artists of subsequent generations.

### **MLA 6377 Contemporary Art Movements**

This course is designed to provide an overview of the major visual art movements of the 20th century and to extend an investigation into the current art scene. An introduction will begin with study of the influence of late 19th century movements such as Impressionism, Post Impressionism, and Art Nouveau. The main emphasis of the course explores the many movements that occur immediately following the turn of the twentieth century such as Fauvism, Cubism, Dadaism, Surrealism, Abstract Expressionism, Pop Art, Environmentalism, and others.

### **MLA 6378 The Gothic Cathedral**

This course examines the architectural development of the Christian Basilica from the middle of the twelfth through the sixteen centuries. The Gothic Cathedral is an enduring symbol of the Middle Ages and provides one of the most important links between ancient and modern times. Consideration will be given to the spread of the Gothic idea on an international scope.

### **MLA 6379 Stage Directing**

This course explores the philosophy of stage directing as well as the artistic, technical, and interpretative skills required of the director. The work focuses on the director's role as creative artist who shapes the raw materials of the script into a performance experienced by the audience as a work of art. Potential alternatives in casting, staging, and designing are explored, as well as the importance of collaborative concepts in achieving the final product.

### **MLA 6380 What is this thing called Acting?**

This course is a theoretical and practical approach to the actor's craft that examines use of self in relation to character and situation, actor-director relationship, and the craft's vocabulary. It is designed for students intrigued with the process of acting. Exercises followed by individual and group discussion help students gain an awareness of the various routes that actors follow when creating characters on stage. Through the lecture/workshop approach, students learn how to develop characters and scenes. Emphasis is on discovery and exploration. As a culmination of the course, students apply newly gained understanding to the presentation of a final project. Acting experience is not required.

### **MLA 6381 A World in Transition**

The transition from the classical world to a world is divided into three successor states - the Byzantine Empire, the Germanic kingdoms of the Latin West, and the Islamic Caliphates. This course examines a number of different sources-historical, literary, and artistic -to trace the evolution of these various forces.

### **MLA 6385 Modern Architecture**

This course is designed to provide an overview of the major developments of architecture of the **20th** century pioneers. The course will have as its main emphasis the development of new materials and new architectural forms of the **20th** century. Along with the aesthetic considerations for these evolving structures of a new age, the study will include the following: the innovations of the tall buildings in America, the Bauhaus in Germany, the development of major masters of the **20th** century, and new forms from new materials. An important objective of the course is to explore current architects and their contemporary efforts, and a substantial part of the course will include an investigation of the architecture of the metropolitan Houston area.

### **MLA 6386 Art Impressionism**

This course is designed to cover the movement of Impressionism in art during the latter part of the 19th century; it is recognized as the beginning point of the modern era in art. Works by the major artists of the group to be examined include Degas, Monet, Manet, Renoir, and Pissaro. The influence of Impressionism has been tremendous and the Post Impressionist period which followed is of equal importance. It included artists such as Van Gogh, Gauguin, Cezanne, Toulouse-Lautrec, and Seurat. Included also in the course will be trips to the Museum of Fine Arts of Houston to examine a fine collection of Impressionistic and Post Impressionistic art.

### **MLA 6387 Music of Paris, 1870-1930**

This course is a survey of music composed, performed, and experienced in Paris at the turn of the century and through World War I. The survey will include a study of influences shared by the arts (visual, literary, ballet, opera, and other musical genre).

### **MLA 6389 Theatre in the 20th Century and Beyond**

Theatre, as any art, reflects the changing times in which it is born. From the beginning of realism to the present, theatre has moved in numerous directions and experimented with a variety of forms. This course will explore some of the major movements in the theatre of this century, find correlatives in the other arts, study the products of the contemporary avant garde, and venture a vision of the future. The primary approach to the material is through lectures and discussions based on readings, attendance at performances, and individual research and experimentation. The knowledge and experiences acquired will crystallize in a final project.

### **MLA 6391 Three Auteurs of the Cinema: Bergman, Fellini, Truffaut**

These are universally recognized masters of the post-World War II cinema. Each director has established a vision of movies as art, bringing to his scripts imagination and style that are hallmarks of cinematic experience. We will examine three films of each director: Bergman's *The Seventh Seal*, *Wild Strawberries*, and *Through a Glass Darkly*; Fellini's *Eight and a Half*, *Juliet Of the Spirits*, and *Satyricon*; and Truffaut's *Shoot the Piano Player*, *Jules and Jim*, and *The Bride Wore Black*.



### **MLA 6392 Modern Masters: Picasso**

This course consists of a thorough study of the life and art of the twentieth-century master artist, Pablo Picasso. His long and productive career is studied in the context of the complex arena of twentieth century art. The Postimpressionist artists influenced his early years, especially by Paul Cezanne. What follows is a long, prolific, and diverse career. A study of his major works reveals Picasso as a pivotal figure of the modern period in art.

### **MLA 6396 Pre and Post World War II Cinema: The Social Milieu**

A course in film interpretation that examines Hollywood films produced in the decades before and after World War II for manifestations of the impending conflict and its aftermath. The goal of the course is to articulate symptomatic interpretations of these films and familiarize the student with the language of cinema.

### **MLA 6397 Shakespeare: History and Film**

The purpose of this course is to introduce students to William Shakespeare's plays about the Wars of the Roses; to examine those plays in the contexts of Shakespeare's era and our own; to analyze his use and misuse of his sources for dramatic and political purposes; and to study the major modern cinematic and televised adaptations of the plays.

### **MLA 6398 The Theatre Muse**

Helen Hayes graced the American stage creating unforgettable characters; Zelda Fichandler founded the Arena Theatre in Washington D. C.; Lillian Hellman displayed her dramatic talent in her plays; our own Nina Vance planted the seed for Houston's most important theatre and one of the nation's best; Stella Adler, actor and teacher, was a member of the most important theatrical event in the history of American theatre; Ellen Terry, Sarah Bernhardt and Eleanora Duse played to international audiences; and in our days Joan Littlewood and Adriane Mnouchkine have changed the face of theatre. Beyond these well-known names, there are many others equally noteworthy and active at all levels in this rich form of artistic expression. The course examines the role of these artists based on recent scholarship and the increased opportunities that have brought out their contributions.

### **MLA 6399 Collector's Choice: World Film Classics**

The purpose of this course is to view and discuss films that have the character and quality that all great works of art have; works such as a Rembrandt painting, a Beethoven symphony, a Shakespeare play, a Dostoevsky novel. As the title of the course suggests, films are worth collecting as one collects great literary works for a library.

## **MUSIC: COGNATE COURSES - KEYBOARD**

### **MUAP 0104 Class Piano**

Class instruction for beginning piano students. Covers piano proficiency requirements for music majors whose applied concentration is not piano. May be repeated for credit.

### **MUAP 2104 Applied Skills for Pianists**

Class instruction for advanced piano students. Covers piano proficiency requirements for students whose major applied concentration is piano in degrees other than Bachelor of Music Performance.

### **MUAP 3211, 3221 Piano Laboratory**

Devoted to the development of keyboard skills including improvisation, harmonization, realization of figured bass, transposition, sight-reading, accompanying, and basic score reading. Proficiency test for piano majors required for final examination.

**MUAP 3213 Organ Construction and Design**

Study of the construction and design of the organ, minor organ repairs, and registration guidelines.

**MUAP 3223 Service Playing I**

Service literature, techniques, accompanying and conducting from the keyboard. Organ proficiency requirements are covered in both Service Playing I and II.

**MUAP 3233 Service Playing D**

Emphasis is placed on thorough bass playing, improvisation, modulations, transposition, re-harmonization. Requirements of the AGO Examinations are reviewed.

**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. (Offered also as MUHL 4292).

**MUAP 4215 Organ Literature I**

Study of solo organ literature from the Middle Ages through the work of J.S. Bach.

**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-gardemusic. (Offered also as MUHL 4292).

**MUAP 4225 Organ Literature II**

Study of solo organ from the Classic through Contemporary periods.

**MUAP 4234 Piano Pedagogy I**

Survey of procedures and materials applicable to the teaching of beginning, intermediate, and advanced piano students. Assigned teaching under supervision is included. (Offered also as MUAP 4292).

**MUAP 4237 Organ Pedagogy**

Review of current organ pedagogical methods and special problems of organists and organ teachers. Assigned teaching.

**MUAP 4244 Piano Pedagogy II**

Survey of procedures and materials applicable to group piano teachers. Assigned teaching under supervision is included. (Offered also as MUAP 4292).

**MUAP 4292 Senior Seminar: 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. Prerequisite: Eight quarters of private instruction in the applied area in which recital is given.

**MUSIC: COGNATE COURSES - VOICE****MUAP 1116 Class Voice**

This course is designed to introduce the student to the basic concepts involved in the study of voice, such as posture, breath control, principles of diction, vowel production etc. Selected readings in the field and written work will be emphasized as well as actual singing and vocalization. Open to non-music majors.

### **MUAP 1129, 3119 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. Experience in all facets of production technique. Admission by permission of the instructor. May be repeated for credit.

### **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 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. (Offered also as MUHL 4292).

### **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. (Offered also as MUAP 4292).

### **MUAP 4292 Senior Seminar: 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. Prerequisite: Eight quarters of private instruction in the applied area in which recital is given,

## **MUSIC: COGNATE COURSES - INSTRUMENTAL**

### **MUAP 3112 Instrumental Chamber Music**

The study and performance of the major chamber music literature for strings, brass, woodwind and percussion instruments. May be repeated for credit.

### **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. [Offered also as MUAP 4292).

### **MUAP 4232 Jazz Influences on 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 2322. (Offered also as MUAP 4292).

### **MUAP 4213, 4223 Instrument & Literature**

Study of solo and ensemble literature for wind, string, and percussion instruments. Research required. Includes study of solos with large ensemble accompaniment. (Offered also as MUHL 4292).

### **MUAP 4292 Senior Seminar: 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. Prerequisite: Eight quarters of private instruction in the applied area in which recital is given,

## **MUSIC: APPLIED MUSIC**

### **MUAP 3181, 3281, 4181, 4281 Special Topics**

Directed study in a specialized area of Applied Music. A minimum of 30 clock hours of independent study or project development is required for each hour of credit given. Topics and projects are selected on the basis of student career interest and need. Prerequisite: permission of the instructor.

### **MUAP 4292, 4293 Senior Seminars**

Advanced study in pedagogy or another topic related to particular performance areas within the music curricula. Studies are offered as demand warrants on a rotating topic basis.

## **MUSIC: MUSIC HISTORY AND LITERATURE**

### **MUHL 2212, 2222, 2232 Survey of Music Literature**

Survey of music literature from the Middle Ages through the 20th century. Emphasis on representative works, analytical listening techniques, and composition recognition. Development of skills necessary to identify and define the various musical genres, forms, and style characteristics. Student must be able to read music and follow an orchestral score. Permission of instructor required. Should be taken in consecutive order.

### **MUHL 2312 Music Appreciation**

A beginning course for non-majors. Appreciation of a variety of musical styles is encouraged. No music reading skills are required. (May be preparatory to MUHL 2212, 2222, 2232 or INDC **Culture and Human Experience.**)

### **MUHL 3181, 3281, 4181, 4281 Special Topics**

Directed study in a specialized area of Musicology (literature or history). A minimum of 30 clock hours of independent study or project development is required for each hour of credit given. Topics and projects are selected based on student career interest and need. Prerequisite: permission of the instructor and the Director of the School of Music.

### **MUHL 3212, 3222, 3232 History of Music**

An in-depth study of the history of music from antiquity to the present. The course focuses on the lives, music, and cultural context of the major composers from historical, analytical, and critical perspectives. Prerequisite: MUHL 2232 or permission of instructor. Should be taken in consecutive order.

### **MUHL 3371 Christian Worship and Music**

A survey of the biblical roots, historical development, and theological meaning of worship, and the music used to facilitate and enhance worship from its Christian beginnings to the present. On-site class participation in several worship services is required. (Also offered as CHRI 3371 and MUHL 4292.)

### **MUHL 4212 Symphonic Literature I**

The survey of instrumental group forms from the Renaissance period through early Beethoven symphonies. (Offered also as MUHL 4292).

### **MUHL 4222 Symphonic Literature II**

The survey of symphonies, concerti, and tone poems from Beethoven to the present. (Offered also as MUHL 4292).

### **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 that is offered as demand warrants on a rotating topic basis.

## **MUSIC: INSTRUMENTAL ENSEMBLES**

### **MUIE 0101 Symphonic Band**

The large symphonic grouping of all band instruments for performing the band literature in concert.

### **MUIE 0121 University Orchestra**

A symphony orchestra performing a varied repertoire. Includes university and community personnel.

### **MUIE 0131 University Handbells**

A handbell ensemble open to all students, faculty, staff and their spouses leading to varied public performances.

### **MUIE 0151 Guitar Ensemble**

Group performance of the classical guitar literature. For classical guitarists.

Non-music majors must have permission of the instructor.

### **MUIE 0181 Jazz Ensemble**

Jazz-oriented ensemble - open to all students. Providing experience in jazz, rock, swing, bossa nova, disco and ballads.

## **MUSIC: APPLIED LESSONS**

Applied lessons may not be enrolled on audit status.

### **MUPL 1111, 2111, 3111, 4111 Brass**

One half-hour lesson per week. One hour credit.

### **MUPL 1211, 2211, 3211, 4211 Brass**

One hour lesson per week. Two hours credit.

### **MUPL 3311, 4311 Brass**

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

### **MUPL 1112, 2112, 3112, 4112 Organ**

One half-hour lesson per week. One hour credit. Prerequisite: Piano proficiency.

### **MUPL 1212, 2212, 3212, 4212 Organ**

One hour lesson per week. Two hours credit. Prerequisite: Piano proficiency.

### **MUPL 3312, 4312 Organ**

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

### **MUPL 2119, 3119 Composition**

One half-hour lesson per week. One hour credit. Prerequisite: Completion of MUTH 1322 or permission of instructor.

**MUPL 2219, 3219 Composition**

One hour lesson per week. Two hours credit. Prerequisite: completion of MUTH 1322 or permission of instructor.

**MUPL 1113, 2113, 3113, 4113 Percussion**

One-half hour lesson per week. One hour credit.

**MUPL 1213, 2213, 3213, 4213 Percussion**

One hour lesson per week. Two hours credit.

**MUPL 3313, 4313 Percussion**

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

**MUPL 1114, 2114, 3114, 4114 Piano**

One half-hour lesson per week. One hour credit.

**MUPL 1214, 2214, 3214, 4214 Piano**

One hour lesson per week. Two hours credit,

**MUPL 3314, 4314 Piano**

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

**MUPL 1115, 2115, 3115, 4115 Strings**

One half-hour lesson per week. One hour credit. Includes guitar and orchestral stringed instruments.

**MUPL 1215, 2215, 3215, 4215 Strings**

One hour lesson per week. Two hours credit. Includes guitar and orchestral strings.

**MUPL 3315, 4315 Strings**

One hour lesson per week. Three hours credit. Includes guitar and orchestral strings. (Audition and permission of instructor.)

**MUPL 1116, 2116, 3116, 4116 Voice**

One half-hour lesson per week. One hour credit.

**MUPL 1216, 2216, 3216, 4216 Voice**

One hour lesson per week. Two hours credit.

**MUPL 3316, 4316 Voice**

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

**MUPL 1117, 2117, 3117, 4117 Woodwinds**

One half-hour lesson per week. One hour credit.

**MUPL 1217, 2217, 3217, 4217 Woodwinds**

One hour lesson per week. Two hours credit.

**MUPL 3317, 4317 Woodwinds**

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

**MUPL 1118, 2118, 3118, 4118 Harp**

One half-hour lesson per week. One hour credit.

**MUPL 1218, 2218, 3218, 4218 Harp**

One hour lesson per week. Two hours credit.

**MUPL 3318, 4318 Harp**

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

**MUPL 1119, 2149 Harpsichord**

One half-hour lesson per week. One hour credit.

**MUPL 1219, 2249 Harpsichord**

One hour lesson per week. Two hours credit.

**MUSIC: TEACHER CERTIFICATION AND CHURCH MUSIC****MUSC 3111, 3112, 3113, 3114 Instrumental Classes**

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.

**MUSC 3172 Fundamentals of Choral Conducting**

Basic techniques in choral conducting and score reading. Prerequisite: Junior standing (64 hrs.) or permission of the instructor.

**MUSC 3173 Fundamentals of Instrumental Conducting**

Basic study in baton technique and score reading. Prerequisite: Junior standing (64 hrs.) or permission of the instructor.

**MUSC 3181, 3281, 4181, 4281 Special Topics**

Directed study in a specialized area of music for educators or church music students. A minimum of 30 clock hours of independent study or project development is required for each hour of credit given. Topics and projects are selected based on student career interest and need. Prerequisite: permission of the instructor and the Director of the School of Music.

**MUSC 3212 Choral Literature**

An historical survey and study of smaller choral forms from the Renaissance to the present.

**MUSC 3222 Choral Literature**

An historical survey and study of larger choral works from the late Renaissance to the present.

**MUSC 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 that has been passed down through the ages via this unique expression of corporate worship.

**MUSC 3272 Choral Conducting**

Choral conducting techniques and their application in rehearsal and performance. Prerequisite: MUSC 3172. (Offered also as MUSC 4292).

### **MUSC 3273 Instrumental Conducting**

Instrumental conducting techniques and their application in rehearsal and performance. Prerequisite: MUSC 3173 or permission of instructor.

### **MUSC 4202 Music for Children**

A course for teacher certification candidates and church music majors that is designed to develop competencies necessary for implementing musical learning and skill development for pre-adolescents. The course will survey important methodologies used in elementary general music teaching.

### **MUSC 4203 Music for Adolescents**

A course for teacher certification candidates and church music majors designed to develop competencies necessary for implementing musical learning and skill development in adolescents. The course will examine principles and strategies relevant to successful music production in the junior and senior high age student in schools and churches.

### **MUSC 4204 Interdisciplinary Music Techniques: Handbell Pedagogy**

A course for teacher certification candidates and church music majors with vocal concentration. Designed to survey the historical background, applications, and instrumental techniques of English handbell ringing, as employed in American schools and churches. Handbell lab required.

### **MUSC 4205 Interdisciplinary Music Techniques: Vocal Techniques**

A course for teacher certification candidates and church music majors designed to expose them to the historical background, organization, voice placement and related vocal techniques related to secondary school choirs. For Instrumental concentration.

### **MUSC 4211, 4221 Internship in Church Music**

Field-based experience in all phases of administering and providing leadership to a music ministry in a local church. Supervised by University faculty and cooperating Minister of Music. Prerequisites: Completion of all course work in the field of Church Music, piano proficiency, and English proficiency exams.

### **MUSC 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.

### **MUSC 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.

### **MUSC 4272 Advanced Choral Conducting**

The conducting of choral groups. A study in advanced technique, style, and interpretation. Prerequisite: MUTH 2322 and MUSC 3272.

### **MUSC 4273 Advanced Instrumental Conducting**

The conducting of instrumental ensembles. This is an advanced course in the study of technique, style and interpretation. Prerequisite: MUSC 3273.



### **MUSC 4292 Senior Seminar**

Advanced study in conducting or another topic related to church or school music curricula. Studies are offered as demand warrants or on a rotating basis.

### **MUSC 4303 Music in the Public Schools**

A course for teacher certification candidates designed to cover philosophies in schools as applied in curriculum and pedagogy in music. Innovative trends will receive special emphasis. Current periodical literature will provide resource materials.

## **MUSIC: 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 1312.

### **MUTH 1212, 1222, 1232 Music Theory IA, IB, IC**

An integrated course involving analysis and elementary composition of melody, two-part, three-part, and four-part homophonic textures, binary and ternary forms, tonal harmony through secondary dominant chords, and near-related modulations. May not be taken out of sequence.

### **MUTH 1112, 1122, 1132 Applied Theory IA, IB, IC**

Development of skills in music reading and eartraining involving diatonic music and modulation to near-related keys. Aural analysis of binary and ternary forms, melodic, two-part, and harmonic dictation. Prerequisite: must be taken concurrently with MUTH 1212, 1222, and 1232. May not be taken out of sequence.

### **MUTH 2112, 2122, 2132 Applied Theory IIA, IIB, IIC**

Introduction of chromatic harmony, modulation to far-related keys, aural analysis, and advanced dictation. Prerequisite: MUTH 1342 and MUTH 2322 (or concurrent enrollment in MUTH 2322). May not be taken out of sequence.

### **MUTH 2212, 2222, 2232 Music Theory IIA, IIB, IIC**

18th century counterpoint, 17th-20th century form analysis, chromatic harmony integrated with analysis and basic composition techniques. Prerequisite: MUTH 1232. May not be taken out of sequence.

### **MUTH 3181, 3281, 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 based on student career interest and need. Prerequisite: permission of the instructor.

### **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 MUTH 2232. Prerequisite: completion of MUTH 2232.

### **MUTH 3222 Advanced Keyboard and Aural Skills**

A continuation of skills acquired in MUTH 2312, 2322, and 2342. Prerequisite: completion of MUTH 2342.

**MUTH 4292 Senior Seminar: Independent Study in Theory/Score Reading**

Practical application of analysis skills and score reading skills. Prerequisite: permission of the instructor.

**MUTH 4293 Senior Seminar: Advanced Analysis**

Advanced study of analytical techniques. Prerequisite: completion of MUTH 3322 or permission of the instructor.

**MUTH 4332 Instrumentation**

An introduction to the principles of instrumentation and orchestration. Prerequisite: MUTH 2322.

**MUSIC: VOCAL ENSEMBLES****MUVE 0101 University Chorus**

Rehearsal and performance of a varied repertoire for chorus and instruments: open to all students, faculty members and spouses.

**MUVE 0141 University Singers**

Rehearsal and performance of the finest music written for the select choral ensemble: experiences may also include Madrigal Singers, Chamber Singers, and Joyful Sound; limited in size and by audition only.

**MUVE 3101 Chapel Choir**

One rehearsal per week of choral literature for small to mid-size church choirs with one performance during a worship service at an area church. Open to all students and community participants. Minimal music reading ability is recommended but not required. A maximum of two hours of elective credit may be applied to degree plans.

**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 3313 Logic**

A study of the significance of language, the basic principles of critical thinking, and the fundamental procedures of scientific method.

**PHIL 3323 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 3343 Modern Philosophy**

A continuation of PHIL 3323, beginning with the Renaissance and ending with the more important philosophers of recent times.

**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**

(Offered also as CHRI 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 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 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 based on 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. Prerequisite: See Note 7 under **Undergraduate Degree Requirements**.

**POLS 4313 Constitutional Law**

A study of judicial review, the political role of the courts, American federalism, the jurisdiction of and 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 Chair. Spanish-language literature in the United States, the contemporary Latin American short story, or Spanish Golden Age comedia 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 variety of multi-media 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 3333 Spanish Composition**

This course provides students with strategies to write fluently in Spanish. Techniques emphasize the steps of the writing process. (Offered also as EDBI 3333)

**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 4292, 4293 Senior Seminar**

Surveys of the literature of Spain and Hispanic America. Students demonstrate knowledge of the material and proficiency in Spanish through discussion of reading, written analyses, oral presentations, and a research project in Spanish. Prerequisite: See Note 7 under **Undergraduate Degree Requirements**.

**SPAN 4304 Methods of Teaching Spanish as a Second Language**

Theories, pedagogical considerations, and current methodology in the teaching of listening, speaking, reading, and writing skills for second languages and target cultures. Also offered as EDBI 4304, ENGL 4304, and FREN 4304.

**SPAN 4305, 4306, 4307 Masterworks of Hispanic Literature and Culture**

Discussions, readings, and writing practices center on major historical periods and authors, with a view toward preparation for the Senior Seminars. Further development of language proficiency in understanding, speaking, reading, and writing is emphasized. Theme or topic may vary as determined by instructor and student interest. *Don Quixote* or Latin American short story are examples of possible topics.

**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 4343, 4344 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, 4344).

**SPAN 4385, 4386, 4387 Work Internship in Spanish**

The student serves as an intern in a supervised setting where the language is used. Twelve hours per week are required. Internships might be in business, in health care fields, in education, with consulates, or in church work, depending on availability of positions and student interest. Prerequisites: SPAN 3314 and 3324 or the equivalent.

**COLLEGE OF BUSINESS  
AND ECONOMICS**

# COLLEGE OF BUSINESS AND ECONOMICS

## Undergraduate Programs

The College of Business and Economics offers four undergraduate degree options, the Bachelor of Business Administration (BBA), the Bachelor of Arts (BA), the Bachelor of General Studies, and the Bachelor of Science (BS). If the student chooses both majors within the College of Business and Economics, the degree must be a Bachelor of Business Administration.

For all BBA students, the first major in the College of Business and Economics must be business administration. The BBA student then selects a second major from the following: accounting, computer information systems, economics, finance, management, or marketing.

The BA/BS student has one major within the College of Business and Economics and the second major outside the College. The BA/BS student may choose from three options. In the first option, a student may choose from one of the six Business-Area concentration majors: Business-Accounting; Business-Computer Information Systems; Business-Economics; Business-Finance; Business-Management; or Business-Marketing. Each of these business majors requires thirty hours of specified business courses, four hours of senior seminars, and a twelve hour concentration in one of the following areas of business: accounting, computer information systems, economics, finance, management, or marketing. The second option, a BA/BS with a major in business and no specific area of concentration, requires thirty hours of specified business courses and four hours of senior seminars. The third option is a BA/BS with a major in Economics, requiring thirty hours of specified business and economics courses and four hours of senior seminars. For the Bachelor of General Studies, please seep. 67

## BACHELOR OF ARTS/BACHELOR OF SCIENCE

These degrees are available to the student who chooses a single major in the College of Business and Economics and a second major outside the College of Business and Economics. The College of Business and Economics offers three options under the BA/BS degree.

Before enrolling for upper level business courses, each student must satisfactorily complete the Mathematics Proficiency Exam, the Written English Proficiency Exam, and all 2000 level business administration major courses including ACCT 2301, 2303, ECON 2301, 2302, and BUSA 2311, 2320.

### **OPTION ONE: BUSINESS - AREA CONCENTRATION**

The Business major with a twelve hour concentration in a field of business is designed for the student who wishes one major in business and one major in another field that is complementary and of equal emphasis as they relate to career choices. This business major provides a broad awareness of the functions of the field of business



and allows additional exploration in one of the business content areas. The major requires thirty-four hours in business plus a twelve-hour concentration in Accounting, Computer Information Systems, Economics, Finance, Management, or Marketing. Students electing this option must complete Math **1314, Finite Math**. Any deviation from the program requirements for various majors may be made only with the approval of the Vice-President for Academic Affairs, and then only upon the merit of an individually submitted exception form.

### **BUSINESS-ACCOUNTING**

The Business-Accounting major requires the following courses: ACCT 2301, 2303, 3311, 3312, 3313 and three hours selected from 3303, 3304, 3317, 4301, 4302, 4306, or 4366; BUSA 2311, 2320, 3320, 4294 or 4297, 4299; ECON 2301, 2302; FINA 3307; MGMT 3301; and MKTG 3301.

### **BUSINESS-COMPUTER INFORMATION SYSTEMS**

The Business-Computer Information Systems major requires the following courses: ACCT 2301, 2303; BUSA 2311, 2320, 3320, 4299; CISM 2313 or CISM/MATH 2314, CISM 3301 or 3305, CISM 3311, three hours from CISM 3301, 3305, 4326, 4332, 4336 or 4338, 4292 or 4297; ECON 2301, 2302; FINA 3307; MGMT 3301; and MKTG 3301.

### **BUSINESS-ECONOMICS**

The Business-Economics major requires the following courses: ACCT 2301, 2303; BUSA 2311, 2320, 3320, 4299; CISM 4338; ECON 2301, 2302, 3302, 3305, 4302, either 4292 or 4297; FINA 3307; MGMT 3301; MKTG 3301.

### **BUSINESS-FINANCE**

The Business-Finance major requires the following courses: ACCT 2301, 2303; BUSA 2311, 2320, 3320, 4294 or 4297, 4299; CISM 4338; ECON 2301, 2302; FINA 3305, 3307, 4301, 4307; MGMT 3301; and MKTG 3301.

### **BUSINESS-MANAGEMENT**

The Business-Management major requires the following courses: ACCT 2301, 2303; BUSA 2311, 2320, 3320, 4294 or 4297, 4299; ECON 2301, 2302; FINA 3307; MGMT 3301, 3305; and nine semester hours chosen from MGMT 3320, 3333, 3334, 3335, 4312, 4333; and MKTG 3301.

### **BUSINESS-MARKETING**

The Business-Marketing major requires the following courses: ACCT 2301, 2303; BUSA 2311, 2320, 3320, 4294 or 4297, 4299; ECON 2301, 2302; FINA 3307; MGMT 3301; MKTG 3301, 3310, 4350, 4360, and three semester hours selected from MKTG 3320, 4330, or 4336.

### **OPTION TWO: BUSINESS - BA/BS**

The Business major requires the following courses: ACCT 2301, 2303; BUSA 2311, 2320, 3320, 4294 or 4297, 4299; ECON 2301, 2302; FINA 3307; MGMT 3301; MKTG 3301.

### **OPTION THREE: ECONOMICS - BA/BS**

For the student whose second major is not in the College of Business and Economics, an Economics major is available. This BA/BS. Economics major requires ACCT 2301; BUSA 2311, 3320, 4299; CISM 4338; ECON 2301, 2302, 3302, 3305, 4302, either 4292 or 4297; FINA 3307.

### **BACHELOR OF BUSINESS ADMINISTRATION**

The Bachelor of Business Administration (BBA) degree is available only to students who choose both majors within the College of Business and Economics.

Every undergraduate seeking the BBA degree must complete a major in business administration and a second major in one of six academic areas. The second major is chosen from 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 responsibilities consistent with the highest standards of management practice.

Before enrolling for upper level business courses, each student must satisfactorily complete the following:

1. All 2000 level business administration major courses including ACCT 2301, 2303, ECON 2301, 2302, and BUSA 2311, 2320.
2. MATH 1314
3. The English Proficiency requirements.

#### **First Major:**

##### **BUSINESS ADMINISTRATION - BBA**

This first major in business consists of courses describing that body of knowledge necessary to the practice of all business majors.

The Business Administration major requires the following courses: ACCT 2301, 2303; BUSA 2311, 2320, 3311, 3320, 3340; CISM 3330; ECON 2301, 2302; FINA 3307; MATH 1314 or 2434; MGMT 3301, 3305, 4311; and MKTG 3301.

#### **Second Major: (choice of one of the following)**

##### **ACCOUNTING - BBA**

The undergraduate major in accounting is designed to prepare students for careers in public accounting, industry, or government as professional accountants. Emphasis is placed upon the interpretation and analysis of financial data and its implication for effective managerial and investment planning and decision making.

In addition to the Business Administration major, the Accounting major requires: ACCT 3303, 3304, 3311, 3312, 3313, 4302; nine hours selected from the following: either ACCT 3317 or ACCT 4338; ACCT 4301, 4304, 4306, 4340; 4366, either FINA 3305 or 4307; MGMT 3320; and either ACCT 4295 or 4297; and BUSA 4299.

##### **COMPUTER INFORMATION SYSTEMS - B.B.A.**

The undergraduate major in computer information systems is designed to acquaint students with current concepts and processes in business information systems

technology. Emphasis is placed on system analysis and design of business applications, programming skills in at least one high level programming language, and proficiency in various microcomputer application software packages.

In addition to the Business Administration major, the Computer Information Systems major requires: CISM 2313 or CISM/MATH 2314, CISM 3301, 3305, 3311, 4326, 4332, 4336; either CISM 4338 or 4340; CISM 4292 or 4297; and BUSA 4299.

### **ECONOMICS - BBA**

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 that govern the free enterprise system and on developing those professional skills required for the analysis and planning of business activity.

In addition to the Business Administration major, the Economics major requires: BUSA 4299; CISM 4338; ECON 3302, 3305, 4302, 4305; ECON 4292 or 4297; six hours upper level economics electives.

### **FINANCE - BBA**

The undergraduate major in finance is designed to prepare students for a career in business management, financial institutions, investments or government. This major recognizes that financial decisions and financial management are among the most central to the success of the enterprise.

In addition to the Business Administration major, the Finance major requires: CISM 4338; FINA 3305, 3330, 4301, 4307; three semester hours of upper level electives in finance; three semester hours of upper level business electives: two semester hours from FINA 4295, 4297, or 4298; and BUSA 4299.

### **MANAGEMENT - BBA**

The undergraduate major in management is designed to make available to the student knowledge of those principles and procedures appropriate to the various functions of management. Emphasis is placed on leadership, human resource management, environmental issues, globalization, and changing technology.

In addition to the Business Administration major, the Management major requires: ACCT 3303; MGMT 3333, 3334, 3335, 4312, 4333; three semester hours of upper level business electives; BUSA 4294 or MGMT 4297; and BUSA 4299.

### **MARKETING - BBA**

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 of organizations.

In addition to the Business Administration major, the Marketing major requires: ACCT 3303; MKTG 3310, either 3360 or 4336, 4350, 4360; three semester hours from MKTG 3320, 4330, 4340, or MASM 3325; any three semester hours of upper level business electives; BUSA 4294 or MKTG 4297; and BUSA 4299.

# Graduate Programs

## **EXECUTIVE MASTER OF BUSINESS ADMINISTRATION**

Requirements for the Executive Master of Business Administration degree:

First year: ACCT 6301, 6302; ECON 6305; FINA 6305; MGMT 6115, 6220, 6301, 6302, 6304, 6305, and 6306.

Second year: ECON 6304; FINA 6302, 6304; MGMT 6116, 6219, 6308, 6312, 6324, 6325, 6326; and MKTG 6302.

## **MASTER OF BUSINESS ADMINISTRATION: MBA 2000**

### **Prerequisites**

Prerequisite requirements must be completed before taking any of the courses in the program. A student's final prerequisite may be taken simultaneously with the first course in the program, however. Undergraduate prerequisites are the following: **Principles of Accounting** (six semester hours); **Principles of Economics** (six semester hours); behavioral sciences (three semester hours); quantitative methods (three semester hours of statistics and three semester hours of management science).

Additional prerequisites for some majors may be required. To satisfy program prerequisites, a grade point average of 2.5 or better (with no grade below "C") must have been earned and the courses must have been completed within seven years of starting the MBA 2000.

### **Leveling Courses**

The student with deficiencies in prerequisite work may satisfy the requirements with the following courses: ACCT 4399; ECON 4399; MGMT 4397, 4398, and 4399.

### **Core Courses**

The following courses must be completed by all students in the MBA 2000 program: ACCT 6352; CISM 6360; FINA 6330; MGMT 6310, 6318, 6333, 6341; MKTG 6310 and six semester hours of electives selected from: MGMT 6309, 6343, 6344, or 6395.

### **Majors**

Each student selects a major for the degree program. Majors consist of four courses (twelve semester hours). Twelve hours of core course work including the core course in the major area must precede the first major course taken by the student.

#### **The Accounting Major**

The MBA 2000 degree with a major in accounting is open to any person satisfying the program admission standards regardless of undergraduate major, except for the undergraduate accounting major who has already completed the equivalent of the MBA 2000 accounting major courses.

The major is intended to prepare individuals through specific accounting expertise for professional accounting careers (whether in public accounting, industry, or government) or for other management-related careers where accounting is an important factor. The program and major are also intended to address the educational requirements for professional examinations such as the Certified Public Accountant.

The accounting major, including prerequisites and core, offers the MBA graduate 27 hours of accounting beyond principles. In addition to the MBA 2000 program prerequisites, the accounting major whose previous academic work has not been in accounting must complete prerequisite courses in intermediate accounting and individual taxation (6-12hours). Specific requirements (semester hours) **are Principles of Accounting (6), Intermediate Accounting (6-9), and Individual Tax Accounting (3).**

In addition to the MBA 2000 core courses, the accounting major requires the following courses: ACCT 5302, 5305, and 5311.

### **The Finance Major**

The MBA 2000 degree with a major in finance is designed for individuals with finance and non-finance undergraduate majors. The major offers 15 hours of concentrated course work in finance. The major in finance is intended to prepare the student to perform as a senior financial executive and to effectively prepare for broad responsibilities at the corporate policy making level. The finance major uses the case approach, requiring students to be familiar with and to resolve real problems.

The courses in the finance major are FINA 6331, 6332, 6333, and 6334.

### **The Health Services Management Major**

Effective management of organizations providing health care and related services is increasingly critical to our national well being. Political, economic, and other societal pressures confronting this industry are combining to produce far-reaching changes.

The major in Health Services Management (HSM) in the MBA 2000 program is composed of courses from the Master of Science program in Health Administration offered by the Center for Health Studies at Houston Baptist University. These courses, in combination with the core courses from the MBA 2000, form a curriculum that offers a strong combination of health management and business.

The curriculum for the HSM major consists of a six-course package. These courses substitute for the four major courses and the two electives in the MBA 2000 curriculum. The student majoring in HSM must take MGMT 6376, **Business Strategy and Policy**, and the following five courses from the MS-Health Administration curriculum: HADM 6320, 6350, 6366, 6367, and 6368. The MBA 2000 student majoring in HSM must satisfy all MBA prerequisites and complete all courses in the MBA core curriculum.

### **The Human Resources Management Major**

The major in Human Resources Management is designed to provide the student with essential knowledge in this most important of organizational functions. Courses are designed to meet the needs of the individual planning or pursuing a career in Human Resources.

The major is composed of courses offered in the MS in Human Resources management program. MBA 2000 students may select their major from these offerings. The major in Human Resources Management consists of four courses selected from MGMT 5361, 5365, 6364, 6367, 6362, 6387.

### **The Individualized Program Major**

The Individualized Program offers the student the opportunity to select four courses from among all the courses in the various majors to complete the MBA. Along with the ability to customize the program comes the responsibility for putting together a set of courses which make sense in the context of need and career preparation. It is the responsibility of the student electing the Individualized Program to select courses that will instrumentally and effectively serve his or her goals. The student motivated to customize the MBA 2000 program should seek advice in the selection of courses for the major. A careful preliminary review of offerings in each of the majors available, a clear written statement of one's own educational objectives, and the counsel of an advisor are necessary to a successful selection of courses.

### **The Information Technology Major**

The courses in the Information Technology major are designed to prepare the manager to deal constructively with the changes produced in the organization by IT. As organizations evolve to incorporate IT, several central themes will emerge as significant: networks and communications, databases, business process design and redesign, and the impact of IT on corporate strategy. The courses in the major are CISM 6305, 6306, 6307, and 6308.

### **The International Management Major**

The major in international management is designed to provide the student insight into the cultural aspects, challenges, and opportunities of doing business in the global environment. The successful manager at the end of the 20th century must be globally aware and possess a frame of reference that goes beyond the borders of a single country to encompass the world.

Each student is expected to demonstrate competence in two languages, one of which is English. This requirement illustrates the seriousness of our commitment to educating managers who are well equipped to operate in the international environment. The student's second language must be selected from among those for which an ACTFL oral proficiency test is available. Certification of mastery in the two languages is determined by the Department of Languages at Houston Baptist University under standards of proficiency set by the College of Business and Economics which, in the case of deficiencies, will indicate appropriate remedial work.

The International Management major is designed to allow the student to complete the MBA program in a two-year span following completion of prerequisite requirements. It is assumed that any necessary competence in languages can be developed by the student in concert with the course load normally undertaken.

The courses in the major in International Management are MKTG 6333, FINA 6333, and MGMT 6393, 6395.

### **The Management Major**

The Management major is constructed to be accessible to the student who wishes to pursue the MBA on a Saturday schedule. Courses in this major, in contrast to the other majors in the program, will be offered only on Saturdays.

The courses in the major are schedules so that they may be taken in concert with the electives required for the MBA. Following completion of the core curriculum,

major and elective courses are offered in a four-term sequence. This schedule allows completion of the degree program in eight terms following the completion of prerequisites.

The courses in the major may be taken in any sequence. The core course, MKTG 6310, Marketing Management, must be completed before taking courses in the major. The major consists of MGMT 6352, MKTG 6333, and MGMT 6373, 6376.

### **The MBA 2000 Internship Program**

The Internship Program is designed to provide students the opportunity to gain invaluable experience in the Houston business community. The interning student will receive academic credit while working for a sponsoring corporation in a career-appropriate position. This practical approach to learning gives the student a chance to apply knowledge acquired from texts and classroom discussions. The Internship Program is an educational partnership between the interning student and the sponsoring organization.

The business community in Houston provides the MBA 2000 student with numerous and diverse alternatives for exploring career opportunities. Each corporate sponsor interviews the prospective intern just as he would a prospective employee. The intern is then matched to a job position that best meets the needs of intern and organization. In the past, several sponsoring corporations have subsequently offered full-time employment to interning students.

### **MASTER OF SCIENCE IN HUMAN RESOURCES MANAGEMENT**

The Master of Science in Human Resources Management requires the following six core courses: ACCT 6352; ECON 5351; MGMT 5351, 6310, 6333, and 6352. Eight courses are to be selected by the student from the following choices for the MS-HRM major: MGMT 5345, 5361, 5362, 5365, 6364, 6367, 6370, 6380, 6382, 6384, 6387, 6395, three hours of elective graduate business. MGMT 5345 and 6380 and the elective graduate business course require the approval of the program director.

### **MASTER OF SCIENCE IN MANAGEMENT**

The Master of Science in Management is reserved for the individual who already holds the MBA degree and wishes to expand his skill and knowledge base. The degree consists of twenty-four hours of graduate work selected from the current MBA 2000 course offerings. Course selections include: ACCT: 5302, 5304, 5306, 5311, 6352; CISM: 6305, 6306, 6307, 6308, 6360; FINA: 6330, 6331, 6332, 6333, 6334; HADM: 6320, 6350, 6366, 6367, 6368; MGMT: 5361, 5365, 6309, 6310, 6318, 6333, 6341, 6343, 6344, 6352, 6364, 6373, 6376, 6367, 6382, 6387, 6393, 6395; and MKTG: 6310, 6333. Please refer to the College of Business and Economics' course descriptions for further information regarding specific course content.

### **MASTER OF SCIENCE IN MANAGEMENT, COMPUTING AND SYSTEMS**

Following the completion of pre-requisite requirements, the Master of Science degree in Management, Computing, and Systems requires that following courses: MGMT 6320, 63xx, 6323, CISM 6322, FINA 6320, MGMT 6327, CISM 6336, 6328, 6101, 6102, 6103, 6104, 6105, 6106, 6107, 6108, 6109, 6110, 6111, 6112, 6113, 6114, 6115, 6116, 6117 and 6118.

# 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: assets and liabilities, 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, and contribution margin. Prerequisite: ACCT 2301

#### **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. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2311, 2320.

#### **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. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2311, 2320.

#### **ACCT 3311, 3312, 3313 Intermediate Accounting I, II, and III**

An intensive study of financial accounting theory and generally accepted accounting principles related to income determination, the financial position, and cash flows of profit-oriented business enterprises. The courses must be taken in sequence. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2311, 23201.

#### **ACCT 3317 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, and systems planning. Prerequisite: ACCT 3313.

#### **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 4295 Senior Seminar: Accounting Theory**

This seminar is designed to assist the student in developing methods of research in accounting and to provide competency in accounting theory. A research paper and a practice set will be required. Prerequisites: ACCT 3313; See Note 7 under **Undergraduate Degree Requirements** which requires completion of a total of 80 semester hours, 15 of which must be in the field to be studied.



### **ACCT 4296 Senior Seminar: Special Problems**

This seminar is designed to assist the student in developing methods of research in accounting and to provide competency in the more specialized problems in financial accounting and reporting. A research paper will be required. Prerequisites: See Note 7 under **Undergraduate Degree Requirements** which requires completion of a total of 80 semester hours, 15 or which must be in the field to be studied.

### **ACCT 4297 Senior Seminar: Small Business Administration**

Applications of accounting, finance, marketing, and management concepts to small business cases. On-site counseling with existing firms. An extensive report is required. Prerequisites: See Note 7 under **Undergraduate Degree Requirements** which requires completion of a total of 80 semester hours, 15 or which must be in the field to be studied.

### **ACCT 4301 Advanced Accounting**

Application of financial accounting principles to specialized problems in mergers and acquisitions; consolidated financial reporting; partnership accounting; foreign currency transactions; foreign currency translation and re-measurement for reporting purposes. Prerequisite: ACCT 3313.

### **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. Prerequisite: ACCT 3313.

### **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 4306 Government and Nonprofit Accounting**

Application of financial accounting principles to governmental entities and nonprofit organizations; entails a detailed study of fund accounting and reporting practices. Prerequisite: ACCT 3313.

### **ACCT 4336 Advanced Application Software**

Use of advanced computer-based tools and techniques for improving the productivity of the firm. Prerequisites: CISM 1321; ACCT 2301, 2303; ECON 2301, 2302; BUSA 2311, 2320. (Also offered as CISM 4338.)

### **ACCT 4340 Internship**

An opportunity or experience by which students learn by undertaking responsible roles in organizations where the business practices of the enterprise will be studied. The students will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The students will be exposed to various work roles and career choices. Prerequisites: eighty hours; consent of internship coordinator; and eighteen hours in major.

### **ACCT 4366 Oil and Gas Accounting**

Special measurement and reporting problems of extractive industries. Emphasis on petroleum and gas industries. Prerequisite: ACCT 3313.

**ACCT 4399 Accounting Survey and Analysis**

Basic accounting concepts and procedures for external reporting and internal use by management. Satisfies the six semester hour prerequisite requirement in accounting. May not be used to satisfy graduate or undergraduate degree requirements. Graduate tuition rates apply.

**ACCT 5302 Auditing**

(See ACCT 4302).

**ACCT 5304 Corporate Income Taxes**

(See ACCT 4304).

**ACCT 5306 Government and Nonprofit Accounting**

(See ACCT 4306).

**ACCT 5311 Advanced Accounting**

(See ACCT 4301).

**ACCT 6161, 6261, 6361 Special Topics**

Topics not included in other courses or not emphasized there may be offered in a 1, 2, or 3 semester-hour course. Graduate accounting only. Prerequisite: Approval of the Dean of the College of Business and Economics.

**ACCT 6301 Financial Accounting**

Introduces accounting concepts and standards, the income statement and balance sheet, the accounting cycle, and financial reporting. EMBA only.

**ACCT 6302 Managerial Accounting**

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

**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 only.

**ACCT 6352 Accounting for Managers**

Application of current accounting procedures within the firm. Topics include cost-volume-profit analysis, variance analysis, cost allocation, and master budgets. MBA 2000 and HRM programs only.

**BUSINESS ADMINISTRATION****BUSA 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. Students who already have credit in upper-level business courses will not be given credit for this course.

**BUSA 2311 Quantitative Methods I**

Computation of statistical measures and applications to business including averages, dispersion, statistical inference, linear regression and correlation, and time series. Prerequisite: MATH 1314 or 2434.

**BUSA 2320 Legal Environment of Business**

A study of the legal environment of business, the role of law in society, the judicial process, and government regulation. Emphasis is given to the law of contracts, commercial transactions and the uniform commercial code applied to sales.

**BUSA 3311 Quantitative Methods II**

An introduction to the formulation and analysis of managerial decision problems in terms of mathematical models. Models involving both risk and certainty are discussed. Prerequisite: BUSA 2311.

**BUSA 3320 Business Ethics**

A study of the meaning and nature of business ethics. Topics include the nature of morality, the ethical limits in business today, forces which influence ethical behavior, improving business ethics, and other business and public issues.

**BUSA 3340 Business Communications**

This course is designed especially for business majors. It teaches the principles of effective and correct communication in a business environment. Students will apply creative, logical, and critical processes to various types of business communication by designing and writing a variety of documents, including memoranda, letters, proposals, progress reports, resumes, and formal reports. Students will design and format these documents using a word processing program. The course also includes an oral presentation based on the formal report required of each student. Prerequisites: ENGL 1313, 1323; ACCT 2301 and 2303; ECON 2301 and 2302; BUSA 2311 and 2320 or permission of instructor. (Offered also as ENGL 3340.) NOTE: Students may select this course for credit towards the Writing Specialization in Technical Writing. Students may also select this course for elective credit towards the Writing Specialization in Creative Writing. Students may not receive credit for both BUSA and ENGL/MASM 3345.

**BUSA 4181, 4281, 4381 Special Topics**

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

**BUSA 4294 Senior Seminar: Current Issues in Business**

In-depth study of internal and external organizational issues and their relationship to the production of goods and/or services in the public and private sectors. Class discussions and research will cover the management issues as described in current literature. Prerequisites: See Note 7 under **Undergraduate Degree Requirements** which requires completion of a total of 80 semester hours, 15 or which must be in the field to be studied.

**BUSA 4297 Senior Seminar: Small Business Administration**

Applications of accounting, finance, marketing, and management concepts to small business cases. On-site counseling with existing firms. An extensive report is required. Prerequisites: See Note 7 under **Undergraduate Degree Requirements** which requires completion of a total of 80 semester hours, 15 or which must be in the field to be studied.

## **BUSA 4299 Senior Seminar: Business Strategy and Policy**

Formulation and administration of policy in the business organization. Integrates principles and practices covered in previous courses. Focuses on executive responsibilities and decision making, organizational practices and business ethics. A case problems approach is used. Prerequisites: See Note 7 under **Undergraduate Degree Requirements** which requires completion of a total of 80 semester hours, 15 of which must be in the field to be studied.

## **COMPUTER INFORMATION SYSTEMS MANAGEMENT**

### **CISM 1321 Introduction to Computer Applications**

This course emphasizes current concepts and techniques for utilizing the microcomputer as an information processor. A practical laboratory component affords hands-on experience with word processing, data base management, and spreadsheet programs.

### **CISM 2313 Computer Concepts**

Introduction to basic computer algorithms and information systems concepts. Structured design and documentation techniques; data representation; programming logic structures. Programming examples will be performed using a high level programming language.

### **CISM 2314 Programming in C**

(Offered also as MATH 2314.)

### **CISM 2316 Programming in PASCAL**

(Offered also as MATH 2316.)

### **CISM 2343 Programming in FORTRAN**

[Offered also as ENGR 2313 and MATH 2313.]

### **CISM 3301 COBOL Programming**

Program specification; structured programming design; control structures and their syntax; coding, debugging and testing; interactive and batch programs; sequential files; report generation. Introduction to Object-Oriented COBOL. Prerequisites: CISM 2313 or equivalent, ACCT 2301, 2303; ECON 2301, 2302; BUSA 2311, 2320.

### **CISM 3305 Programming in C++**

Concepts of object-oriented programming (OOP); classes, objects, inheritance, polymorphism; main constructs, datatypes, loops, functions, constructors and destructors; templates and exception handling. Prerequisites: CISM 2313 or equivalent, ACCT 2301, 2303; ECON 2301, 2302; BUSA 2311, 2320.

### **CISM 3311 Systems Analysis and Design**

Systems concepts, systems development life cycle (SDLC), feasibility studies, project management, structured design methodology, computer aided software engineering (CASE), prototyping, object-oriented analysis and design. Prerequisites: CISM 2313 or equivalent, ACCT 2301, 2303; ECON 2301, 2302; BUSA 2311, 2320.

### **CISM 3330 Management Information Systems**

Concepts and application of developing information systems and managing information resources of an organization. Systems concepts, systems development life cycle, analysis and design methodologies, prototyping, decision support systems and distributed data processing systems. Prerequisite: CISM 1321.

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

Directed study of a minimum of thirty 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**

A study of an alternative view of systems design and implementation, using advanced languages and application development generators. Available commercial software will be used to work realistic case problems. Prerequisites: CISM 3311. See Note 7 under **Undergraduate Degree Requirements** which requires completion of a total of 80 semester hours, 15 of which must be in the field to be studied.

**CISM 4297 Senior Seminar: Small Business Administration**

Applications of accounting, economics, finance, management, and marketing concepts to small business cases. On-site counseling with existing firms. An extensive report is required. Prerequisites: See Note 7 under **Undergraduate Degree Requirements** which requires completion of a total of 80 semester hours, 15 of which must be in the field to be studied.

**CISM 4326 Data Base Program Development**

Presentation of database models, logical and physical data structures, normalization and design processes. The overview of database concepts will be reinforced through an application project using one of the major software packages. Prerequisite: CISM 3311.

**CISM 4332 Telecommunications and Network Management**

Concepts of data communications; managing organization's telecommunications assets; Internet; local area network (LAN). Introduction to network design. Setting up user IDs, security and passwords, backup and restoring the network, installing applications. Configuration and performance management. Prerequisites: CISM 2313 or equivalent, ACCT 2301, 2303; ECON 2301, 2302; BUSA 2311, 2320.

**CISM 4336 Help Desk and Hardware Management**

How to set up and manage the operation of a Help Desk for end-users of information systems. Policies, procedures, staffing operations, and software. The etiquette of end-user support. Hardware trouble shooting, repair and maintenance; inventory management of PC parts. Prerequisites: CISM 2313 or equivalent, ACCT 2301, 2303; ECON 2301, 2302; BUSA 2311, 2320.

**CISM 4336 Advanced Application Software**

Use of advanced computer-based tools and techniques for improving the productivity of the firm. Prerequisites: CISM 1321, ACCT 2301, 2303; ECON 2301, 2302; BUSA 2311, 2320. (Also offered as ACCT 4338.)

**CISM 4340 Internship**

An opportunity or experience by which students learn by undertaking responsible roles in organizations where the business practices of the enterprise will be studied. The students will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The students will be exposed to various work roles and career choices. Prerequisites: eighty hours; consent of internship coordinator; and fifteen hours in major.

### **CISM 4399 IT Bootcamp**

An intense review of programming concepts, digital theory, database technology, and networking.

### **CISM 6110 Database Management Systems I**

Data structures. Components of DBMS: DDL, TP monitor, Database engine, security backup and restore, transaction logging. Types of databases-hierarchical, relational, object-oriented, data warehouse engines. Vendors and products. Associated tools for systems development and management. Management issues.

### **CISM 6111 Database Management Systems II**

The features and use of a major DBMS: dictionary, query language, report writer, creating of tables. Platforms on which it runs. Examples: Oracle, Informix, Sybase, SQL Server.

### **CISM 6112 Development Tools I**

The features and use of a systems development application. Examples include: Visual Basic, Java, web page development tools.

### **CISM 6113 Development Tools II**

The features and use of a major DBMS-dictionary, query language, report writer, creation of tables. Platforms on which it runs. Examples: Oracle, Informix, Sybase, SQL Server.

### **CISM 6114 Local Area Networks I**

Technical principles of LANs. Includes media, protocols, wiring, ISO modeling, history, vendors and products, and management tools.

### **CISM 6115 Local Area Networks II**

The features and use of a specific LAN product. Examples: NT, Novell, LANtastic, Associated products.

### **CISM 6116 Wide Area Networks I**

Technical principles of WANs. Includes media, protocols, wiring, ISO model, history, vendors and products, management tools. Examples: ISDN, Frame Relay, SONET, ATM, TCPIIP. Relative advantages and disadvantages.

### **CISM 6117 Wide Area Networks II**

The features and use of a specific WAN product. Examples: NT RAS, Citrix Winframe.

### **CISM 6118 Issues in Information Technology**

A research course dealing with current issues in the area of information technology. Students perform research and analysis. Presentation required.

### **CISM 6120 Data Modeling**

How to build a logical data model at both the departmental and enterprise levels. How to map a data model to physical information systems. Tools for building data models. Different methodologies. Data dictionaries.

### **CISM 6121 Process Modeling**

Methods for performing business process redesign - data flow diagrams, process maps, Pareto charts, brainstorming sessions, Ishikawa diagrams.

### **CISM 6122 Object-Oriented Modeling**

Methods for object-oriented analysis and design. Objects, classes, messages, hierarchies, events, properties, encapsulation, polymorphism.

**CISM 6130 RFP Development**

Techniques for requirements definition. Components of an RFP. Vendor evaluation. Management of user expectations.

**CISM 6131 IT Contracts**

Leasing, outsourcing, contract programming, purchases.

**CISM 6132 Configuration Management**

Survey of technical platforms. Principles of configuration management. Tools for configuration management.

**CISM 6133 Project Management**

PERT, CPM, variance reporting. Manpower estimation. Tools for project management.

**CISM 6134 Performance Management**

Issues of multiple platforms. System bottlenecks. Tools for monitoring and controlling system components. Organizational issues of support.

**CISM 6135 Ethics and Information Systems**

Ethical theories. Laws that concern privacy, security and ownership. Case studies.

**CISM 6305 Databases**

An introduction to databases and their management. A survey of the major DBMS (Data Base Management Systems) types and vendors including hardware platform characteristics. Methodologies for defining and managing data are developed: data administration, data modeling, measurements of performance, security, data integrity, etc. Issues in the definition of costs and benefits of DBMS technology including EDI (Electronic Data Interchange) and cross organizational systems integration. Cases are employed to integrate technical and managerial considerations. MBA 2000 program only.

**CISM 6306 Networks**

A consideration of computer networks and their management. Includes a survey of major network types, including topologies, protocols, vendors, and features, as well as methodologies for installing, managing, and supporting end-users. Discussion of performance, security, and configuration management in the context of defining costs and benefits. Case studies are used to develop the interaction of managerial and technical issues. MBA 2000 program only.

**CISM 6307 Business Process Design and Information Technology**

Understanding business processes and their design and redesign using Information Technology. Issues surrounding the analysis and modeling of the organization's business processes are developed, including methods for interviewing, process design and revision, documentation, and implementation. The integration of business processes and IT is developed through a discussion of specific technologies including databases, networks, Groupware, Email, and so on. MBA 2000 program only.

**CISM 6308 IT and Organizational Strategy**

Strategic planning for information systems and its implications for systems architecture and organizational design. Development of the interaction of organizational strategy and the Information Technology necessary to implement the strategy, as well as the interaction of strategy and organizational structures and processes. Includes a consideration of policies, procedures, controls, and reward systems necessary to the successful implementation of strategy. Additional planning, organizational design, risk analysis, value chain analysis and other methods for strategic integration of information systems are developed. MBA 2000 program only.

### **CISM 6322 Application Systems**

The functional parts of an integrated management information system will be examined. These include corporate planning, accounting, personnel, marketing, manufacturing, and financial systems. Approaches to system integration will be covered. MCS program only.

### **CISM 6326 Information Resource Planning and Strategy**

Examination of systems planning techniques. Emphasis is given to the use of information systems technology for cost reduction, cost displacement, or the addition of value. Cases will be used to illustrate the integration of advanced technology such as 4th generation languages, artificial intelligence systems, teleconferencing, and electronic mail systems into the organization for strategic or competitive advantage. MCS program only.

### **CISM 6328 Systems Development Life Cycle**

An integrating vehicle for the technical track in the MCS program. Students work on a project which requires them to exercise most of the skills acquired in the technical track (programming, modeling, etc.) The Systems Development Life Cycle model provides the integrating framework.

### **CISM 6360 Management Information Systems**

Concepts, application, and management of information systems in a corporate environment. Systems analysis and structured design methodology. Systems development life cycle concepts. Decision-making approaches. Distributed data processing in a decision-support-systems environment. Use of operations research models in decision support systems. MBA 2000 program only.

## **ECONOMICS**

### **ECON 2301 Principles of Macroeconomics**

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 2302 Principles of Microeconomics**

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 3302 Economic Theory-Intermediate**

An intensive study of the assumptions and concepts of the price system, income determination, and aggregate employment. Prerequisites: ACCT 2301; ECON 2301, 2302; BUSA 2311.

### **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. Prerequisite: FINA 3307. (Also offered as FINA 3305).

### **ECON 3330 International 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: FINA 3307. (Also offered as FINA 3330).



### **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 proving competency in economic theory, economic history, and economic policy formation. An extended original paper will be required. Prerequisites: See Note 7 under **Undergraduate Degree Requirements**, which requires completion of a total of 80 semester hours, 15 of which must be in the field to be studied.

### **ECON 4297 Senior Seminar: Small Business Administration**

Applications of accounting, economics, finance, management, and marketing concepts to small business cases. On-site counseling with existing firms. An extensive report is required. Prerequisites: See Note 7 under **Undergraduate Degree Requirements** which requires completion of a total of 80 semester hours, 15 of which must be in the field to be studied.

### **ECON 4302 Readings in Current Economics Issues**

Following an introductory lecture, students will read and report on contemporary journal articles and other publications dealing with current issues in the field of economics. Students will work independently with direction from the instructor. Prerequisite: ECON 3302.

### **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. Prerequisites: ACCT 2301; ECON 2301, 2302; BUSA 2311. (Also offered as FINA 4305).

### **ECON 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. Prerequisite: FINA 3307. (Also offered as FINA 4307 and MGMT 4307.)

### **ECON 4310 Management of Financial Institutions**

Management principles, practices, and policies of financial institutions. Focuses on the flow of funds in the economics/financial system as well as in the different types of financial intermediaries. Prerequisites: FINA 3305, 3307. (Also offered as FINA 4310.)

### **ECON 4311 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. Prerequisite: ECON 3305. (Also offered as FINA 4301.)

### **ECON 4340 Internship**

An opportunity or experience by which students learn by undertaking roles in organizations where the business practices of the enterprise will be studied. The students will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The students will be exposed to various work roles and career choices. Prerequisites: eighty hours; consent of internship coordinator; and twelve hours in major.

**ECON 4399 Survey of Business Economics**

Microeconomic and macroeconomic analysis. Price and output determination in various market structures. Functional distribution of income. Theory of income and employment. Open to students without previous credit in economics. Satisfies the six semester hour prerequisite requirement in Economics. May not be used to satisfy graduate or undergraduate degree requirements. Graduate tuition rates apply.

**ECON 5351 Human Resources Economics**

Covers topics in micro and macroeconomics relevant for human resources management. Coverage includes supply and demand, income and pricing, business cycles, inflation and unemployment, and economic indicators. HRM only.

**ECON 6304 Managerial Economics and Planning**

Analysis of the firm and its economic context. Topical coverage includes economic forecasting, long-range planning, demand analysis, volume-profit analysis, and pricing. EMBA only.

**ECON 6305 Economic Analysis**

Aggregate economic activity and its impact on individual organizations and industries is investigated. Measures of economic activity are presented and their uses for business development and strategy are presented. EMBA only.

**FINANCE****FINA 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. Prerequisite: FINA 3307. (Also offered as ECON 3305).

**FINA 3307 Corporation Finance**

A study of financial decision making including planning and financial analysis, time value of money, financial planning, capital budgeting, cost of capital, working capital management, and short and long term financing. Prerequisites: ACCT 2301, 2303; ECON 2301,2302; BUSA 2311,2320.

**FINA 3330 International 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: FINA 3305. (Also offered as ECON 3330)

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

**FINA 4295 Senior Seminar: Readings in Finance**

The readings in this course include research in financial management and the theory of finance. Subjects include financial planning and analysis, capital budgeting, cost of capital, capital structure, dividend policy, long- and short-term financing, working capital management, the capital asset pricing model, international financial management, and mergers and acquisitions. The research articles cover such topics as how financial decisions are made in practice and empirical tests of some of the major components of valuation theory. Prerequisite: FINA 3305.

**FINA 4297 Senior Seminar: Small Business Administration**

Applications of accounting, finance, marketing, and management concepts to small business cases. On-site counseling with existing firms. An extensive report is required. Prerequisites: See Note 7 under **Undergraduate Degree Requirements** which requires completion of a total of 80 semester hours, 15 of which must be in the field to be studied.

**FINA 4298 Senior Seminar: Portfolio Management and Strategy**

The course entails application of the portfolio management process including strategic and tactical asset allocation among the available investment vehicles. A broad range of investment techniques will be utilized. The course is supplemented with articles and readings selected to provide familiarity with the historical and contemporary concepts and innovations in portfolio management and theory. Prerequisites: FINA/MGMT 4307.

**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. Prerequisite: FINA 3305. (Also offered as ECON **4311**.)

**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: FINA 3307. (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. (Also offered as ECON 4307 and MGMT 4307).

**FINA 4309 Seminar in Entrepreneurship**

An interdisciplinary course which examines the impact of entrepreneurship and the function of the entrepreneur in new venture creation. A framework is discussed which incorporates managerial and financial analysis into a detailed business plan. The business venture is examined with respect to financial planning, valuation, marketing, and management. Prerequisites: 24 hours of Business Administration major. (Also offered as MGMT 4309).

**FINA 4310 Management of Financial Institutions**

Management principles, practices and policies of financial institutions. Focuses on the flow of funds in the economic/financial system as well as in the different types of financial intermediaries. Prerequisites: FINA 3305, 3307. (Also offered as ECON 4310.)

**FINA 4340 Internship**

An opportunity or experience by which students learn by undertaking responsible roles in organizations where the business practices of the enterprise will be studied. The students will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The students will be exposed to various work roles and career choices. Prerequisites: eighty hours; consent of internship coordinator; and twelve hours in major.

**FINA 6302 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. EMBA program only.

**FINA 6304 Investments and Institutions**

The problem of investing and the management of investment portfolios. Venture funding, securities law, and the banking industry are covered. EMBA program only.

**FINA 6305 International Financial Transactions**

The theory and practice of financial transactions involving organizations in different countries is addressed. Problems involving repatriating profits, tax law, differences in legal and ethical behavior, and multinational financing procedures are among the topics addressed. EMBA program only.

**FINA 6320 Financial Management/Systems**

Theories and methodologies of managerial finance are presented. Topics include planning, capital budgeting, working capital management, and sources and forms of financing. Leverage, cost of capital, and financing policy are included. Financial management systems are discussed. MCS program only.

**FINA 6330 Financial Management**

Application of current financial analysis techniques within the firm. Topics covered will include capital budgeting techniques, investment analysis, lease versus buy decision making, managing the firm's assets, and working capital management. MBA 2000 program only.

**FINA 6331 Money, Banking, and Financial Institutions**

A study of the role of money and financial institutions in the economic system. This includes theories of money and the nature and function of institutions providing financial services. Prerequisite: FINA 6330. MBA 2000 program only.

**FINA 6332 Investments**

A detailed analysis of the types of investment media integrated with the basic concepts of portfolio selection, diversification, and risk management. Sophisticated investment techniques and strategy will be utilized. Prerequisite: FINA 6330. MBA 2000 program only.

**FINA 6333 International Finance**

Studies of the factors that influence international financial decision making and the institutions and instruments that facilitate international trade and investment. This includes the international payments system, foreign exchange rates, and international capital movements. Prerequisite: FINA 6330. MBA 2000 program only.

**FINA 6334 Financial Policy**

The integration and application of the various financial disciplines as they relate to financial policy and practice. Major emphasis will be placed on the ethical dimensions of financial policy. Case methodology will be utilized extensively. Prerequisites: FINA 6330, 6331, 6332, and 6333. MBA 2000 program only.

**MANAGEMENT****MGMT 3301 Management Concepts**

Overview of the managerial process. Synthesizes various approaches to management and organizational development. Concentrates on philosophy of management, planning, organizing, leading, controlling, managerial ethics and corporate responsibility. Focuses on improving organizational effectiveness. Prerequisites: ACCT 2301, 2303; BUSA 2311, 2320; ECON 2301, 2302.

### **MGMT 3305 Organization 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 3301.

### **MGMT 3320 Business Law**

Study of the uniform commercial code applied to commercial paper. Introduction to creditors' rights and bankruptcy, agency and employment, business organizations, and property law. Prerequisite: BUSA 2320.

### **MGMT 3333 Leadership Development**

Provides insight into a student's leadership strengths and developmental needs within the context of organizational behavior. Preparation for taking responsible leadership positions, focusing on such topics as a philosophy of leadership; the role, power, and authority in leadership; and goal setting for leadership development. Prerequisites: MGMT 3305, or permission of instructor.

### **MGMT 3334 Issues in Environmental Management**

Overview of what all managers must know about the impact of environmental issues on decision making. Analyzes major environmental problems, environmental law and the courts, enforcement and liability, major federal environmental legislation, cost and effectiveness of solutions. Environmental liability for managers at all levels is a new and rapidly escalating problem. Prerequisite: MGMT 3305 or permission of instructor.

### **MGMT 3335 Managing the Global Enterprise**

Focuses on general management and integration of functional area skills needed to compete in a complex international business environment. Case material addresses strategic issues, operational practices, and governmental relations of multinational companies. Key topics include identifying, developing, and defending an international competitive advantage; evaluating the international environment; and organizing to become a successful global competitor. Prerequisite: MGMT 3305 or permission of instructor.

### **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 4297 Senior Seminar: Small Business Administration**

Applications of accounting, finance, marketing, and management concepts to small business cases. On-site counseling with existing firms. An extensive report is required. Prerequisites: See Note 7 under **Undergraduate Degree Requirements** which requires completion of a total of 80 semester hours, 15 of which must be in the field to be studied.

### **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: BUSA 3311 and FINA 3307. (Also offered as ECON 4307 and FINA 4307.)

### **MGMT 4309 Seminar in Entrepreneurship**

An interdisciplinary course which examines the impact of entrepreneurship and the function of the entrepreneur in new venture creation. A framework is discussed which incorporates managerial and financial analysis into a detailed business plan. The business venture is examined with respect to financial planning, valuation, marketing, data processing, and management. Prerequisite: 24 hours of Business Administration major. (Also offered as FINA 4309).

### **MGMT 4311 Production and Operations Management**

Study of operational function of the creation of goods and services to include design, organization and operation of production/operations management system and integration with other systems in the organization. Prerequisites: MGMT 3305.

### **MGMT 4312 Human Resources Management**

Study of all phases of the human resources management (HRM) function from recruitment to retirement of the employee. Included are employment strategic planning, recruitment, selection, training and development, compensation, discipline, and the various laws under which employers must operate. Emphasis is on improving organizational effectiveness through the HRM function. Prerequisite: MGMT 3305 or permission of instructor.

### **MGMT 4333 Management of Technology**

Management of Technology reviews the activities and decisions related to the generation, information, planning, training, organization, adaptation, commercialization, and innovation of technology. The course takes the approach that the process for managing technology in organizations should be a collective activity involving the various units of the firm. Specifically, this course deals with the nature of technology management, technology trends, the application and implementation of new technology in the organization, and preparing the organization for advances in technology and the opportunities they present. Prerequisite: MGMT 3305 or permission of the instructor.

### **MGMT 4340 Internship**

An opportunity or experience by which students learn by undertaking responsible roles in organizations where the business practices of the enterprise will be studied. The students will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The students will be exposed to various work roles and career choices. Prerequisites: eighty hours; consent of internship coordinator; and twelve hours in major.

### **MGMT 4397 Statistical Analysis**

Basic course in descriptive and inferential statistics. Includes such topics as graphical techniques for data presentation, probability concepts and distributions, statistical estimation and inference, and linear regression and correlation. Satisfies half the six semester hour prerequisite in quantitative methods. May not be used to satisfy graduate or undergraduate degree requirements. Graduate tuition rates apply.

### **MGMT 4398 Management Science**

Analytic models for management decision-making are developed. Topics include linear optimization, decision models, and subjects in stochastic and non-linear decision environments. Satisfies half the six semester hour prerequisite in quantitative methods. May not be used to satisfy graduate or undergraduate degree requirements. Graduate tuition rates apply.

### **MGMT 4399 Behavior in Organizations**

Basic concepts of the behavior of individuals and groups in an organizational setting. Consideration of the dynamics of the organization as the aggregate of individual behaviors. Satisfies the three semester hour prerequisite requirement in behavioral science. May not be used to satisfy graduate or undergraduate degree requirements. Graduate tuition rates apply.

### **MGMT 5340 Internship: MBA**

An opportunity or experience by which students learn by undertaking responsible roles in organizations where the business practices of the enterprise will be studied. The students will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The students will be exposed to various work roles and career choices. Prerequisites: current enrollment in MBA 2000 program, completion of 12 hours in the MBA program, good academic standing.

### **MGMT 5345 HRM Internship**

An opportunity or experience by which students learn by undertaking responsible roles in organizations where the business practices of the enterprise will be studied. Students will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. Students will be exposed to various work roles and career choices. Prerequisites: current enrollment in the HRM program, completion of 12 hours in the HRM program, good academic standing, and approval by the College of Business and Economics Internship Committee.

### **MGMT 5351 Quantitative Analysis in Human Resources**

The quantitative techniques are developed that are necessary for establishing and validating measures of performance and normal variation in performance. Use of these measures in problem identification and process improvement is explained. Integrates computer applications. HRM only.

### **MGMT 5361 Staffing and Performance Management**

Establishes methods for determining staffing needs; creating applicant tracking processes; identifying staffing sources; selecting employees; developing and maintaining performance appraisal systems; coaching; and establishing career development programs. Laws and regulations applying to each area are considered. HRM and MBA 2000 programs only.

### **MGMT 5362 Human Resources Information Technology**

Considers the role and applications of main frames and personal computers, PC networks and client servers, human resource information systems, PC software packages for HR, electronic selection and training, and effective electronic methods of personnel administration, such as bar coding, interactive communication, and other evolving technology. HRM only.

### **MGMT 5365 Labor Relations**

History of the labor movement; federal laws and regulations; union organization and management; elections; grievances and arbitration; and strikes and picketing. Emphasizes appropriate relationships between management, unions, and employees. Compares and contrasts the labor movement in the U.S. to that of other developed countries in Asia and Europe. HADM, HRM and MBA 2000 programs only.

**MGMT 6115 The Managerial Communications Process**

Communication skills, both written and oral, are developed in this course. Practice in communication is emphasized. EMBA only.

**MGMT 6116 Organizational Communications**

This course covers the organization and its communications with the public. Topics include advertising, public relations, employee relations, media relations, press agents, lobbying, and trade associations. EMBA only.

**MGMT. 6181, 6281, 6381 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.

**MGMT 6219 International Management**

The economic, legal, social, and ethical issues confronting firms facing foreign competition are surveyed. Problems in production, marketing, and finance are considered. EMBA only.

**MGMT 6220 International Management Experience**

Group travel arranged for participants in the EMBA program designed to provide experience with other commercial cultures by providing exposure to foreign managers, companies, and markets. EMBA only.

**MGMT 6222 The Washington Experience**

This course consists of several days of intensive experience in Washington, D.C. providing first hand exposure to the political process and its impact on management. A faculty of high-level government officials and corporate executives is utilized. Governmental action and political organization is related to management strategy and decision making. Sessions are held on Capitol Hill, in the White House, and in Cabinet Agencies. A report summarizing the experience is required. The course carries a special tuition rate. EMBA only.

**MGMT 6301, 6302 Organizations I & II**

These courses examine 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. EMBA only.

**MGMT 6304, 6305 Quantitative Analysis I & II**

An introduction to and application of the methods of formulating and analyzing business decisions using mathematical models. Models appropriate to situations involving complex relations under assumptions of both risk and certainty are developed. EMBA only.

**MGMT 6306 Business Law**

A survey of the legal basis for the conduct of business. Topics considered are contracts, the uniform commercial code, agency, and the forms of business organization. EMBA only.

**MGMT 6308 Management Information Systems**

A strategic and practical survey of information technology. Topics include: how to think strategically about IT; organizational design and controls; business process design through IT; an overview of hardware and software platforms, databases, and networking; and a discussion of applications. EMBA only.



### **MGMT 6309 Entrepreneurship**

Examines the formation of a new enterprise. Emphasizes the characteristics for the successful entrepreneur, the stages of business development, and the forms of business organization. Consideration is given to activities including acquiring seed capital, obtaining venture capital for growth or for purchase of an existing business. MBA 2000 program only.

### **MGMT 6310 Legal and Ethical Environment of Business**

Examines the interrelationship between business, law, and society. Studies the meanings and origins of the relationship between ethics and the law as applied to the enterprise. Instructs in modes of legal and ethical thought useful in business. MBA 2000 and HRM programs only.

### **MGMT 6312 Managerial Policy and Strategy**

A problems course involving the analysis of managerial policy issues as they interact with long range strategic considerations. Formulation of strategy, strategic activity, and organizational change are considered. EMBA only.

### **MGMT 6317 Special Topics**

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

### **MGMT 6318 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 2000 program only.

### **MGMT 6320 Management of the Information Systems Function**

Examines the activities of managers at all levels of the Information Systems function. Synthesizes the classical organizational and behavioral theories and applies them to managing technical personnel, systems projects, and technical organizational units. MCS program only.

### **MGMT 6321 Statistics for Information Systems Management**

Topics in statistical analysis are developed from the perspective of the information systems function. This includes application of statistics to capacity planning activities, performance reporting, systems tuning, etc. Special attention is given to the use of program packages for statistical analysis. MCS program only.

### **MGMT 6322 Decision Support Systems and Modeling**

The decision structure of the organization is presented along with illustrative examples of programmed systems that support decision making. Specific topics include linear programming, PERT/CPM analysis, inventory models, and simulation. Spreadsheet-based models and planning models are discussed. MCS program only.

### **MGMT 6323 Marketing Management/Systems**

The fundamental marketing concepts are analyzed within the framework of information systems as it relates to the competitive, legal, economic, and social environments. MCS program only.

### **MGMT 6324 Management of Human Resources**

Management of the human resources of the organization. Topics include managing organizational transformation, management of teams, organizational adoption of new technologies, issues of motivation and job security in nonhierarchical organizations, negotiations, and adaptation to global alliances. EMBA program only.

### **MGMT 6325 Production and Operations Management**

Production theory is developed and the structure of the various production alternatives is presented. Emphasis is given to project management and productivity. Quality measurement and improvement methods and techniques are developed. EMBA program only.

### **MGMT 6326 Management Systems**

The process of managerial and organizational adaptation to continuing change in the business environment is the subject of this course. Topical coverage includes strategic decisions to compete internationally, including decisions to seek ISO certification, process re-engineering, the changing nature of organizations, global localization, multiculturalism, and integrating the objectives of all stakeholders. EMBA program only.

### **MGMT 6327 Operations Management/Systems**

The structure and management of processes for creating and delivering goods and services to satisfy customer needs is described. Attention is given to Total Quality Management, Productivity, Time Based Competition, and integrated production technologies. MCS program only.

### **MGMT 6333 Human Resources Management**

A study of the human resource in the industrial setting. Organizations and their characteristics are studied in relation to their basic HRM functions (i.e. job evaluation, wage administration, testing of employees, training programs). MBA 2000 and HRM programs only.

### **MGMT 6341 Operations Management**

The structure and management of processes for creating and delivering goods and services to satisfy customer needs is described. Attention is given to Total Quality Management, Productivity, Time Based Competition, and integrated production technologies. MBA 2000 program only.

### **MGMT 6343 Research Methods**

This course focuses on the development of research skills and an understanding of the research process from problem conceptualization to final report presentation through the completion of a research project. MBA 2000 program only.

### **MGMT 6344 Current Issues in Business**

An in-depth discussion of current issues facing business managers. Special attention is given to the environment, legal issues, use of modern technology, and international competition. MBA 2000 program only.

### **MGMT 6352 Organizational Behavior**

Systems approach to organizational design; effective organizational strategies and procedures, utilization of behavioral sciences within organizational settings; individualized motivation, leadership practices; integration of management science and technology. Involves work design, matrix methods, objective setting, behavior modification, and conflict management. MBA 2000 management major and HRM only.

**MGMT 6364 Training and Development**

Focuses on creating learning designs and delivery systems; training needs analysis; consulting skills; methods of instruction; audio-visual hardware; educational software; and validation and evaluation. HADM, HEM, and MBA 2000 programs only.

**MGMT 6367 Compensation**

The relation of compensation to achievement of business objectives. Presents salary and wage administration concepts. Involves issues of equity and assignment of value of contribution. HADM, HEM, MBA 2000 programs only.

**MGMT 6370 Bargaining and Negotiations**

Emphasizes persuasion methods; power and influence; and conflict management. Covers the negotiating of labor and other contracts and selling ideas and concepts internally. HADM, HRM, and MBA 2000 programs only.

**MGMT 6373 Changing Markets and Organizations**

This course is designed to provide insight into and experience with new forms of organization and methods of commercial activity. This shift to the post-industrial society, coupled with the rapid growth of information technology, has produced new business models and new business structures. Some of the more important of these are addressed in this course. MBA 2000 program only.

**MGMT 6376 Business Strategy and Policy**

A course designed to integrate the various functional areas of business in terms of policy-level decision making. Emphasizes on integrated use of research, analysis, and control in making policy decisions. The comprehensive case method is used. MBA 2000 program only.

**MGMT 6380 Seminar: Selected Topics**

Directed study. Involves specification and approval of a study design; development of data; and analysis and reporting results. HEM, MBA 2000 only.

**MGMT 6382 Strategic Planning and HRM Challenges**

Focuses on achievement of enterprise objectives through identification of contemporary social and legal issues that require action. Prepares students for proactive contributions in shaping enterprise policies, programs, and practices. HRM and MBA 2000 programs only.

**MGMT 6384 Managing Transformations**

Provides skills in understanding and applying organizational change theory. Integrates organizational development strategies. Focuses on contemporary social, technical, and economic challenges such as workforce diversity, time as a competitive element, continuous improvement models, team management, globalization, benchmarking and job reengineering. HEM program only.

**MGMT 6387 Benefits and Policies**

Focuses on the legal and regulatory framework of employee benefits. Identifies needed policies, procedures, and controls. Explores anticipated changes and challenges. Develops best ways to communicate value of benefits and policies to employees. HADM and HEM programs only.

### **MGMT 6393 Global Enterprise Management**

The multinational enterprise must deal with a variety of institutions, forces, and problems that extend far beyond those faced by the organization which operates in only one economy. Effective management of the multinational requires solving a set of problems that differ intrinsically from those faced by the manager in a single economy. This course addresses the nature of these problems and their effective solution. Prerequisite: completion of 24 hours of 6000 level courses in the MBA 2000 Program. MBA 2000 program only.

### **MGMT 6395 International Management Experience**

This course combines classroom work with international travel and provides the student with direct contact with managers operating in another country. A weeklong international trip (scheduled at the end of the term) is a part of the course. Topical coverage in class sessions emphasizes cultural and historical differences in countries that produce different managerial styles and contrasting business practices. A special tuition rate is applicable for this course; contact the MBA 2000 Office for details. MBA 2000 and HRM programs only. Not available as an elective to students majoring in international management.

## **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. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2311, 2320.

### **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 3320 Retailing**

A study of merchandising, promotion, facilities, and expenses in the retail organization. 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 thirty 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 4297 Senior Seminar: Small Business Administration**

Applications of accounting, finance, marketing, and management concepts to small business cases. On-site counseling with existing firms. An extensive report is required. Prerequisites: See Note 7 under **Undergraduate Degree Requirements** which requires completion of a total of 80 semester hours, 15 of which must be in the field to be studied.

**MKTG 4321 Seminar in Services Marketing**

An analysis of services marketing including special study in hospitality, event, and sports marketing. Prerequisite: MKTG 3301.

**MKTG 4330 International Marketing**

A study of the problems and procedures of marketing in foreign countries, including the effects of cultural dynamics in assessing world markets. Prerequisite: MKTG 3301.

**MKTG 4336 Principles of Advertising**

A study of the advertising component of the firm. Emphasizes the interactive coordination and strategy of this promotional tool. Applications necessary for developing target markets, utilization of the mass media, advertising research, and analysis of the complete campaign are stressed. Prerequisites: Junior or Senior standing.

**MKTG 4340 Internship**

An opportunity or experience by which students learn by undertaking responsible roles in organizations where the business practices of the enterprise will be studied. The students will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The students will be exposed to various work roles and career choices. Prerequisites: eighty hours; consent of internship coordinator; and fifteen hours in major.

**MKTG 4350 Marketing Research**

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

**MKTG 4360 Marketing Strategy**

A comprehensive course designed to study marketing strategy using case histories. This is a capstone course and requires the basic knowledge the student has acquired in earlier marketing courses. Prerequisites: MKTG 4350 and senior standing.

**MKTG 6302 Marketing**

An introduction to the macro and micro aspects of the marketing process, including marketing and society, environmental regulation, market segmentation, pricing decisions, promotion policies, and the distribution system. Industrial marketing is emphasized. EMBA program only.

**MKTG 6310 Marketing Management**

An inquiry into marketing decision-making. Emphasis is placed on strategic planning and analytical procedures for marketing decisions. The course integrates all areas of marketing management and relates marketing activities to the other functional areas of the firm. MBA 2000 program only.

**MKTG 6333 International Marketing Seminar**

The study of marketing structures, organization, policies, and procedures as applied to the international environment. This course examines competition, strategies, and technology in the global market place. Prerequisite: MKTG 6310. MBA 2000 program only.

**COLLEGE OF EDUCATION &  
BEHAVIORAL SCIENCES**

# COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES

## Undergraduate Programs

NOTE: In order to meet new guidelines from the State Board for Educator Certification, requirements described in this BULLETIN OF INFORMATION are different than those in previous bulletins. These requirements apply to students filing degree plans after August 30, 1997.

### EDUCATION AND HUMAN KINETICS

Houston Baptist University considers professional education a vital component in its total program. The University offers programs which lead to certification/endorsement in elementary education, secondary education, all-level art, all-level human kinetics, all-level music, early childhood education, bilingual education, English as a Second Language, reading, and generic special education. The purpose of the education program is the preparation of teachers for public and private schools from pre-school through high school.

An undergraduate student who wishes to become a teacher must complete requirements in academic foundations (Smith College), one or two teaching fields, and professional teacher education. All of the requirements were developed cooperatively by the University faculty, the interdisciplinary Teacher Education Committee, and the University Teacher Center Advisory Council. All programs which lead to certification are accredited and approved by the appropriate division and boards of the State Board of Educator Certification.

### Approved Undergraduate Programs

#### Elementary Certification

To acquire elementary certification, a student must complete the Interdisciplinary Studies major. This leads to certification for elementary school grades one through six (all subjects). A second major must then be selected from the following options. As described below, most of these add an additional teaching area to the elementary grades 1-6 certification.

1. **Bilingual Education Certification** (Grades 1-8). This requires proficiency in English and Spanish, and permits a student to teach in a bilingual classroom in grades 1 through 8. Requirements are included under the College of Humanities and Fine Arts.
2. **Early Childhood Education** (Prekindergarten through Grade 6). This permits a student to teach in a prekindergarten or kindergarten classroom (in addition to grades one through six in a "regular" classroom).
3. **Reading and Generic Special Education.** This permits a student to teach prekindergarten through grade 12 in special education and reading in grades 6 through 8 (in addition to grades one through six in a "regular" classroom).
4. **Reading and ESL (English as a Second Language) Endorsement** (Grades 1-8). This permits a student to teach reading or ESL in grades 1-8 (in addition to grades one through six in a "regular" classroom).

5. **A Teaching Field Area (Grades 1-8).** This permits a student to teach grades 6-8 in the teaching field area (in addition to grades one through six in a “regular” classroom). It requires completion of a second major chosen from one of the following fields:

All-level Kinetics*	French
Art	History
Bilingual Education	Mathematics
Biology	Reading and Generic Special Education
Communications	Spanish
English	

\* This permits a student to teach PE in grades PK-12.

6. **A Non-Teaching Field Area.** This does not add a teaching area to the grade one through six certification. A second major is chosen from one of the following fields:

Chemistry	Mass Media (Journalism)
Christianity	Physics
Economics	Psychology
Government	Sociology

### **Secondary Certification**

This leads to certification grades six through twelve in designated teaching fields. It requires completion of one or two majors from the following teaching fields:

Art	History
Biology	Journalism (Mass Media)
Chemistry	Human Kinetics (All-level)
Communication	Mathematics
English	Psychology
French	Sociology
Government	Spanish

If only one teaching field is selected, the student must complete a second major from any other major recognized by the University, following **Bulletin** guidelines.

### **All-level Certification**

1. All-level Music or Art Certification (Grades PK-12). This requires a single composite double major in either art or music.
2. All-level Physical Education Certification (Grades PK-12). This requires an all-level human kinetics major and a second major. It can be combined with elementary certification (an interdisciplinary major), secondary certification (a secondary teaching field), or any other major at the university.



## **Endorsements**

In addition to the certification programs listed above, the College of Education and Behavioral Sciences offers the opportunity to earn endorsements which may be added to existing certifications. These include Bilingual Education, English as a Second Language, Early Childhood Education, and Generic Special Education.

## **Admission to Teacher Education Program**

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

1. A degree plan on file in the Records Office and the College of Education Office (or a deficiency plan on file in the Education Office if the applicant is a post-baccalaureate or graduate student).
2. A satisfactory level of performance (passing on each portion) of the Texas Academic Skills Program (National Evaluation Systems, Inc.), a competency examination of the basic skills areas of mathematics, reading, and writing/composition.

Beginning with the September 1996 TASP Test administration, students seeking admission to a teacher preparation program must score 230 or higher to pass reading and mathematics unless they have previously passed with a score of 220. The current passing score of 220 will remain in effect for writing.

A teacher education student can be exempt from the TASP requirement if the student meets one of the State Board of Educator Certification's conditions. Current requirements may be found in the Office of the Dean of Education and Behavioral Sciences.

Students may not take professional education courses (courses with an EDUC rubric or with an EDUC course as a prerequisite) until they have fulfilled the TASP requirements.

3. A complete application for admission to the Teacher Education program on file in the College of Education office.
4. A classification of junior status (at least 64 semester hours) with a cumulative quality point average of not less than 2.50 on a 4-point scale. Students may not take professional education courses (courses with an EDUC rubric or with an EDUC course as a prerequisite) unless they have completed a minimum of 64 hours.
5. Evidence of Spanish language proficiency (for bilingual education students only).
6. A genuine desire to enter and follow a career in teaching.

7. A personal and social orientation which shows promise of contributing to success in the teaching profession.
8. A physical and mental fitness which indicates potential classroom effectiveness.

### **Retention in Teacher Education Program**

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

1. The 2.50 cumulative quality point average must be maintained through graduation.
2. The student should meet with his faculty advisor at least once per quarter for a conference on his progress in the teacher education program.
3. The attitudinal qualities that qualified the student for admission to the program must be maintained.
4. The student must demonstrate acceptable levels of performance of the state adopted teacher proficiencies. If students fail to demonstrate an acceptable level of performance on proficiencies in any class or field experience, a notice of deficiency is filed in the Education office. If two such notices occur, a conference is held with the student in which difficulties are identified and means of improvement are explored. A third notice results in a committee hearing to review difficulties and means for improvement and to determine conditions for continuance in the program.
5. Membership in a professional organization is strongly recommended but is not required.

### **Approval for Student Teaching**

Student teaching is among the final professional education requirements in the program. 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:

1. Satisfaction of all requirements for admission to and retention in the teacher education program.
2. Completion of at least 96 semester hours from an official degree plan, which for undergraduate and postbaccalaureate students must include EDUC 4301 or 4311, 4312, 4345 and EDRE 4330 in addition to those teaching field requirements listed below. Students who already hold a Bachelor's degree must have an official deficiency plan on file in the education office.
3. Completion of at least 21 semester hours in each teaching field.
4. A cumulative quality point average of 2.5 or higher on all university course work ever attempted.
5. A grade of "C" or better on all professional education courses. Algebra, biology, and chemistry are not considered professional education courses for purposes of this requirement.
6. A completed "Application for Student Teaching" form on file in the College of Education office two quarters prior to the quarter of student teaching.

7. Fitness for teaching as judged by performance in the classroom and in course-related field experience (including demonstration of the state mandated teacher proficiencies).
8. If a Bilingual Education major, then a passing score on a Spanish Proficiency Examination (TDPT).
9. If Early Childhood certification, completion of all of the EDEC courses listed on the degree plan as well as reading, language arts, and math courses in the Interdisciplinary Studies and EDUC sequences.
10. If Elementary certification, completion of the reading, language arts, and math courses in the Interdisciplinary and EDUC sequences.
11. If ESL, completion of all of the ESL endorsement courses.
12. If Generic Special Education certification, completion of the reading, language arts, and math courses in the Interdisciplinary and EDUC sequences and completion of all EDSP courses listed on the degree plan.
13. If Secondary certification, completion of EDUC 4354.
14. A passing score on the Written English Proficiency Examination or University approved equivalent (see page 58).
15. A planned sequence of no fewer than 75 clock hours of field experience. Documentation of these hours must be turned in to the Education Office for placement in the student's file.

### **Certification Requirements**

All teaching certificates are granted by the State of Texas and are not automatically conferred upon graduation, In order for Houston Baptist University to recommend a person for certification, one must:

1. Successfully complete all program requirements including a professional portfolio and resource file of teaching artifacts.
2. Successfully complete appropriate examination(s) required by the state for the Certification of Educators in Texas (ExCET) in both professional development and in content areas. Students must qualify to take the ExCET by meeting specified requirements which are available in the Education office. ExCET preparation manuals and registration booklets can be obtained in the Education Office.
3. Submit a completed application for certification to the education office. The state of Texas will not certify a person with a felony conviction. Police records are checked when application is made for teacher certification.

### **Undergraduate Program Requirements for Elementary Certification**

Elementary certification requires completion of an Interdisciplinary major which includes EDRE 4310, 4320, and 4330, 4350, GEOG 3300, INDC 3310 or 3320, 4292, 4293, 4330, 4340, 4350, POLS 2313 and PSYC 3313.

Students majoring in Art and Interdisciplinary Studies must take INDC 3310.

### **Undergraduate Certification Requirements**

To become certified as a teacher at the baccalaureate level, the student must include HIST 2313 and 2323, POLS 2313, 12 hours of English, SOCI 2311, PSYC 3313,

MATH 1313 or higher level mathematics course, 4 hours of lab Science (BIOL 1404 or CHEM 1404, if elementary), and COMM 1313 as part of Smith College requirements.

Students seeking elementary certification must also complete EDUC 4130, 4301, 4312, 4345, and 4690. A student who is combining elementary certification with bilingual will substitute EDUC 4387 and 4390 for EDUC 4690. A student who is combining elementary certification with early childhood will substitute EDUC 4389 and 4390 for EDUC 4690. A student who is combining elementary certification with reading and generic special education will substitute EDUC 4692 for EDUC 4690. A student who is combining elementary certification with reading and ESL certification will substitute EDUC 4390 and 4386 for EDUC 4690. Students who are adding the early childhood endorsement to an existing certificate must enroll in EDUC 4391.

Students who elect to prepare for secondary school teaching must complete PSYC 3313, EDRE 4330, EDUC 4311, 4312, 4345, 4354, 4360, and 4691.

The all-level certification programs require that students earn credits in PSYC 3313, EDUC 4301, 4312, 4345, 4354. Music students complete EDUC 4394, and 4397 or 4398. Art students complete EDUC 4393 and 4396. Kinetics students complete EDUC 4384 and 4385 if all-level only; EDUC 4390 and 4385 if all-level and elementary; EDUC 4395 and 4384 if all-level and secondary.

## **CHILD DEVELOPMENT**

Child Development may be selected as a second major if the first major is psychology, sociology, or Christianity. Required child development courses include CDEV 3373, 4292, 4293, 4302, 4304, 4306, 4313, 4344, and 4351. The Child Development specialization does not certify one to teach in a public school.

## **EARLY CHILDHOOD**

A student wishing to teach in Early Childhood Education (pre-school through grade 6) in public or private schools should complete majors in Early Childhood and Interdisciplinary Studies (the elementary education program component).

### **Undergraduate Program Requirements in Early Childhood**

Requirements for Early Childhood are EDEC 3373, 4292, 4293, 4302, 4304, 4306, 4313, 4344, and 4351. Instead of the usual student teaching requirement for elementary certification, EDUC 4389 and 4390 must be completed. This major requires a minimum of 5 quarters to complete. During the first year of the program, students should complete EDEC 4304, 4306, and 4313. Each of these courses is prerequisite for the next. They must be taken in order and are prerequisites for EDUC 4292 and 4293.

### **Early Childhood Endorsement**

A student has the opportunity to add an early childhood endorsement to the elementary or all-level certificate either by completing all requirements simultaneously upon graduation or by adding the required early childhood courses after graduation

and initial certification. Requirements for the endorsement include EDEC 4304 or 5304, 4306 or 5306, 4313 or 5313, and student teaching or its equivalent.

Any student who desires to secure elementary certification and an early childhood endorsement simultaneously upon graduation may do so by satisfactorily completing required courses. Instead of the usual requirement in elementary school student teaching, the student completes EDUC 4390 and 4391. If a person completes one year of teaching in a kindergarten accredited by the State Board of Educator Certification, that individual may take EDUC 4381, 5381 or 6381 in lieu of student teaching.

## **READING AND GENERIC SPECIAL EDUCATION**

A student wishing to teach in generic special education must complete both the interdisciplinary studies major and the reading and generic special education major. This qualifies the individual to teach any elementary school grade 1-6 or generic special education in pre-school through grade 12, and reading in grades 6-8.

### **Undergraduate Program Requirements in Reading and Generic Special Education**

Requirements are as follows: EDSP 4252, 4302, 4306, 4311, 4319, 4335, 4351, EDRE 4192, 4193, 4304, 4292, 4293, and the following courses required through the Interdisciplinary major: EDRE 4310, 4320, 4330, and 4350.

## **HUMAN KINETICS**

The human kinetics curriculum is designed to introduce the student to basic understandings and skills in the areas of kinetics and wellness. It fosters the total development of the individual: physical, mental, and social.

Every student who receives a baccalaureate degree is required to successfully complete **KINE 2200, Concepts in Human Wellness** which provides information about physical fitness, nutrition, disease control, managing stress, and proper diet. Physically challenged students who enroll in KINE 2200 are required to attend all class sessions and are given alternative assignments for lab activities they are unable to complete.

An undergraduate student may elect to major in all-level human kinetics (which leads to teacher certification) or liberal arts human kinetics (which does not lead to teacher certification). BIOL 2404, **Human Anatomy and Physiology I** is required as part of Smith College requirements by all kinetics majors. In addition, for a Bachelor of Science degree, 4 additional hours of science are required.

**All-Level Human Kinetics** (which leads to teacher certification) requires completion of KINE 2330, 3240, 3325, 3340, 3363, 3393, 3395, 4323, 4330, 4297, 4298, and a choice of either 3350 or 3351. This program requires a second major and may be combined with (1) elementary certification (an Interdisciplinary major), (2) a secondary teaching field major, or (3) any other major offered by the University which is not a teaching field. Instead of the usual student teaching requirements, the student should complete EDUC 4390 and 4385 if certified both in elementary education and all-level kinetics, EDUC 4395 and 4384 if certified in both secondary education and all-level kinetics, and EDUC 4384 and 4385 if certified only in all-level kinetics.

**Liberal Arts Human Kinetics** (which does not lead to teacher certification) requires completion of KINE 2270, 2330, 3325, 3393, 3395, 4323, 4297, 4298, and 9 hours of human kinetics electives not required in the major. Three hours of activity courses may be included in the 9 hours of electives; however, extra assignments will be included in these classes to qualify them for inclusion into the kinetics major.

## **INTERDISCIPLINARY STUDIES**

Students wishing to teach elementary grades one through six complete an interdisciplinary major as one of their majors. The interdisciplinary major requires admission to teacher education and completion of INDC 3310 or 3320, 4330, 4340, 4350, 4292, 4293; EDRE 4310, 4320, 4330, 4350; GEOG 3300, POLS 2313, and PSYC 3313.

## **READING AND ESL (ENGLISH AS A SECOND LANGUAGE) ENDORSEMENT**

A student wishing to specialize in elementary school reading and ESL must complete both the interdisciplinary studies major and the reading and ESL major. This qualifies the individual to teach any elementary school grade 1-6, reading grades 6-8, and ESL grades 1-8.

This major requires admission to teacher education and completion of ENGL 4304; EDBI 4305, 4314, 4315; EDRE 4192, 4193, 4304, 4351, 4292, 4293; EDRE 4310, 4320, 4330, and 4350 which are included in the Interdisciplinary Studies major; and EDSP 4302. Instead of the usual student teaching requirement for elementary certification, the student completes EDUC 4386 and EDUC 4390.

## **BEHAVIORAL SCIENCES: PSYCHOLOGY-SOCIOLOGY**

The undergraduate student is offered an opportunity to select from two areas of concentration: Psychology and Sociology. Both emphasize a blend of theory and practice, and both require field experience.

## **PSYCHOLOGY**

The curriculum is designed to introduce the student to basic understandings in the scientific, systematic study of behavior and mental processes of organisms, including humans. The bachelor's degree with a major in psychology does not prepare the graduate for immediate placement as a professional psychologist. There are limited employment opportunities for the graduate with a BA or BS degree. Consequently, students who wish to become professional psychologists must be prepared to do graduate study.

Flexible course offerings at the upper level make psychology an excellent companion major to many disciplines. A student may choose psychology as a secondary school teaching field, or as a liberal arts major. Only one specialization in psychology may be counted toward graduation requirements.

## **Undergraduate Program Requirements**

The student who chooses psychology as a liberal arts major and/or plans to enter graduate school to continue education in the field of psychology must earn credits in PSYC 1313, 2301, 2364, 3303, 3343, 4292, 4295, 4310, 4353, and one other advanced psychology course for a total of 28 semester hours.

The student who plans to combine elementary or secondary education with psychology as the second major must earn credits in PSYC 1313, 2301, 2364, 3303, 3343, 4323, 4330, 4332, 4292 and 4295 for a total of 28 semester hours.

## **SOCIOLOGY**

Sociology is a valuable liberal arts major not only for students planning careers in social research, criminology, demography, and social psychology, but also for those pursuing a course of study in public administration, gerontology, or market research. Sociology provides a useful background for those planning to enter law, business, medicine, community planning, architecture, or politics.

There are two 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 program is designed for those who are seeking teacher certification.

### **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, 2301, 3303, 3323, 4292, 4293, 4332, and three additional sociology courses for a minimum of 28 semester hours. SOCI 2311 is not a sociology course and cannot be chosen as a sociology elective.

The student who seeks teacher certification should take the following courses: SOCI 1313, 2301, 3303, 3323, 3383, 3393, 4292, 4293, 4332, and three additional hours of upper level sociology courses.

## **Graduate Program**

### **MASTER OF EDUCATION DEGREE**

The College of Education and Behavioral Sciences offers nine MEd degree programs. Each program is described in detail in the section of this catalog headed **Graduate Degree Programs**.

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

1. The student must have an official degree plan on file in the Registrar's Office.
2. The student must complete the hours as prescribed in one of the programs of All-level Education, Educational Administration, Bilingual Education, Counsel or Education, Educational Diagnostician, Elementary Education, Generic Special Education (certificate endorsement only, not a degree program), Reading Education, Secondary Education, and General Studies. These courses must be completed with a quality point 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 level of 6000 or above.

3. The student must receive 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 and wish to acquire initial certification, or who are already certified to teach but wish to earn additional endorsements to their original certificates, may enroll at the University as certification post-baccalaureate students or master's degree students. After analysis of previously earned credits, a “deficiency plan,” which lists the necessary requirements for the certification or additional endorsement, is prepared on an individual basis. Upon completion of all requirements, students are recommended to the State Board of Educator Certification for Teacher education for certification in the new field.

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 Texas 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.

Upon completion of all programs requiring certification, it is the responsibility of the student to complete an application for certification and to return it to the Education office. This step is required of the student in order to be recommended to the State Board of Educator Certification for certification.

### **All-level Education**

This option leads to both an MEd degree in All-level Education and Texas state certification in all-level art, kinetics, or music. The student must meet all admission, retention, and certification requirements for teacher education and have a deficiency plan completed by the certification officer.

The following courses must be completed: EDUC 5354, 6301, 6302, 6303, 6304, 6310, 6340, EDSP 5302, 6 hours of approved graduate electives in MEd or the teaching field, 6 hours of student teaching (or an approved alternative), and teaching field requirements as specified on a deficiency plan.

EDUC 5345 is strongly recommended. For all-level kinetics, EDRE 5330 replaces one of the electives. The degree requires completion of all thirty-six hours; however, students may be recommended for certification when they have completed the following: (1) 24 hours if art and music (EDUC 5345, 6302, 6301, 6303, 6304, 6310, 6340) and 27 hours if kinetics (EDUC 5345, 6301, 6302, 6303, 6304, 6310, 6340 and EDBE 5330); (2) student teaching or an approved equivalent; (3) any subject area requirements specified on the deficiency plan; and (4) the required state ExCET exams. Students may not begin courses in the professional development sequence (EDUC 5340, 5350, 5430, 6301, 6302, 6304, 6340, 5690, and EDBE 5320 and 5350) until all sections of the TASP are successfully completed.



## **Bilingual Education**

To earn a degree in Bilingual Education a student must complete the following 36 semester hours: EPSY 5330, EDUC 6310, 6320, EDBI 5304, 5305, 5343 or 5344, 6304, 6305, 6306, 6307, and six semester hours of approved graduate electives (three hours must be at the 6000 level). A student who lacks valid Texas teacher certification must also successfully complete EDUC 538 7 and an additional 3 semester hours of student teaching (EDUC 5390). Successful completion of this program, demonstration by examination of proficiency at the teaching level in Spanish, completion of EDUC 5387 and removal of any deficiencies needed for valid Texas Teacher certification at the elementary level, will qualify the student for Texas certification in Bilingual Education. Students must also pass the appropriate written comprehensive examination and oral Spanish evaluation as required by the Texas State Board of 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 MEd program, upon approval of the advisor.

A student who has never received teacher certification may earn Bilingual Education certification provided he completes the requirements as specified on the appropriate “deficiency plan”, and completion of requirements below.

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 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 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 grade less than “C”: EDBI 5304, 5305, 6306, 6307; and must demonstrate proficiency on a SBEC-approved test in Spanish.
- b. 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 State Board of Educator Certification.

### **2. Program Requirements for the Certificate in Bilingual Education**

- a. The student must complete the following courses with no grade less than “C”: EDUC 6310, EDBI 5304, 5305, 5343, 6304, 6305, 6306, and 6307.
- b. Upon completion of the program, the student must demonstrate, by examination, proficiency at the teaching level in Spanish.

- c. Completion of Student Teaching in the Bilingual Classroom for students who are not already certified teachers, and 3 additional hours of student teaching.

### **3. Endorsement for Teachers of English as a Second Language**

- a. The student must complete the following courses with no grade less than "C": EDBI 5304, 5305, 5314, 5315 and EDUC 5386.
- b. Certified Texas teachers may teach for one year in a SBEC-approved ESL or bilingual classroom in lieu of completing student teaching in ESL.

For course description, **see pages 134-137, College of Humanities**

### **Counselor Education**

- A. To earn the MEd degree in counselor education, a student must complete the following 36 semester hours with no grade less than "C": EDSP 5302, EDUC 6310, 6320; EPSY 5363, 6191, 6306, PSYC 5251, 5313, 5323, 5330, 6302, 6305, and three (3) semester hours of approved graduate electives. The student is required to show satisfactory performance on an oral comprehensive examination. A 350 clock hour practicum must be satisfactorily completed in an accredited, university-approved school.

For persons without a background in psychology, a specific course, General Psychology (Houston Baptist University course, PSYC 1313), is a prerequisite. This introductory psychology course must have been taken within the past seven years, and the applicant should have earned a grade of "A" or "B" for the course. Courses in statistics, abnormal psychology, and research methods, are strongly recommended to aid the student in achieving success in this MEd program.

- B. For a person to be certified as a school counselor, the State Board of Educator Certification requires that the student have a valid teacher's certificate, have three years of successful teaching in addition to the MEd degree described above, and meet all appropriate SBEC requirements.
- C. Students who wish to become licensed as a Psychological Associate (PA) in addition to or instead of becoming certified as a School Counselor must do the following:
  1. Complete successfully all requirements for the MEd degree in counselor education;
  2. Earn six (6) additional hours in graduate psychology or educational psychology.
  3. Complete successfully 100 additional clock hours of experience in practicum in a counseling setting supervised by a licensed psychologist for a total of 450 hours in practicum. While in an off-campus practicum setting, the student must be enrolled in an on-campus practicum course;
  4. Earn a satisfactory score on the state licensing examination given by the Texas State Board of Examiners of Psychologists (TSBEP). The student should note that the TSBEP may change its requirements. The student should remain informed about TSBEP requirements for certification.
- D. Students who wish to become licensed as a Professional Counselor (LPC) in addition to or instead of becoming certified as a School Counselor must do the following:
  1. Complete successfully all requirements for the MEd degree in counselor education;

2. Complete successfully these additional courses: PSYC 5251, PSYC 5312, PSYC 6301, PSYC 6310, PSYC 6308, and PSYC 6191. The Texas Licensing Board for Professional Counselors requires a master's degree with 48 semester hours of training.
3. Be able to verify that at least 100 clock hours of practicum experience (of the 450 required for LPC) were in direct counseling contact.
4. Earn a satisfactory score on the examination given by the Texas State Board of Examiners Of Professional Counselors (TSBEPC). The TSBEPC has an internship requirement after the satisfactory completion of academic work. The student should note that the TSBEPC may change its requirements. The student should remain informed about the TSBEPC requirements for licensing.

### **Educational Administration**

To earn a degree in Educational Administration, a student must complete the following 36 semester hours: EDUC 6300, 6310; EDAD 6301, 6302, 6303, 6304, 6306, 6308, 6309, 6310, 6313, and 6391.

To earn the Texas Professional Certificate in Mid-Management School Administration, the student must complete the 36 semester hours above, earn the MEd degree, have a valid Texas teaching certificate, have completed two years of successful teaching, and must complete 9 additional semester hours: EDUC 63 70 (for secondary certificate holders only) or EDUC 6371 (for elementary certificate holders only) and six semester hours selected from approved graduate electives in education. Students must also successfully complete a comprehensive examination as required by the Texas State Board of Education.

### **Educational Diagnostician**

To earn a degree as an Educational Diagnostician the student must complete the following 36 semester hours with no grade less than "C": EDSP 5302, 5311, 5335, 5319, 6315, 6344; EPSY 6301, 6302, 6305; EDRE 5304; EDEC 5306; and three hours of graduate electives from the following: EDAD 6310, EDUC 6301, 6303, 6304, 6310, EPSY 6304, PSYC 6310, and EDRE 6304.

To earn certification as a Professional Educational Diagnostician, the student must complete the 36 graduate hours, must earn the MEd degree, have a valid Texas teaching certificate, have completed three years of successful teaching, and must take EPSY 5330 and 3 hours from the following: EDAD 6310, EDUC 6301, 6303, 6304, 6310, EPSY 6304, PSYC 6310, EDRE 5351, or EDRE 6304. Before being recommended for certification, the student will be required to show satisfactory performance on a written comprehensive examination as required by the State Board of Education.

### **Elementary Education**

This option leads to both an MEd degree in Elementary Education and state certification in elementary education. The student must meet all admission, retention, and certification requirements for teacher education and have a deficiency plan completed by the certification officer.

The degree and certification require the following courses: EDUC 5340, 5350, 5430, 6301, 6302, 6303, 6304, 6310, 6340; EDRE 5310, 5320, 5330, 5350; EDSP 5302. The degree requires completion of thirty-seven of these hours: EDUC 5430, 6301, 6302, 6303, 6304, 6340, EDRE 5310, 5330, EDSP 5302, and three of the following courses: EDUC 5430, 5350, 6310, and EDRE 5320. Certification requires the following: (1) two additional three-hour courses (two courses not completed for the MEd degree from EDRE 5320, 5330, 5350, EDUC 5340, and 6310); (2) student teaching or an approved equivalent; and (3) the required state ExCET exams. Students may not begin courses in the professional development sequence (EDUC 5340, 5350, 5430, 6301, 6302, 6304, 6340, 5690, and EDRE 5320 and 5350) until all sections of the TASP are successfully completed.

## **Curriculum and Instruction**

To earn a degree in Curriculum and Instruction, a student must complete 36 semester hours with no grade less than “C”. These hours must include the MEd core: EDUC 6304, 6310, and 6320. The remaining 27 credits must be selected from at least two of the fields listed below, with no less than 6 semester hours in any field. A minimum of 18 semester hours must be completed at the 6000 level.

### Fields of Study

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

## **Generic Special Education Endorsement**

The generic special education teacher now must be prepared to service virtually all handicapping conditions except the most severe handicaps.

To earn an endorsement in Generic Special Education, a student must complete the following 18 semester hours with no grade less than “C”: EDSP 5302, 5306, 5311, 5319, 5335, and 5351.

The Texas certificate of endorsement in generic special education requires that the student have a valid Texas elementary teaching certificate and have completed the appropriate ExCET exam required by the State Board of Educator Certification.

## **Reading Education**

To earn a degree in Reading Education, a student must complete the following 36 semester hours: EDUC 6310, 6320, EPSY 5330, EDRE 5304, 5330, 6301, 6304, and 6305. A student already possessing an elementary education certificate must complete EDUC 5314, 6371, and six hours of approved graduate electives (ESL courses strongly recommended). A student already possessing a secondary education certificate must complete EDUC 5313, 6370, EDRE 5310 and 5320.

To earn the Texas Professional Certificate as a Reading Specialist in addition to the degree requirements stated above, a student must have a valid Texas teaching certificate, three years successful teaching experience in an accredited elementary or

secondary school, and a passing score on the appropriate ExCET examination as required by the State Board of Educator Certification. Certification as a Reading Specialist for a person who already holds a Master's degree and a valid Texas teaching certificate may be obtained by completion of the following courses: EDRE 5304, 5330, 6301, 6304, 6305, and EDUC 6310. The student who already possesses elementary teacher certification must also complete EDUC 6312 and 6371. The student who already possesses secondary teacher certification must also complete EDRE 5310, 5320, EDUC 6302 and 6370.

### **Secondary Education**

This option leads to both an MEd degree in Secondary Education and state certification in secondary education. The student must meet all admission, retention, and certification requirements for teacher education and have a deficiency plan completed by the certification officer.

The degree requires the following courses: EDUC 5354, 6301, 6303, 6304, 6310, 6312, 6340, EDSP 5302, EDRE 5330, 6 hours of student teaching (EDUC 5691), and 3 hours approved graduate electives in the MEd program or teaching field.

EDUC 5345 is strongly recommended. For all-level kinetics, EDRE 5330 must be one of the electives. The degree requires completion of all thirty-six hours; however, students may be recommended for certification when they have completed the following: (1) 27 hours (EDUC 5345, 6312, 6301, 6303, 6304, 6310, 6340, EDSP 5302, and EDRE 5330); (2) student teaching or an approved equivalent; (3) any subject area requirements specified on the deficiency plan; and (4) the required state ExCET exams. Students may not begin courses in the professional development sequence (EDUC 6312, 5354, 6301, 6304, 6340, 5691) until all sections of the TASP are successfully completed.

### **MASTER OF ARTS IN PSYCHOLOGY**

To earn a Master of Arts degree in psychology, a student must complete the following forth-eight (48) semester hours with no grades less than "C": PSYC 5251, 5312, 5313, 5323, 5330, 5353, 6191, 6301, 6302, 6305, 6308, 6310, 6320, 6324, 6343, EPSY 6306, and three semester hours of approved graduate electives. To receive the MA in Psychology degree a student must complete the following requirements:

Students who do not have an undergraduate major in psychology or whose major in psychology was completed more than seven years ago must take certain undergraduate courses to be eligible for entry into the MAP program. These courses are as follows: General Psychology (PSYC 1313), Introductory Statistics (PSYC 2301), Abnormal Psychology (PSYC 2364), and Research Methods (PSYC 3303).

1. The student must be admitted to candidacy for the degree.
2. The student must complete a minimum of forty-eight (48) graduate hours. These courses must have been completed with a quality point average of 3.00 on a four-point scale with no grade less than "C" and with eighteen (18) semester hours at the 6000-level.
3. The student must receive the recommendation of the Department of Behavioral Sciences based upon satisfactory completion of a comprehensive oral examination.

4. The student must satisfactorily complete practicum work as judged by ratings of site supervisor(s) and by faculty supervisor(s).

Current academic requirements for applicants to the Texas State Board of Examiners of Psychologists for Psychological Associate licensure, and to the Texas State Board of Examiners of Professional Counselors for licensure as a Professional Counselor, may be satisfied in this program with specified elective courses.

### **MASTER OF ARTS IN PASTORAL COUNSELING AND PSYCHOLOGY**

To complete the Master of Arts in Pastoral Counseling and Psychology (MAPCP) degree program, a student must successfully complete the following 36 semester hours with no grade less than "C": PSYC 5311, 5312, 5334, 5313, 5323, 5326, 6301, 6310, 6194, and CHRI 5340, 6333 and five hours of approved electives. In addition to completing the course work, the student must receive department recommendation based upon satisfactory completion of a comprehensive oral examination, and successfully complete a practicum of at least 300 clock hours at either an American Association of Pastoral Counselors approved internship site or a university approved clinical setting. Students who do not have an undergraduate major in psychology and/or do not have within the last seven years the equivalents of the courses listed in this **Bulletin** as PSYC 1313, 2301, 2364, and 3303 will be required to take those courses before entry into the program. The student must be admitted to candidacy for the degree.

# COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES

## Course Descriptions

### CHILD DEVELOPMENT

#### **CDEV 3373 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. (Offered also as EDEC **3373** and KINE **3373**.)

#### **CDEV 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.

#### **CDEV 4292 Senior Seminar: Study of Day Care**

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. Prerequisites: CDEV/EDEC 4304, 4306, and 4313 or permission of the Program Director. (Offered also as EDEC 4292.)

#### **CDEV 4293 Senior Seminar: Practicum in Early Childhood**

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. Prerequisites: CDEV 4304, 4306, 4313, 4344 or permission of the Program Director. (Offered also as EDEC 4293.)

#### **CDEV 4302 Survey of Exceptional Children**

This course is an in-depth study in all areas of exceptionalities. Fifteen hours of observation required. (Offered also as EDEC 4302/5302 and EDSP 4302/5302.)

#### **CDEV 4304 The Young Child**

This course includes an in-depth study of growth and development during infancy and early childhood. The behavioral science foundations of early childhood education including psychosexual-personality normative-motivational, behavioral-environmental, cognitive-transactional and humanistic concepts are studied. (Offered also as EDEC4304/5304.)

#### **CDEV 4306 Language and Concept Development in Young Children**

Prerequisites: CDEV 4304 or permission of the instructor. (Offered also as EDEC 4306/5306, EDSP 5306.)

#### **CDEV 4313 Curriculum and Instruction in Early Childhood Education**

Prerequisites: CDEV 4304 and 4306. (Offered also as EDEC 431315313.)

### **CDEV 4344 Developmentally Appropriate Management and Instruction**

In this course students explore ways to facilitate the development of preschool and kindergarten students by using group management, school-home relationships, and materials and resources to create developmentally appropriate learning environments and experiences. Prerequisites: CDEV 4304 and 4306.

### **CDEV 4351 Emergent Literacy**

In this course students examine emergent literacy and explore ways to encourage the development of initial literacy. A wide variety of topics pertaining to the emergent reader and writer are included. (Offered also as EDEC 4351, EDSP 4351, and EDRE 4351.)

## **EDUCATIONAL ADMINISTRATION**

### **EDAD 5181, 5281, 5381, 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 5318 Systems Theory and Performance Technology**

Information acquisition includes analysis of current research findings and systems theory and organizational performance problems/solutions. Needs assessments, organizational alignment, strategic planning, change management, and technology infusion strategies will be analyzed and evaluated. Problem-solving includes student-generated projects that incorporate appropriate use of these strategies in implementing new proposed technologies. Prerequisites: EDUC 5301, 6303.

### **EDAD 5319 Internet Resource Management**

Information acquisition focuses on organizational structure of electronic information resources, search engines, and text and graphic uses interfaces of the world wide web. Appropriate use of the Internet and social implications of this information management system will be explored. Application activities include creation of an interactive informational web site that meets established criteria. Problem-solving strategies will focus on development of Internet resources that address identified communication deficiencies. Prerequisite: EDUC 6303.

### **EDAD 5345 Student Evaluation Techniques**

(Offered also as EDUC 5345 and EDSP 5345.)

### **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. Develop skill in use of the Professional Development Appraisal System.



**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 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 6307 Classroom Management**

(Also offered as EDUC 6301.)

**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; in-service training; and leadership in teacher growth and evaluation. Emphasis is on the 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 role of the principal. Using reports from abstracts and original sources, valid research criteria in making written evaluations and applications in specific field settings. (Also offered as EDUC 6320 and PSYC 6320.)

**EDAD 6313 School Personnel Leadership**

An integration of personnel leadership skills required in the legal, academic, and administrative considerations of special school programs. Included are state and federal regulations.

**EDAD 6314 Educational Applications of Technology**

(Also offered as EDUC 6303.)

**EDAD 6315 The School in a Multicultural Society**

(Also offered as EDUC 6310.)

**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 are port. Prerequisite: 18 semester hours of Educational Administration courses and approval of the program director.

**BILINGUAL EDUCATION**

Courses in Bilingual Education may be found listed in this **Bulletin** on pages 134-137.

**EARLY CHILDHOOD****EDEC 3373 Psychomotor Development of the Young Child**

(Offered also as CDEV 3373 and KINE 3373.)

**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 4292 Senior Seminar: Study of Day Care**

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. Prerequisites: EDEC 4304, 4306 and 4313 or permission of Program Director. (Offered also as CDEV 4292.)

**EDEC 4293 Senior Seminar: Practicum in Early Childhood**

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. Prerequisites: EDEC 4304, 4306, 4313, and 4344 or permission of Program Director. (Offered also as CDEV 4293.)

**EDEC 4302 Survey of Exceptional Children**

(Offered also as CDEV 4302, EDEC 5302, EDSP 4302/5302.)

**EDEC 4304 The Young Child**

(Offered also as CDEV 4304, EDEC 5304.)

**EDEC 4306 Language and Concept Development in Young Children**

Study includes the relationships between language and thought; theories of language learning; changes in the young child's intellectual structure; role of the teacher, and practical applications. Prerequisite: EDEC 4304 or permission of the instructor. (Also listed as CDEV 4306, EDEC 5306, and EDSP 4306/5306).

### **EDEC 4313 Curriculum and Instruction in Early Childhood**

This course includes the study of and experiences with 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; and the skills necessary for management of an early childhood educational program; has a field experience component. Prerequisite: CDEV/EDEC 4306 or permission of Program Director. (Also offered as CDEV 4313, EDEC 5313).

### **EDEC 4344 Developmentally Appropriate Management and Instruction**

(Offered also as CDEV 4344.)

### **EDEC 4351 Emergent Literacy**

(Offered also as CDEV 4351, EDSP 4351/5351, and EDRE 4351/5351.)

### **EDEC 5181, 5281, 5381, 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.

### **EDEC 5302 Survey of Exceptional Children**

(Offered also as CDEV 4302, EDEC 4302, EDSP 4302/5302).

### **EDEC 5304 The Young Child**

(Offered also as CDEV 4304, EDEC 4304).

### **EDEC 5306 Language and Concept Development in Young Children**

(Offered also as CDEV 4306, EDEC 4306, EDSP 4306/5306). Prerequisite: EDEC 4304/5304 or permission of the instructor.

### **EDEC 5313 Curriculum and Instruction in Early Childhood**

(Offered also as CDEV 4313, EDEC 4313). Prerequisite: EDEC 5306 or permission of Program Director.

## **READING**

### **EDRE 1333 Reading for Effective Learning**

This course is designed to provide instruction in college-level reading and study skills. Special emphasis is placed on vocabulary, literal and inferential comprehension, metacognitive strategies, speed, skimming and scanning techniques, writing skills, and organizational patterns of textbooks. The individual nature of the course makes it appropriate for students wishing to gain college-level reading skills as well as students wishing to strengthen their college-level reading skills.

### **EDRE 4192 Practicum: Atypical Learners**

University students work individually with school-aged students to analyze reading difficulties and apply corrective diagnostic teaching techniques. Prerequisites: EDRE 43 10 (must be taken simultaneously with EDGE 4304/5304, 4330,4350, and EDUC 4301).

### **EDRE 4193 Technology in Reading/Language Arts**

Practical classroom applications for using technology to enhance reading and language arts instructional programs are presented and utilized. Must be taken simultaneously with EDRE 4292.

**EDRE 4292 Senior Seminar: Managing and Conducting a Reading Classroom**

Management of the classroom for reading instruction, multicultural awareness and its impact on reading comprehension, development of study skills and test-taking strategies are topics chosen for study in order to deliver quality reading instruction to diverse learners. Must be taken simultaneously with EDRE 4193. (Must have completed 80 semester hours, 15 of which must be in field of study.)

**EDRE 4293 Senior Seminar: Written Discourse and Its Relationship to Reading**

Students investigate and experience the parallel stages between reading and writing processes as well as learn organizational strategies for implementing a reading-writing classroom. (Must have completed 80 semester hours, 15 of which must be in field of study.)

**EDRE 4304 Diagnostic and Correction of Reading Difficulties**

Causes of reading difficulties along with the use of diagnostic evaluation to select appropriate instructional materials and strategies for correction are explored. Must be taken simultaneously with EDRE 4192 except for students enrolled in EDRE 5304. Prerequisites: EDRE 4310, 4330, 4350, and EDUC 4301. (Offered also as EDRE 5304.)

**EDRE 4310 Reading for Pre-Adolescents**

Included in this course are methods and materials for teaching developmental reading to children in elementary school settings. Competence in assessing specific strengths and weaknesses in the reading skills of children, lesson planning in order to prepare learning activities appropriate to children's needs, and interacting with children in such away that learning is maximized, are emphasized. Both on-campus activities and field experiences are included. This course is a prerequisite for student teaching. Students taking this course must simultaneously register for EDRE 4319-LI, except in summer. Prerequisites: EDUC 4301 and 4312.) (Also offered as EDRE 5310.)

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

This course is 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. Prerequisites: EDUC 4301 and 4312. (Also offered as EDGE 5320).

**EDRE 4330 Teaching Content Area Reading Skills**

A course designed to acquaint the elementary and secondary education major with methods of teaching reading in the content areas. Topics to be studied will include assessment procedures, comprehension skills in content areas, readability and materials suitability, study skills, vocabulary development, developing reading rate flexibility, reading efficiency, grouping procedures, and lesson design. Prerequisites: EDUC 4301 or 4311, and 4312. (Offered also as EDRE 5330.)

**EDRE 4350 Reading and the Language Arts**

An analysis of the development of reading, speaking, listening, thinking and writing abilities. Both on-campus and field experiences are included. Students taking this course must simultaneously register for EDRE 4350-LI, except in summer. Prerequisites: EDUC 4301 and 4312. (Offered also as EDRE 5350.)

**EDRE 4351 Emergent Literacy**

(Offered also as CDEV 4351, EDEC 4351, EDRE 5351 and EDSP 4351/5351.)

**EDRE 5181, 5281, 5381, 6181, 6281, 6381 Special Topics**

A service course designed to permit 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 5304 Diagnosis and Correction of Reading Difficulties**

(Offered also as EDRE 4304.)

**EDRE 5310 Reading for Pre-Adolescents**

(Offered also as EDRE 4310.) Prerequisite: EDUC 4301 or EDUC 5313.

**EDRE 5320 Teaching Reading Through Children's Literature**

(Offered also as EDRE 4320.) Prerequisite: EDUC 4301 or EDUC 5313.

**EDRE 5330 Content Area Reading**

Prerequisite: EDUC 5313, 5314, 6302, or 6312. (Offered also as EDRE 4330.)

**EDRE 5350 Reading and the Language Arts**

(Offered also as EDRE 4350.)

**EDRE 5351 Emergent Literacy**

(Offered also as EDRE 4351, CDEV 4351, and EDEC 4351.)

**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 and analysis of the total reading program emphasizing procedures for improvement.

**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. (Recommended as an elective for Educational Diagnosticians.) Prerequisite: EDRE 5304.

**EDRE 6305 Reading: A Linguistic Perspective**

An examination of reading within the framework of literacy development. Psycholinguistic and linguistic perspectives toward reading as well as their relationship to the comprehensive process are emphasized.

## **GENERIC SPECIAL EDUCATION**

**EDSP 4252 Clinical Experiences in Generic Special Education**

A field-based practicum which requires 60 hours of work in a generic special education setting. This course must be completed prior to student teaching. Prerequisites: EDSP 4302, 4306, 4311, 4319, and 4335.

**EDSP 4297 Senior Seminar: Practicum in Special Education**

This course is a field based experience in which a minimum of 60 clock hours are spent in observing and working in a special education program. Prerequisite: Completion of all EDSP program requirements.

**EDSP 4302 Survey of Exceptional Children**

This course is an in-depth study in all areas of exceptionalities. Fifteen hours of observation required. (Offered also as CDEV 4302, EDEC 4302/5302, EDSP 5302.)

### **EDSP 4306 Language and Concept Development in Young Children**

(Offered also as CDEV 4306, EDEC 4306/5306, and EDSP 5306.)

### **EDSP 4311 Diagnostic and Prescriptive Teaching for Exceptional Children**

The focus of this course is to become precise in developing programs for students who exhibit learning and behavior difficulties. The diagnostic-prescriptive approach to individualizing instruction provides educators with a comprehensive method of assessing learning styles, where the breakdown occurs in the learning process, and appropriate programming as related to the specific needs of the learner. The screening process for dyslexia mandated by State Board of Educator Certification will be taught in this course. (Offered also as EDSP 5311.)

### **EDSP 4319 Teaching Strategies in Special Education**

The student will determine the goals of instruction according to the needs of the various exceptionalities; they will develop an appropriate curriculum using the essential elements as a base. Students will learn the techniques of managing behavior, how to individualize instruction, how to apply methods of intervention and how to evaluate adequacy of teaching. The future educator will learn how to arrange classrooms specific to management theories. Three class hours per week. Twenty laboratory hours. (Offered also as EDSP 5319.)

### **EDSP 4335 Growth, Abnormalities, Identification and Evaluation of Early Childhood**

This course involves an in-depth study of growth and development of the exceptional/handicapped child during infancy and early childhood. Additionally, this course emphasizes the acquisition of knowledge and identification of abnormalities, screening, evaluation, and classroom applications as they relate to factors affecting adjustments of handicapped students to society in general and to school in particular. Fifteen hours of field work. (Offered also as EDSP 5335.)

### **EDSP 4351 Emergent Literacy**

(Also offered as CDEV 4351, EDEC 4341, EDSP 4351, 5351, and EDRE 4351, 5351.)

### **EDSP 5181, 5281, 5381, 6181, 6281, 6381 Special Topics**

A study of topics of current interest. 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 and must be approved by the instructor.

### **EDSP 5302 Survey of Exceptional Children**

(Offered also as CDEV 4302, EDEC 4302/5302, EDSP 4302, EDUC 5304.)

### **EDSP 5306 Language and Concept Development in Young Children**

(Offered also as CDEV 4306, EDEC 4306/5306, and EDSP 4306.)

### **EDSP 5311 Diagnostic and Prescriptive Teaching for Exceptional Children**

(Offered also as EDSP 4311.)

### **EDSP 5314 Learning and Neurological Disabilities in Children**

Advanced study of physical, neurological, sociological, and environmental causes of learning difficulties in children; interrelationship among the causes. Advanced problems and techniques in teaching, learning, methods and materials, adult consequences of learning problems, and community resources will be studied.

### **EDSP 5319 Teaching Strategies in Special Education**

(Offered also as EDSP 4319.)

### **EDSP 5335 Growth, Abnormalities, Identification, and Evaluation of Early Childhood**

(Offered also as EDSP 4335.)

### **EDSP 5345 Student Evaluation Techniques**

(Offered also as EDAD 5345 and EDUC 5345.)

### **EDSP 6314 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 6315 Practicum in Diagnosis**

Each student will work under the supervision of a Certified Educational Diagnostician five days a week during regular school hours for the length of the term that the course is offered at H.B.U. Prerequisites: EDSP 5302, 5311, 5335, 6314, 6344; EPSY 6302, 6305; and EDEC 5306 or permission of the instructor.

### **EDSP 6324 Instructional Preparation and Delivery of Teaching Skills and Assessments**

Advanced problems encountered in the regular classroom, special education, hospital, and home; administering, recording, and consulting problems; demonstration of teaching aids; assessments; preparing units of instruction; planning of career goals and strategies.

### **EDSP 6334 Educational Remediation and Programming for the Handicapped**

Determining remediation procedures from test results; behavior, and cumulative records; knowledge of educational technology and teaching media; individual and group curriculum modification; and evaluation of remediation and programs.

### **EDSP 6344 Educational Appraisal of Handicapped Students**

This course is an introduction to appraisal techniques and instruments used to identify the presence or absence of handicapping conditions. Administration, scoring, interpretation, written reports and the development of IEPs will be taught in this course. (Offered also as EPSY 6344.)

## **PROFESSIONAL EDUCATION**

### **EDUC 2311 Schools and Learning**

A study of philosophical, cultural, and psychological constructs as well as ethical principles which influence education, schooling, and learning. Observation and experience in schools is combined with intensive analyses and applications of principles from philosophy, sociology, psychology, and ethics (as they apply to education and schooling). (Offered also as PSYC and SOCI 2311.)

### **EDUC 3324 Sociological Analysis: Race, Ethnicity, Class, and Gender**

(Offered also as SOCI 3324.)

### **EDUC 4130 Methods for Teaching Math to Pre-Adolescents**

This course emphasizes the use of manipulative materials to teach mathematical concepts and skills to children. Students practice applying these techniques during 30 hours of field experience in an elementary school classroom. Must be taken simultaneously with INDC 4330 and 4350. Prerequisite: EDUC 4301.

**EDUC 4181, 4281, 4381 Special Topics**

A service course designed to permit the offering of topics of current interest, additional field work 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 4301 Curriculum and Instruction in the Elementary School**

This course is designed to provide an integrated and in-depth understanding of principles of curriculum and instruction, as well as practical experiences in instructional design for elementary school contexts and learners. Multiple approaches to learning, the roles of teachers in the teaching-learning process, as well as current Texas state curriculum requirements and guidelines are explored. The effective use of media/technology is included. Field work is required. This course must be taken with EDUC 4312. (Also offered as EDUC 5313.)

**EDUC 4311 Curriculum and Instruction in the Secondary School**

This course is designed to provide an integrated and in-depth understanding of principles of curriculum and instruction, as well as practical experiences in instructional design for secondary school contexts and learners. Multiple approaches to learning, the roles of teachers in the teaching-learning process, as well as current Texas state curriculum requirements and guidelines are explored. The effective use of media/technology is included. Field work is required. This course must be taken with EDUC 4312. (Also offered as EDUC 5314.)

**EDUC 4312 The School in U.S. Society**

This course includes the multi-cultural, special education, and classroom management components of the teacher education program. It is designed to improve prospective teachers' abilities to: (1) relate positively to persons of various cultures and to promote multi-cultural understanding; (2) establish and maintain optimal learning environments; and (3) understand characteristics and learning differences of exceptional/handicapped pupils as well as admission, review, and dismissal procedures for special education programs. Both classroom instruction and 20 hours of field experiences are required. This course must be taken with EDUC 4301 or 4311.

**EDUC 4330 Psychology of Learning**

This course stresses the major contributions of major learning theories to understanding behavior. Particular attention is paid to human learning and the applicability of learning theory to the educational process as well as to goal attainment. (Offered also as PSYC 4330, EPSY 5330, PSYC 5330.)

**EDUC 4345 Evaluation and Accountability**

Completion of this course will enable a prospective teacher to design and construct teacher-made tests, construct and use alternate assessment techniques, and select, administer, and interpret standardized tests for students across the spectrum of schooling levels. Also included are organization and management of schools, and legal and ethical aspects of teaching. Prerequisite: EDUC 4301, 4311. (Offered also as EDUC 5345, EDAD 5345, and EDSP 5345.)



### **EDUC 4354 Advanced Applications of Curriculum and Instruction in Secondary Schools**

A course in which prospective student teachers combine campus-based instruction with a minimum of 25 clock hours of field-based experience in observation and the planning and presenting of lessons. An emphasis is placed upon lesson presentation skills, use of a variety of teaching methods, and application of classroom management skills. This course is a prerequisite for student teaching. Prerequisite: EDUC 4311. (Offered also as EDUC 5354.)

### **EDUC 4360 Research Practicum: Secondary**

In a secondary practicum context, students design, conduct, and report action research. A portfolio is developed, and ExCET competencies are reviewed. Field experience in what will become the student teaching placement is required. This course must be taken immediately preceding student teaching.

### **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. Includes the design of a guidance and counseling program for elementary, secondary, or post-secondary institution. (Offered also as EPSY 5363, PSYC 4363.)

### **EDUC 4384 Student Teaching in Elementary Kinetics**

This course is a field-based teaching experience in elementary school human kinetics for the student preparing for all-level human kinetics 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. (Offered also as EDUC 5384.)

### **EDUC 4385 Student Teaching in Secondary Kinetics**

This course is a field-based teaching experience in secondary school human kinetics for the student preparing for all-level human kinetics certification. The student teacher works with an experienced teacher for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee. (Offered also as EDUC 5385.)

### **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. (Offered also as EDUC 5386.)

### **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. (Offered also as EDUC 5387.)

### **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 "Early Childhood Specialization." The student teacher works with an experienced teacher in the pre-school setting for one-half of an academic quarter. Prerequisites: Approval of the Teacher Education Committee and CDEV 4292, 4293.

**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 Specialization and Kindergarten, Elementary Specialization and Early Childhood, Elementary Specialization and Special Education, or Elementary Specialization and Bilingual Specialization. A student teacher works with an experienced teacher for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee. (Offered also as EDUC 5390.)

**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. (Offered also as EDUC 5391.)

**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. (Offered also as EDUC 5393.)

**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. (Offered also as EDUC 5394.)

**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. (Offered also as EDUC 5396.)

**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. (Offered also as EDUC 5397.)

**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. (Offered also as EDUC 5398.)

**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 eleven weeks. Prerequisite: Approval of the Teacher Education Committee. (Offered also as EDUC 5690.)

**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 eleven weeks. Prerequisite: Approval of the Teacher Education Committee. (Offered also as EDUC 5691.)

**EDUC 4692 Student Teaching in Elementary and Special Education**

This course is a field-based student teaching experience consisting of placement in an elementary classroom with students having identified special needs. One half of the student teaching experience will be in a regular elementary classroom, and the remaining one half of the placement will be in a special education classroom.

**EDUC 5181, 5281, 5381, 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 5301 Computer-Based Instructional Design**

Information acquisition will focus on research findings in systematic design of technology-based training and instruction. Application activities focus on use of systematic procedures in designing, training, and instruction based on a combination of practical experience and instructional systems design, theory and research. Problem-solving activities will focus on the development of instructional delivery including instructor-led, print, computer, and electronic network-based systems. Prerequisite: EDUC 6303.

**EDUC 5302 Multimedia Instructional Strategies**

Information acquisition will focus on methodologies and appropriate use of multimedia as an instructional tool. Application of skills will focus on demonstrated proficiency in manipulation of text, graphics, and sound. Problem-solving activities will focus on the integration of multimedia programs as appropriate. Prerequisite: EDUC 5303.

**EDUC 5303 Instructional Technology Project**

Students will plan and develop a project involving the use of technology. The student will be expected to use the skills learned in the instructional technology core course work.

**EDUC 5304 Survey of Exceptional Children**

(Offered also as EDSP 5302.)

**EDUC 5313 Curriculum and Instruction in the Elementary School**

(Also offered as EDUC 4301.)

**EDUC 5314 Curriculum and Instruction in the Secondary School**

(Also offered as EDUC 4311.)

**EDUC 5324 Student Teaching in Special Education**

This course is a field-based student teaching experience consisting of a placement in special education for one-half of an academic quarter.

**EDUC 5340 Social Studies for Pre-Adolescents**

(Offered also as INDC 4340.)

**EDUC 5345 Student Evaluation Techniques**

This course is designed to enable the student to improve the design, construction, and validation of teacher-made tests, and to evaluate, select, administer, and interpret standardized tests for all levels of instruction. Also included is brief attention to the organization and management of schools and legal and ethical aspects of teaching. Prerequisites: Teaching experience and/or a course in instructional design (i.e., EDUC 4301/5313 or EDUC 4311/5314). (Offered also as EDUC 4345, EDAD 5345, and EDSP 5345.)

**EDUC 5350 Science for Pre-Adolescents**

(Offered also as INDC 4356.)

**EDUC 5354 Advanced Applications of Curriculum and Instruction in Secondary Schools**

(Offered also as EDUC 4354.)

**EDUC 5384 Student Teaching in Elementary Kinetics**

(Offered also as EDUC 4384.)

**EDUC 5385 Student Teaching in Secondary Kinetics**

(Offered also as EDUC 4385.)

**EDUC 5386 Student Teaching in the ESL Classroom**

(Offered also as EDUC 4386.)

**EDUC 5387 Student Teaching in the Bilingual Classroom**

(Offered also as EDUC 4367.)

**EDUC 5390 Student Teaching in Elementary Grades**

(Offered also as EDUC 4390.)

**EDUC 5391 Student Teaching in the Kindergarten**

(Offered also as EDUC 4391.)

**EDUC 5393 Student Teaching in Elementary Art**

(Offered also as EDUC 4393.)

**EDUC 5394 Student Teaching in Elementary Music**

(Offered also as EDUC 4394.)

**EDUC 5396 Student Teaching in Secondary Art**

(Offered also as EDUC 4396.)

**EDUC 5397 Student Teaching in Secondary Choral Music**

(Offered also as EDUC 4397.)

**EDUC 5398 Student Teaching in Secondary Instrumental Music**

(Offered also as EDUC 4398.)

**EDUC 5430 Math for Pre-Adolescents**

This course involves an exploration of mathematical content as well as teaching/learning materials and strategies for preschool through grade 6. Essential knowledge and skills are emphasized. Field-based experiences and technology applications are required. (Offered also as INDC 4330 and EDUC 4130.)

**EDUC 5690 Student Teaching in Elementary Grades**

(Offered also as EDUC 4690.)

**EDUC 5691 Student Teaching in Secondary Subjects**

(Offered also as EDUC 4691.)

**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 6301 Classroom Management**

A study of a broad spectrum of approaches to classroom management including authoritarian, behavior-modification, group-process, instructional, and psycho-emotional-climate orientations. Examination of research regarding effective classroom management. Exploration of multiple strategies for handling common classroom management problems. (Offered also as EDAD 6307.)

**EDUC 6302 Elementary School Curriculum and Instruction**

This course provides a study of influencing factors and guiding principles for curriculum and instruction in the elementary school. It includes practical experience in instructional design as well as first-hand teaching experiences.

**EDUC 6303 Educational Applications of Technology**

A broad spectrum of technology applications is explored including use of word processing, spread sheet and data base applications; multimedia; and telecommunications. Technology is used for communication, management, teaching, and learning. Software is reviewed and evaluated. (Also offered as EDAD 6314.)

**EDUC 6304 Children, Adolescents, and Learning**

This course combines a study of learning (including both cognitive and behavioral perspectives), human development (childhood through adolescence), and assessment (traditional and performance; teacher-made and standardized). Related constructs such as motivation and self-esteem are explored.

**EDUC 6306 Digital Animation and Interactive Multimedia**

Information acquisition will focus on case studies and research efforts enhancing students' ability to conceptualize and develop visually-rich and visually appropriate instructional materials in a digital format. Application on video production, user-interface design, and project management will be accomplished. Problem-based learning activities will focus on integration of all applications covered in class. Prerequisites: EDUC 5301, 6303.

**EDUC 6307 Design of Print-Based Media**

Information acquisition activities include analysis of graphic and text layout design for various print-based media. Application competencies include creation and evaluation of documents using advanced standards and styles of publishing. Problem-solving activities will focus on matching the appropriate production software. Prerequisites: EDUC 5302, 6303.

### **EDUC 6308 Distance Learning**

Information acquisition focuses on case studies and research efforts documenting effective and ineffective applications of distance learning technologies. Application of research findings will lead to the development of a distance learning prospectus. By participating in distance learning demonstrations and simulations, students will apply and test instructional strategies appropriate for learners in a remote learning scenario. Problem-solving activities will include delivery system design and program design. Prerequisites: EDUC 5301, 6303.

### **EDUC 6310 The School in a Multi-Cultural Society**

This course is designed to develop understanding and appreciation of cultural differences (including values, attitudes, behaviors, abilities, and learning styles) present in both the general public and schools so that students can be more effective in relating to persons of various cultures, promoting multi-cultural understanding, and facilitating maximal learning and personal development for all of their students/clients. Both theoretical constructs and practical applications are emphasized. (Also offered as EDAD 6315.)

### **EDUC 6312 Secondary School Curriculum and Instruction**

This course provides a study of influencing factors and guiding principles for curriculum and instruction in the secondary school. It includes practical experience in instructional design as well as first-hand teaching experiences.

### **EDUC 6320 Research Techniques and Procedures**

(Also offered as PSYC 6320 and EDAD 6310.)

### **EDUC 6324 Practicum in Special Education**

Observation and participation in at least two different educational settings which have a variety of handicapping conditions. Prerequisite: completion of all EDSP courses listed for the MEd.

### **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 6340 Action Research**

In the quarter immediately preceding student teaching, graduate students pursuing certification will observe a minimum of 60 hours in the context of a school classroom. The times for the observation are to be worked out between the student and the school-based cooperating teacher. This same field context (classroom) will become the student teaching placement the following quarter. These graduate students also design, conduct, and report field-based research and attend weekly seminars focusing on research methods and ExCET preparation.

### **EDUC 6370 Critical Issues in Teaching Reading in the Elementary School**

An analysis of issues important to effective development of reading abilities during the elementary school years. Emphasis is placed upon teaching comprehension processes and understanding factors which affect comprehension processes.

### **EDUC 6371 Critical Issues in Teaching Reading in the Secondary School**

An analysis of issues important to effective development of reading abilities during the secondary school years. Emphasis is placed upon teaching comprehension processes and understanding factors which affect comprehension processes.

## **EDUCATIONAL PSYCHOLOGY**

### **EPSY 5323 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 simulations to develop counseling skills. (Also offered as PSYC 4323/5323.)

### **EPSY 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 is introduced to attitudes, values, and beliefs pertaining to death. (Also offered as PSYC 4326/5326.)

### **EPSY 5330 Psychology of Learning**

(Also offered as PSYC 4330, EDUC 4330, PSYC 5330.)

### **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 an elementary, secondary, or postsecondary institution. [Also offered as EDUC 4363, PSYC 4363.]

### **EPSY 5181, 5281, 5381, 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 6191 Counseling Practicum**

This course includes supervised field experience in counseling with emphasis on methods and techniques and evaluation. Competence in counseling is developed.

### **EPSY 6301 Principles of Human Development**

Intensive study and examination of literature and theory in developmental psychology as it relates to persons through the lifespan from infancy through adulthood. 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. (Also offered as PSYC 6301.)

### **EPSY 6302 Measurement and Appraisal**

Principles and techniques of psychological measurement are emphasized. Major instruments are surveyed, exclusive of projective measures and individual intellectual measures. The knowledge and skills covered can apply in a variety of settings: agencies, clinics, schools, and businesses. Uses and critical evaluation of achievement, aptitude, interest, and non-projective personality tests are included, as are experiences in administering and scoring of tests, and ethical standards for uses of tests. (Offered also as PSYC 6302.)

### **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 and delivery of services to the family.

### **EPSY 6305 Individual Psychological Evaluation**

Review of theory underlying individual ability tests; supervised practice in test administration, scoring, and interpretation. Skills in report preparation are addressed. The Wechsler scales are emphasized. Prerequisite: EPSY 6302. (Also offered as PSYC 6305.)

### **EPSY 6306 Career Information and Career Counseling**

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 and other measures are reviewed with reference to their utility in career counseling. Prerequisite: EPSY 6302.

### **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 providing group counseling to various populations are emphasized. Didactic and experiential activities are offered. It is recommended that EPSY 5323 be taken before EPSY 6308. (Also offered as PSYC 6308.)

### **EPSY 6344 Educational Appraisal of Handicapped Students**

(Also offered as EDSP 6344.)

## **FRESHMAN YEAR STUDENT EXPERIENCE**

### **FYSE 1200 The Freshman Year Experience**

Designed as an extended orientation for new freshmen students, this course empowers students to adjust quickly and efficiently to life at Houston Baptist University. Academic success is the main focus of the course. Knowledge of Smith College and the academic majors is included along with understanding the HBU advising and registration system. Additional topics and activities include career choices; interest inventories; study skills; library use; time management workshops; learning style assessment; values; interpersonal relationships; problem solving; and mental, physical and spiritual survival techniques. (**Note:** FYSE 1200 is a required 2 hour course that counts toward the undergraduate degree as a designated elective. All first term freshmen as well as students with under 15 hours of college course work must enroll in the Fall quarter. New freshmen or transfers with under 15 hours who enroll in the Winter or Spring quarters must enroll for FYSE in the Spring quarter.)

## **INTERDISCIPLINARY STUDIES-EDUCATION**

### **INDC 3310 Essential Elements of Art**

This course deals with the essentials of art based on Lowenfield's continuum of growth. The studio experience with art emphasizes two-dimensional art media.

### **INDC 3320 Essential Elements of Music**

This course 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.

### **INDC 4282 Senior Seminar: Research in the Natural, Social and Behavioral Sciences and Math**

In a grade 1-5 classroom context, students design, conduct, and report field-based research. A portfolio is developed, and ExCET competencies are reviewed. The field context will become the student teaching placement. Should be taken simultaneously with INDC 4293 immediately prior to student teaching.



### **INDC 4293 Senior Seminar: Research in the Humanities, Fine Arts, and Kinetics**

In the context of a grade 1-5 classroom, students design, conduct, and report field-based research. A portfolio is developed, and ExCET competencies are reviewed. The field context will become the student teaching placement. Should be taken simultaneously with INDC 4292 immediately preceding student teaching.

### **INDC 4330 Essential Elements of Math**

The focus of this course is the content of basic mathematics. Concepts and skills related to place value, operations with whole numbers, fractions, decimals, patterns and functions, mental math, estimation, and probability and statistics are included. This course must be taken simultaneously with EDUC 4136 and INDC 4356. Prerequisite: EDUC 4301. (Elementary certification students only)

### **INDC 4340 Social Studies for Pre-Adolescents**

This course provides an exploration of social studies content and skills as well as teaching/learning materials and strategies for developing them at preschool through grade 6 levels. Essential knowledge and skills are emphasized. Field-based experiences and technology applications are required.

### **INDC 4350 Essential Elements of Science**

This course provides an exploration of science content and skills as well as teaching/learning materials and strategies for developing them at preschool through grade 6 levels. Essential knowledge and skills are emphasized. Field-based experiences and technology applications are required. This course must be taken with EDUC 4130 and INDC 4330.

## **HUMAN KINETICS**

### **KINE 2111 Physical and Recreational Activities**

Provides opportunities for students to learn individual or team skills in an activity they choose. Possible selections are low-impact aerobics, high-impact aerobics, jogging, tennis, weight-training, individualized fitness, or badminton.

### **KINE 2181, 2281, 2381 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.

### **KANE 2200 Concepts in Human Wellness**

Provides information regarding the components of physical fitness: cardiorespiratory, muscle strength and endurance, flexibility, and body composition. In addition, nutrition, disease control, stress management, proper diet and exercise procedures are emphasized. Pre-selected activities will be conducted during part of the class sessions to allow the application of principles taught in the lecture sessions. Required for all baccalaureate degrees.

### **KINE 2270 Organization and Administration of Wellness Activities**

Students will be taught wellness concepts and techniques that will enable them to determine body composition, test flexibility, measure muscular strength and endurance, and determine cardiorespiratory capabilities. In addition students will learn the concepts involved in prescribing an exercise program and how to plan a proper exercise program based on information and tests results. Students will be given information that will prepare them to become certified as a personal trainer.

**KINE 2330 History and Principles of Human Kinetics**

Students will study the various areas of human kinetics and will be expected to learn basic information concerning each area. Students will also study the history and philosophy of human kinetics and will develop their own philosophy or goal regarding human kinetics. Field trips, guest speakers, class projects, and lectures are utilized to highlight the different fields such as biomechanics, teaching, coaching, and sports media.

**KINE 3240 Cardiovascular Exercise Techniques**

Students will be given information that will provide them with the tools to present cardiorespiratory techniques to elementary or secondary students. Students will be instructed in how to organize and teach an aerobics class using benches, weights, elastic bands, and various other rhythmic methods. Students will be expected to present routines and teach the class as well as test individuals using various cardiorespiratory techniques.

**KINE 3325 First-Aid/CPR**

Students will be given information that will allow them to recognize when an emergency has occurred, how to follow a plan of action, and how to provide care for injuries or sudden illnesses until professional medical help arrives. Students will learn how to splint, bandage, care for individuals experiencing a diabetic coma, stroke, shock, heat exhaustion, or burns, and administer one person CPR on an adult, infant, and child. Role-playing, and outside class and in class assignments are used to demonstrate and teach the necessary skills. Certification is received in both first-aid and CPR from the American Red Cross.

**KINE 3340 Team and Individual Activities for Elementary and Secondary Schools**

Methods and materials are provided in the areas of teaching team and individual activities to elementary and secondary students or church recreation programs or summer recreation programs. A variety of activities will be presented such as horseshoes, table tennis, bowling, pickleball, and badminton. Students will also be required to create an original activity and teach it to the class as well as take tests, and learn the rules of the sports activities that are taught.

**KINE 3350 Principles of Coaching Varsity Football, Volleyball, and Soccer**

An overview of coaching strategies in each of these three sports is offered; including organization and administration of practices and games as well as skill progressions, drills, and developmental sequences geared toward junior high and high school students.

**KINE 3351 Principles of Coaching Varsity Basketball, Baseball, and Track and Field**

An overview of coaching strategies in each of these three sports is offered; including organization and administration of practices and games as well as skill progressions, drills, and developmental sequences geared toward junior high and high school levels.

**KINE 3363 Tests and Measurements in Human Kinetics**

Introductory course in the area of measurement and evaluation in human kinetics. Fundamental statistics and practical experiences of administering and taking physical education skills tests are included.

**KINE 3373 Psychomotor Development of the Young Child**

[Offered also as CDEV 3373 and EDEC 3373.]

**KINE 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. Prerequisites: BIOL 2404.

### **KINE 3395 Kinesiology: Applied Biomechanics**

Muscles of the human body and their functions in relation to movement will be studied. Simple examples and analyses of human motion will be studied in an effort to acquaint the student with the reasons for teaching specific sport movements. Prerequisite: KINE 3393.

### **KINE 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.

### **KINE 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.

### **KINE 4297 Senior Seminar: Research in Human Kinetics**

Research in current issues of human kinetics will be addressed to provide information about the field of human kinetics. Students will be expected to research and give a presentation addressing the issues. Critiques of articles will also be expected that cover various topics. The student will begin working on a portfolio that will be completed in KINE 4298.

### **KINE 4298 Senior Seminar: Practicum in Human Kinetics**

A practicum in human kinetics involving supervised experiences working in either an on-campus or off-campus learning experience that must be approved by the department. Both the human kinetics major being certified to teach and the liberal arts human kinetics major will be required to complete a specified number of observation hours. In addition, the class will complete the second phase of the portfolio begun in KINE 4297. Prerequisite: KINE 4297.

### **KINE 4323 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. Prerequisites: BIOL 2404; KINE 3393.3395.

### **KINE 4330 Wellness and Fitness in the Elementary and Secondary Schools**

An overview of program planning activities for elementary, junior and senior high schools. Activities will include daily and unit lesson plans, class organization, special programs, classroom management, evaluation, and physical fitness techniques. Field experiences will be a component of the class. A prerequisite for student teaching.

## **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. This course may be taken to meet Smith College requirements and as an elective by non-psychology majors.

### **PSYC 2301 Introductory Statistics for the Behavioral Sciences**

This course is required for psychology majors and should be taken before PSYC 3303 and 3343. The course provides an introduction to descriptive and inferential statistics, correlation, probability, and regression-with applications in behavioral sciences. Prerequisite: MATH 1313 or equivalent. (Offered also as SOCI 2301.)

### **PSYC 2311 Schools and Learning**

This course does not count toward a psychology major. (Offered also as EDUC 2311 and SOCI 2311.)

### **PSYC 2364 Abnormal Psychology**

A study of normal and abnormal psychological functioning, psychological disorders, behavioral disorders, psychosomatic illnesses, and contributing influences, such as chemical abuses and family dysfunctions. May be taken by non-psychology majors as an elective. Recommended for majors in nursing, education, and areas which deal with problems of persons. Prerequisite: PSYC 1313.

### **PSYC 3303 Research Methods**

Research Methods is designed to introduce students to basic research methods 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 3305 Psychology of Personality**

This course reviews the major theories of personality as they relate to explanations of human behavior, mental processes, and development. Issues of formal theory development and evaluation of formal theories are addressed. May be used as an advanced elective by psychology majors. Prerequisite: PSYC 1313 or permission of instructor.

### **PSYC 3313 Human Growth and Development**

A course in the area of developmental psychology designed to provide an understanding of the behavior and developmental characteristics of infants through old age as they bear on the learning process. Includes observations in the field and preparation of a case study.

### **PSYC 3343 Experimental Psychology**

This is an applied research course for psychology majors. Research design for experiments, correlational studies and more complex research projects are studied. Actual projects are performed with formal project and laboratory reports filed for each such completed study. Quantitative methods and their applications are emphasized, including the use of descriptive, inferential and multivariate statistics. Prerequisites: PSYC 1313 and PSYC 2301. (It is recommended that PSYC 3303 be taken before PSYC 3343.)

### **PSYC 4181, 4281, 4381 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 research are included.

### **PSYC 4292 Senior Seminar in Experimental Psychology**

In this course the student designs an original research 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. Prerequisites: PSYC 3303, 3343 and senior standing in psychology. See Note 7 under **Undergraduate Degree Requirements**.

### **PSYC 4295 Senior Seminar in Experimental Psychology**

The student conducts an approved research project and prepares a report which includes findings and conclusions. Prerequisite: PSYC 4292. See Note 7 under **Undergraduate Degree Requirements**.

### **PSYC 4310 History and Theoretical Systems in Psychology**

This course surveys current systems of thought in psychology and reviews the major philosophical and historical underpinnings of the discipline. Relevant material from scientific research, biological science, and physical science will be included. Prerequisite: PSYC 1313.

### **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 simulations to develop counseling skills. Prerequisite: PSYC 1313 or permission of the instructor. (Also offered as EPSY 5323 and PSYC 5323.)

### **PSYC 4326 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 is introduced to attitudes, values, and beliefs pertaining to death. (Offered also as PSYC 5326 and EPSY 5326.)

### **PSYC 4330 Psychology of Learning**

A course stressing the contributions of major learning theories to understanding behavior. Particular attention is paid to human learning and the applicability of learning theory to the educational process as well as to goal attainments. (Offered also as EDUC 4330, PSYC 5330, and EPSY 5330).

### **PSYC 4332 Social Psychology**

Contemporary approaches to social behavior are considered. Language development, cultural influences, prejudice, persuasion, conformity, and attraction are some of the topics addressed. (Offered also as PSYC 5332 and SOCI 4332.)

### **PSYC 4334 Psychology of Religion**

The insights of psychology as a 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 and PSYC 5334.)

### **PSYC 4353 Physiological Psychology**

A study of the physiological bases of 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 psychological functioning. May be taken by non-psychology majors as an elective. Prerequisites: PSYC 1313 and BIOL 1404, 2404, or 4214. (Also offered as PSYC 5353.)

### **PSYC 4363 Principles of Guidance**

(Offered also as EDUC 4363 and EPSY 5363.)

### **PSYC 5181, 5281, 5381, 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 research are included.

### **PSYC 5251 Ethical Issues in Professional Psychology**

A seminar format will provide the student with opportunities to study ethical standards and applications in psychology. This course is required early in the student's graduate program experience.

### **PSYC 5311 Pastoral Counseling and Professional Ethics**

A lecture and seminar format will introduce the student to major writers and theorists in pastoral care. Students will examine ethical codes which regulate the practice of pastoral counseling.

### **PSYC 5312 Psychological Perspectives on Marriage, the Family, and Children**

This course includes an introduction to current theories and practice in marriage, family, and child therapy. Research on social issues, family systems, and cultural patterns is studied in relation to approaches and methods in counseling and psychotherapy.

### **PSYC 5313 Methods and Techniques in Counseling**

This course will introduce the student to those active listening skills which communicate the qualities of empathy, genuineness and unconditional positive regard. The course will include role-playing and videotaped exercises. Other selected interventions will be included.

### **PSYC 5323 Theories of Counseling and Psychotherapy**

(Offered also as PSYC 4323 and EPSY 5323.) It is recommended that PSYC 5323 be taken before PSYC 6308.

### **PSYC 5326 Psychology of Death and Dying**

(Offered also as PSYC 4326, EPSY 5326.)

### **PSYC 5330 Psychology of Learning**

(Offered also as EDUC 4336, PSYC 4330, and EPSY 5330.)

### **PSYC 5332 Social Psychology**

(Offered also as PSYC 4332 and SOCI 4332.)

### **PSYC 5334 Psychology of Religion**

(Offered also as CHRI 4334 and PSYC 4334.)

### **PSYC 5353 Physiological Psychology**

(Also offered as PSYC 4353.)

### **PSYC 6100 Pastoral Counseling Practicum**

Supervised laboratory experiences in counseling in a religious setting. Competence in counseling with varied types of human concerns is developed. All practicum students must be involved in counseling activities and must exhibit skills in evaluation as well. This course meets on campus when the student is involved in an off-campus practicum assignment.

### **PSYC 6191, 6192, 6193, 6194 Counseling Practicum**

Supervised laboratory experiences in individual and group counseling with emphasis upon methods and techniques. Competence in counseling with varied types of human concerns is developed. All practicum students must be involved in counseling activities and must exhibit skills in evaluation as well. This course meets on campus when the student is involved in an off-campus practicum assignment.

**PSYC 6301 Principles of Human Development**

Intensive study and examination of theory and published research in developmental psychology as it relates to persons from infancy through adulthood. 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. (Offered also as EPSY 6301.)

**PSYC 6302 Measurement and Appraisal**

Principles and techniques of psychological measurement are emphasized. Major instruments are surveyed, exclusive of projective measures and individual intellectual measures. The knowledge and skills covered can apply in a variety of settings: agencies, clinics, schools, and businesses. Uses and critical evaluation of achievement, aptitude, interest, and non-projective personality tests are included, as are experiences in administering and scoring of tests and in ethical standards for the use of tests. (Offered also as EPSY 6302.)

**PSYC 6305 Individual Psychological Evaluation**

Review of theory underlying individual ability tests; supervised practice in test administration, scoring, and interpretation. Skills in report preparation are addressed. The Wechsler scales are emphasized. Prerequisite: EPSY or PSYC 6302. (Also offered as EPSY 6305.)

**PSYC 6308 Methods of Group Process**

Group aspects of work done by 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 are stressed. Didactic and experiential activities as well as methods and techniques are offered. Prerequisite: PSYC 5323. (Offered also as EPSY 6308.)

**PSYC 6310 Clinical Psychopathology**

A course that examines the etiology, symptoms, diagnosis, prognosis and therapeutic methods applicable to the major psychological disorders. Current research on psychopharmacological developments is examined. Prerequisite: 24 graduate semester hours in psychology.

**PSYC 6320 Research Techniques and Procedures**

A study of a spectrum of research methods related to psychological and educational research. The course is designed to develop research knowledge and skills. Included are theory, techniques, designs, evaluation of research, and integration of findings into professional decision-making. (Also offered as EDUC 6320 and EDAD 6310.)

**PSYC 6324 Research Seminar**

The student conducts an approved research project and prepares a report of findings of sufficient quality to be submitted for professional publication. Prerequisite: PSYC 6320.

**PSYC 6343 Personality Assessment**

This course is an introduction to projective and objective psychological testing techniques used in the evaluation of people exhibiting mental, emotional, and/or behavioral disturbances. Report writing skills are addressed. Prerequisites: PSYC/EPSY 6302, PSYC/EPSY 6305, and PSYC 6310.

### **PSYC 6601 Licensed Specialist in School Psychology (LSSP) Internship**

This course is designed for students who have completed the Masters in Arts in Psychology degree, the additional hours required for the LSSP, and received readiness certification from a licensed school psychologist. The internship experience is a minimum of 1206 contact hours, of which 600 must be in a public school supervised by an individual qualified in accordance with TSBE requirements. A licensed psychologist must supervise the non-school experience. The student must complete the internship in less than two years and in no more than two sites. The student will be considered an intern or trainee during this time and must have direct, systematic supervision with experiences that include assessment, intervention, behavior management, and consultation for children representing a range of ages, populations, and needs. This course meets on campus when the student is involved in an off-campus internship assignment.

## **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. It is strongly recommended that this course be taken prior to all other sociology courses.

### **SOCI 2301 Introductory Statistics for the Behavioral Sciences**

(Offered also as PSYC 2301.)

### **SOCI 2311 Schools and Learning**

This course does not count toward a sociology major. (Offered also as EDUC 2311 and PSYC 2311).

### **SOCI 3303 Research Methods**

Research Methods is designed to introduce students to basic research methods in the social and behavioral sciences and to teach research design from the conception of an idea to the analysis and interpretation of data. (Offered also as PSYC 3363.)

### **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 3324 Sociological Analysis: Race, Ethnicity, Class, and Gender**

This course critically examines contemporary social issues related to the various categories of people in our society. The content of the course will address differences, similarities, functions, conflicts, and the stratification of social groups based on race, ethnicity, class, and gender. The process of sociological analysis will involve a thorough examination of specific issues related to social differences, evaluation of social policies and programs that have been developed to address these issues, and an exploration of possible strategies and solutions for the future. (Offered also as EDUC 3324.)

### **SOCI 3325 Sociological Analysis: Contemporary Institutional Changes**

This course critically examines the most contemporary social issues. Many of these are related to the practice of medicine, educational reform, mass media, religion, or the political process. The process of sociological analysis will involve a thorough examination of the related issues of each broad topic, evaluation of social policies and programs that have been developed to address these issues, and an exploration of possible strategies and solutions for the future.



### **SOCI 3326 Sociological Analysis: Crime and Social Control**

This course critically examines contemporary social issues related to social norms, norm violations, and social sanctions. Specifically the content of the course will address crime and violence, juvenile delinquency, and the criminal justice system. The process of sociological analysis will involve a thorough examination of each issue, evaluation of each issue, evaluation of social policies and programs that have been developed to address these issues, and an exploration of possible strategies and solutions for the future.

### **SOCI 3374 Urban Sociology**

A social systems approach to the analysis of the emerging problems of urban-suburban persons, with special consideration of the development of alternative solutions for these problems and strategies of intervention.

### **SOCI 3383 Social Deviance and Disorganization**

A study of the major theories of deviance and disorganization in current times. This course examines comprehensively a variety of forms of deviant behavior.

### **SOCI 3393 Sociology of Childhood and Adolescence**

Analysis of social class, ethnic influences and sex-role socialization on childhood and adolescence; the socializing agents in these age groups will be examined.

### **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 4292 Senior Seminar in Sociological Research**

In this course the student designs an original research 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. Prerequisites: SOCI 2301, 3303, and senior standing in sociology. See Note 7 under **Undergraduate 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 **Undergraduate Degree Requirements**.

### **SOCI 4310 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.

### **SOCI 4332 Social Psychology**

Contemporary approaches to social behavior are considered. Language development, cultural influences, prejudice, persuasion, conformity, and attraction are some of the topics addressed. (Offered also as PSYC 4332 and PSYC 5332.)

**SOCI 4333 Sociology of Religion**

An analysis of the roles and functions of religion in human societies, types of religious organizations, and the relations between religion and other social institutions. The roles of Christianity and of other major religions in American society will be emphasized and reviewed from sociological perspectives. (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.

# **COLLEGE OF NURSING**

# COLLEGE OF NURSING

## Undergraduate Programs in Nursing:

**Accredited by the National League for Nursing**

**Approved by the Board of Nurse Examiners for the State of Texas**

### NURSING

The College of Nursing offers two different undergraduate programs: an associate degree program and a baccalaureate program. The associate degree program prepares nurses to provide competent care to clients with common, recurring health problems and to function primarily in health care settings as members of health teams guided by experienced professional nurses. The baccalaureate program prepares nurses at a professional level to function in a variety of settings as accountable and responsible practitioners. Both programs prepare graduates to take the examination for R.N. licensure offered by the Board of Nurse Examiners of the State of Texas.

The Board of Nurse Examiners may refuse to admit a person to the R.N. licensure examinations if the person has been convicted of any felony or a misdemeanor involving moral turpitude, or to any individual with lack of fitness or good character to practice nursing by any reason of physical or mental illness, intemperate use of alcohol or drugs, or unprofessional or dishonorable conduct which is likely to deceive, defraud, or injure patients or the public. Under its procedures, the Board is required to conduct a background check of these areas.

An individual enrolled or planning to enroll in the nursing education program who has reason to believe he may be ineligible for the license may petition the Board of Nurse Examiners for a declaratory order as to the person's eligibility. Neither the University nor its faculty can answer this question for a person. The Board of Nurse Examiners may be reached at: Board of Nurse Examiners for the State of Texas, Box 140466, Austin, TX 78714, (512)305-6818.

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 with the potential to develop good professional character.

To be eligible to enroll in the nursing majors, departmental requirements are described below. Objective criteria (grade point averages, science grade point average, number of hours completed toward the degree, and number of hours taken at HBU) may be used to rank candidates for selection for entry into the programs depending on the number of eligible candidates and availability of clinical experiences.

Standardized exams are given at checkpoints throughout the curriculum and a comprehensive exam is administered at the end of both undergraduate programs. The exams are used as measures of retention and competence to enhance students' abilities to take the RN licensure exam. Failure to demonstrate retention or competence on the specified exams requires remediation. Remedial study and retesting to demonstrate retention and competence may result in delays for graduation.

Houston Baptist University College of Nursing offers a rigorous nursing curriculum that includes academic and clinical performance requirements. To be awarded an associate or a bachelor's degree in nursing, the student must successfully complete

both elements of the program. Students who receive a nursing degree from Houston Baptist University will have been exposed to the skills and knowledge necessary to pass the RN licensure exam and perform the clinical tasks normally expected of registered nurses. The Houston Baptist University College of Nursing does not guarantee that each person admitted to its nursing program will pass all elements of the program or that those graduated from the program will be able to pass the licensure exam and/or secure employment as a nurse. Attaining these goals depends on the degree to which the student diligently applies him or herself to the studies and on the economic forces influencing the health care industry. Neither of these factors is within the control of the Houston Baptist University College of Nursing.

### **Associate Degree in Nursing**

- A. For the associate degree program applicants are required to:
1. Have satisfactorily completed BIOL 1414, 2404, and 2414 with a grade of “C” or above and with a quality point average of 2.25 for the science courses.
  2. Have satisfactorily completed ENGL 1313 and ENGL 1323 with a grade of “C” or above.
  3. Have an overall quality point average of 2.0.
  4. Demonstrate proficiency by scoring at or above the 51st percentile on the comprehension part of the Nurse Entrance Test (NET).
  5. Demonstrate math proficiency on a departmentally administered examination.

All associate degree program students must achieve satisfactory performance on the Written English Proficiency Examination and the Reading Proficiency Examination by the last course of the first level (ADN 1545).

All transfer students must present a letter of good standing from the deans of all previous nursing programs.

Students whose transcripts reflect more than two grades of “D” or “F” in the required science courses or more than one grade of “D” or “F” in a nursing course will not be eligible to enter or to continue in the program.

Requirements for graduation with an ADN are that the candidate meets all general requirements for graduation as outlined in the Houston Baptist University **Bulletin**:

1. Satisfactory completion of a minimum of 72 semester hours for the associate degree in nursing.
2. Candidates for the Associate Degree in Nursing are expected to have earned a prescribed number of points in the Nursing Student Association.
3. Prior to graduation, ADN students are expected to make application to take the State Board Examination for RN licensure.

## ASSOCIATE DEGREE IN NURSING

### Courses Required for Program Entry\*

BIOL 1414, 2404, 2414, ENGL 1313, 1323 . . . . .	18
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### Nursing Courses

ADN 1414 . . . . .	4
ADN 1525, 1535, 1545 . . . . .	15
ADN 2515, 2525, 2535, 2545 . . . . .	20
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	57

### Required for Graduation

PSYC 1313, 3313 . . . . .	6
SOCI 1313 . . . . .	3
CHRI 1313 or 1323 . . . . .	3
CISM 1321 . . . . .	3
	<hr/>
	15

\* Meeting minimal entry requirements does not guarantee program admission.

## BACCALAUREATE DEGREE IN NURSING

For the baccalaureate program, applicants are to have:

1. An overall quality point average of 2.0. For the courses required for program entry, a quality point average of 2.75 is required and no grade less than a “C” in any required course.
2. A satisfactory performance on the Written English Proficiency, the Reading Proficiency Examination, and Math Examinations.

All transfer students are required to present letters of good standing from the deans of all previous nursing programs.

Students whose transcripts reflect more than two grades of “D” or “F” in the required science courses or more than one grade of “D” or “F” in a nursing course will not be eligible to enter or to continue in the program.

Requirements for graduation with a BSN are that the candidate meet all general requirements for graduation as outlined in the Houston Baptist University **Bulletin**:

1. Satisfactory completion of a minimum of 132 semester hours for the baccalaureate in nursing.
2. Candidates for the Bachelor of Science Degree in Nursing are expected to have earned a prescribed number of points in the Nursing Student Association.
3. Graduating seniors are expected to make application to take the State Board Examination for RN licensure.

## BACHELOR OF SCIENCE DEGREE IN NURSING

### Program Entry Requirements\*

	Sem. Hrs.
ENGL 1313, 1323 plus Written English and Reading Proficiency Examinations... ..	6
CHEM 1404 . . . . .	4
SOCI 1313 . . . . .	3
COMM 1313 . . . . .	3
PSYC 1313 . . . . .	3
BIOL 2404, 2414, 2433 . . . . .	12
BIOL 1414 or 3414 . . . . .	4
PSYC 3313 (meets Social-Behavioral elective) . . . . .	3
MATH 1313 . . . . .	3
PSYC 2301 . . . . .	3
Courses Required for graduation-see below . . . . .	6
	50

### Courses Required for Graduation

Written/Oral Communications electives (See Note 15, p. 62) . . . . .	6
Humanities and Fine Arts (See Note 17, p. 62) . . . . .	6
KINE 2200 . . . . .	2
CHRI 1313, 1323 plus 3 additional hours (See Note 14, p. 62) . . . . .	9
CISM 1321 . . . . .	3
	26

### Nursing Courses

NURS 2313 . . . . .	3
NURS 3616 . . . . .	6
NURS 3525, 3535, 4555 . . . . .	15
NURS 3555 . . . . .	5
NURS 4373 . . . . .	3
NURS 4515 . . . . .	5
NURS 4525, 4535 . . . . .	10
NURS 4565 . . . . .	5
NURS 4292, 4293 . . . . .	4
	56

\* Meeting minimal entry requirements does not guarantee program admission.

## Graduate Programs in Nursing:

**Initial accreditation by the Board of Nurse Examiners for the State of Texas**

### MASTER OF SCIENCE IN NURSING

The Center for Health Studies offers the Master of Science in Nursing (MSN) with three major areas of study. Two programs are offered in Advanced Nursing Practice: Family Nursing Practitioner (FNP) and Family Nurse Practitioner-Congregational Care (FNP-CC) . A **third** option for a Master of Science in Nursing is the Congregational Care Nursing (CCN) program.

## Family Nurse Practitioner

The Family Nurse Practitioner program is designed to prepare the nurse to practice independently and collaboratively as a health educator, personal health counselor, and health care provider within the health care community. The program consists of 43 hours of study. Twenty-nine (29) semester hours of the program can be completed for the Family Nurse Practitioner certification if the student already has a master's degree in nursing. The required course of study is as follows:

Curriculum: semester hours

### Graduate Nursing Core

NURS 5310# Quantitative Methods in Health Care . . . . .	3
HADM 6315 Health Care Jurisprudence and Ethics . . . . .	3
NURS 6320 Nursing Theory & the Research Process . . . . .	3
NURS 6350 Epidemiology in Health Care . . . . .	3

### Advanced Nursing Practice Core

NURS 5440* Advanced Physiology and Pathophysiology . . . . .	4
NURS 6111* Family Nurse Practitioner Role Development . . . . .	1
NURS 6211 Business Principles for Nursing Practice . . . . .	2
NURS 6241* Advanced Health Assessment, Diagnostics, and Therapeutic Interventions I . . . . .	2
NURS 6242* Advanced Health Assessment, Diagnostic and Therapeutic Interventions II . . . . .	2
NURS 6251* Pharmacotherapeutics and Clinical Case Management I . . . . .	2
NURS 6252* Pharmacotherapeutics and Clinical Case Management II . . . . .	2

### Family Nurse Practitioner Courses

NURS 6311* Family Nurse Practitioner Clinical Practice I - Adult Health and Healing . . . . .	3
NURS 6322* Family Nurse Practitioner Clinical Practice II Geriatric Health and Healing . . . . .	3
NURS 6333 * Family Nurse Practitioner Clinical Practice III Women's Health and Healing . . . . .	3
NURS 6344* Family Nurse Practitioner Clinical Practice IV Children's Health and Healing . . . . .	3
NURS 6455* Family Nurse Practitioner Preceptorship . . . . .	4

<b>Total Semester Hours</b>	43
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\* required course for FNP-post MS.

# courses cross-listed with HADM courses in the MS-HA program

### Family Nurse Practitioner-Congregational Care

The Family Nurse Practitioner-Congregational Care (FNP-CC) Program is designed to develop the nurse who can function as a Family Nurse Practitioner within a church-based setting. The FNP-CC Program consists of 50 hours of study. Twenty-nine (29) semester hours of the program can be completed for Family Nurse Practitioner recognition if the student already has a master's degree in nursing.



The required course of study is as follows:

Curriculum:	semester hours
<b>Graduate Nursing Core</b>	
NURS 5310# Quantitative Methods in Health Care . . . . .	3
HADM 6315 Health Care Jurisprudence and Ethics . . . . .	3
NURS 6320 Nursing Theory and the Research Process . . . . .	3
NURS 6350 Epidemiology in Health Care . . . . .	3
<b>Advanced Nursing Practice Courses</b>	
NURS 5440* Advanced Physiology and Pathophysiology . . . . .	4
NURS 6111* Family Nurse Practitioner Role Development . . . . .	1
NUFS 6211 Business Principles for Nursing Practice . . . . .	2
NURS 6241* Advanced Health Assessment, Diagnostics, and Therapeutic Interventions I . . . . .	2
NURS 6242* Advanced Health Assessment, Diagnostic and Therapeutic Interventions II . . . . .	2
NURS 6251* Pharmacotherapeutics and Clinical Case Management I . . . . .	2
NURS 6252* Pharmacotherapeutics and Clinical Case Management II . . . . .	2
<b>Family Nurse Practitioner and Congregational Care Nurse Courses</b>	
PSYC 5313 Methods and Techniques in Counseling . . . . .	3
PSYC 5312 Psychological Perspectives on Marriage, the Family, and Children . . . . .	3
NURS 6112 Congregational Nurse Role Development . . . . .	1
NURS 6311* Family Nurse Practitioner Clinical Practice I Adult Health and Healing . . . . .	3
NURS 6322" Family Nurse Practitioner Clinical Practice II Geriatric Health and Healing . . . . .	3
NURS6333* Family Nurse Practitioner Clinical Practice III Women's Health and Healing . . . . .	3
NURS 6344" Family Nurse Practitioner Clinical Practice IV Children's Health and Healing . . . . .	3
NURS 6455* Family Nurse Practitioner Preceptorship . . . . .	4
<b>Total Semester Hours</b>	<b>50</b>

\* required course for FNP-post MS

# courses cross-listed with HADM courses in the MS-HA program

### Congregational Care Nurse

Congregational Care Nurse program is designed to prepare the nurse to provide health care in a church setting, focusing on social problems of infants, children, adolescents, and adults in a church congregation.

Graduates of this program will not have met the requirements of the Board of Nurse Examiners for the state of Texas for recognition as advanced nurse practitioners but will meet the requirements for a Master of Science degree in nursing.

Curriculum: semester hours

**Graduate Nursing Core**

NURS 5310#	Quantitative Methods in Health Care . . . . .	3
HADM 6315	Health Care Jurisprudence and Ethics . . . . .	3
NURS6320	Nursing Theory and the Research Process . . . . .	3
NURS 6350#	Epidemiology in Health Care . . . . .	3

**Congregational Care Nursing Courses:**

NURS 6112	Congregational Nurse Role Development . . . . .	1
NURS 6304	Congregational Care I . . . . .	3
NURS 6406	Congregational Care II . . . . .	3
NURS 6408	Congregational Care III . . . . .	3

**Counseling Courses**

PSYC 5312	Psychological Perspective on Marriage, the Family and Children . . . . .	3
PSYC 5313	Methods and Techniques in Counseling . . . . .	3
PSYC 5326	Psychology of Death and Dying . . . . .	3
PSYC 6301	Principles of Human Development . . . . .	3

**Total Semester Hours** 34

**Certification in Health Administration**

	semester hours
HADM 5310, 5316, 5320, 5325, 5330, 6310, 6315, and 6320 . . . . .	24

**MASTER OF SCIENCE IN HEALTH ADMINISTRATION**

Cognate Courses	semester hours
HADM 5310, 5316, 5320, 5325, 5330, 5340, 6310, 6315, 6320, 6330, 6335, 6350 and 6351 . . . . .	39

**The Majors**

All students must complete the 39 semester hours of cognate courses and be admitted to candidacy before enrolling in the course work for the major:

**Human Resource Administration (15 semester hours)**

HADM 6360 and 6370 . . . . .	6
Nine semester hours from: MGMT 5365, 6364, 6367, 6370, 6387 . . . . .	9

**Health Care Administration (15 semester hours)**

HADM 6360, 6366, 6367, 6368 and 6370 . . . . .	15
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**THE DUAL DEGREE: MS-HA/MBA 2000**

After completing the MS-HA, students may choose to earn a second degree, the MBA 2000. This may be accomplished by taking the following 24 semester hours of courses. Students who majored in management in the MS-HA program will choose three courses, on an individual basis, to replace ACCT 6352, FINA 6330, and MKTG 6310.

	semester hours
ACCT 6352 . . . . .	3
CISM 6360 . . . . .	3
FINA 6330 . . . . .	3
MKTG 6310 . . . . .	3
MGMT 6310, 6318, 6333, 6341 . . . . .	12
	24

Students who have earned the MBA 2000 may earn the MS-HA by taking the following 27 semester hours of course work.

	semester hours
HADM 6320, 6350, 6366, 6367, 6368 and MGMT 6376 . . . . .	27

## Course Descriptions

### NURSING-Associate Degree

#### ADN 1414 Fundamentals of Nursing

Introduces the concepts and skills that comprise the art and science of nursing. Emphasis is on communication, the nursing process and the foundations of nursing practice. Includes 90 clinical hours. Prerequisite: BIOL 1414, 2404, 2414, ENGL 1313, 1323. (A grade of “C” or above is required for each course required for program entry.)

#### ADN 1525 Medical Surgical Nursing I

The first of three courses planned to be taken sequentially, ADN 1525, 1535, 1545. These courses concentrate on nursing care of adult patients in medical and surgical settings. Integrated content consists of: knowledge related to maturation, patient needs, resources, nutrition, and pharmacology. Clinical practice focuses on the use of the nursing process in assessing, analyzing, planning, implementing, and evaluating patient care. Emphasis is given to the following: fluid and electrolyte balance and imbalances, oncological disorders, and dysfunctions of the immune, reproductive, or integumentary systems. The role of the nurse in the care of the perioperative patient is explored. The roles of the nurse as provider of care and manager of care are expanded; the role of the nurse as a member of the profession is introduced. Includes 112.5 clinical hours. Prerequisite: ADN 1414.

#### ADN 1535 Medical Surgical Nursing II

Emphasis is placed on patients experiencing health dysfunctions in the gastrointestinal, renal, respiratory, and cardiovascular systems. There is continued emphasis on the roles of the nurse as provider of care, manager of care and member of the profession. Includes 112.5 clinical hours. Prerequisites: ADN 1414, 1525.

#### ADN 1545 Medical Surgical Nursing III

Emphasis is on patients experiencing health dysfunctions in the musculoskeletal, visual, auditory, neurological, and endocrine systems. The roles of the nurse as provider of care, manager of care and member of the profession are expanded. Includes 112.5 clinical hours. Prerequisites: ADN 1414, 1525, 1535 and satisfactory performance on the Written English Proficiency Exam and Reading Proficiency Exam.

#### ADN 2183, 2283, 2383 Special Topics

A study of selected topics on nursing. Includes application of the nursing process and development of critical thinking skills in the study of a special problem or interest.

**ADN 2515 Mental Health Nursing**

Focuses on the dynamics of mental processes as affected by stress and developmental levels. Emphasis is placed on the nursing process as applied to mental health care. Includes 112.5 clinical hours. Prerequisites: ADN 1414, 1525, 1535; PSYC 1313, 3313.

**ADN 2525 Parent-Newborn Nursing**

Study of reproduction, the expectant family, the birth process and care of the newborn. Includes 112.5 clinical hours. Prerequisite: ADN 1535, PSYC 1313, 3313.

**ADN 2535 Parent-Child Nursing**

Study of the special needs and health dysfunctions of children from infancy through adolescence. Includes 112.5 clinical hours. Prerequisite: ADN 1535, PSYC 1313, 3313.

**ADN 2545 Advanced Clinical Nursing**

Emphasizes the transitional role and function of the Associate Degree Nurse as one moves from student status to one of becoming a registered nurse. The course focuses on the roles of the ADN nurse as care giver to patients with rapidly changing needs; as manager of patient care for a large group of patients; and as member within the profession of nursing. Includes 135 clinical hours. Prerequisite: ADN 2515, 2525, and 2535.

**NURSING-Bachelor's Degree****NURS 2111 Math for Nurses**

An elective course designed to assist the student with the math requirement for demonstrating competence in calculating medication dosages including intravenous fluids. Offered only on a pass/fail basis.

**NURS 2181, 2282, 2383 Special Topics**

This course is designed as guided assistance for students in the achievement of predetermined objectives in selected areas of the curriculum. Available to BSN and ADN students. Prerequisite: Permission of appropriate department chairperson and faculty member.

**NURS 2313 Health Assessment and Promotion**

A study of nursing processes and skills used to gather data and promote health throughout the lifespan. This course includes a holistic approach to the development of interviewing skills for assessment of health history and physical examination skills. The relationships of nutrition, exercise and stress management are studied within the context of health promotion. Three semester hours, including 30 laboratory hours. Prerequisites: CHEM 1404; BIOL 2404, 2414, and 1414 or 3314; PSYC 1313, 2301, and 3313; SPEECH 1313; SOCI 1313; ENGL 1313, 1323; MATH 1313. (Each program entry course must have a grade of "C" or above.)

**NURS 3525 Adult Health I\***

This course concentrates on utilization of the nursing process to promote health and provide care for individuals with common problems and illnesses. Five semester hours, including 112.5 clinical hours. Prerequisites: NURS 2313 and 3616.

**NURS 3535 Adult Health II\***

This course expands study in adult health to include nursing care of persons with major health problems. It includes perioperative care and care of persons undergoing invasive techniques for diagnostic study. Five semester hours, including 112.5 clinical hours. Prerequisites: NURS 2313, 3616, and 3525.

### **NURS 4555 Adult Health III\***

A study in health care of adults and families experiencing serious or critical problems. Nursing process is applied in the scope of critical care and rehabilitative care in meeting the health needs of the individual and family. Five semester hours, including 112.5 clinical hours. Prerequisites: NURS 2313, 3616, 3525, and 3535.

### **NURS 3555 Mental Health/Psychiatric Nursing\***

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 that may influence the nature and quality of mental health care. Emphasis is placed on mental health concepts applicable to increased understanding of self and others. Five semester hours, including 112.5 clinical hours. Prerequisites: NURS 2313, 3616, 3525, and 3535.

### **NURS 3616 Fundamentals of Nursing**

A course planned to enable the learner to acquire skills, knowledge, and attitudes basic to giving quality nursing care. Six semester hours, including 108 clinical hours. Prerequisites: BIOL 2433, NURS 2313, six additional hours of general degree requirements, and successful completion of English, Math, and Reading Proficiency Exams.

### **NURS 4181, 4281, 4381 Special Topics**

The student will select a special problem or interest area in nursing for intensive study. Written objectives and methodology are submitted to the instructor and department chairman for approval to register for this course. Available to BSN students.

### **NURS 4292, 4293 Senior Seminars**

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 knowledge of significant literature in the field of study. In nursing, each of the two seminars includes: six classroom hours of didactic instruction in research, three hours of individual conferences in applied research, and the remaining time in the selected nursing area which may be classroom and/or clinical experiences. Four semester hours. Prerequisites: NURS 3616, 3525, and 3535; approval of the instructor.

### **NURS 4373 Professional Issues in Nursing**

A study of the roles and functions of nurses in today's health care system. It includes development and use of critical thinking skills for dealing with professional issues and ethical dilemmas. An emphasis is made on accountability and responsibility of the professional nurse in a changing society. Three semester hours. Prerequisite: NURS 2313, 3616, 3525, and 3535.

### **NURS 4515 Community Health Nursing**

A study of health care of families and aggregates of people in the community. Nursing process is applied in the scope of community health nursing. Includes a study of the topics: health care delivery in the U.S.A., home health care; family assessment and care, occupational health, and school nursing. Five semester hours, including 112.5 clinical hours. Prerequisites: NURS 2313, 3616, 3525, 3535, 3555, 4525, 4535, and 4555.

### **NURS 4525 Parent-Infant Health\***

Parent-Infant Health is a family-centered course that deals with the application of the nursing process to the care of the expectant family and their neonates. This includes both the wellness and illness aspects of childbearing. Five semester hours, including 112.5 clinical hours. Prerequisites: NURS 2313, 3616, 3525, and 3535.

**NURS 4535 Child Health Nursing\***

This course is a study of the application of the nursing process with the family of the developing individual from infancy through adolescence. This includes a study of application of growth and development, considerations of deviations and care during wellness and illness. Five semester hours, including 112.5 clinical hours. Prerequisites: NURS 2313, 3616, 3525, and 3535.

**NURS 4565 Nursing Management**

This study of leadership 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 nursing care of the adult, parent-child care, and mental health care. The collaborative role of the nurse is stressed. It includes a study of the process of change, decision-making, and effective leadership. Five semester hours, including 135 clinical hours. Prerequisites: NURS 2313, 3616, 3525, 3535, 3555, 4292, 4525, 4535, and 4555.

**NURS 5181, 5281, 5381 Special Topics**

The graduate student will select a special problem or interest area in advanced nursing practice for intensive study. Written objectives and methodology are submitted to the instructor and program director for approval before registration for this course. Available to MSN students.

**NURS 5310 Quantitative Methods in Health Care**

Basic course in descriptive and inferential statistics. Includes such topics as graphical techniques for data presentation, probability concepts and distributions, statistical estimation and inference, and linear regression and correlation.

**NURS 5440 Advanced Physiology and Pathophysiology**

This course is an advanced study of physiologic and pathologic concepts that provide the rationale for wellness promotion and health care planning and decision making to improve patient outcomes. The laboratory provides the student with an in-depth pathophysiological perspective of common and chronic adult and pediatric diseases focusing on the clinical care management of disease process and problem solving for improved patient outcomes. (4 semester hours including 36 laboratory hours).

**NURS 6111 Family Nurse Practitioner Role Development**

An examination of the current health care system from the perspective of the role of the Family Nurse Practitioner. Examines health policy, independent practice issues, FNP knowledge base, professional standards, legal considerations, reimbursement issues and current issues.

**NURS 6112 Congregational Nurse Role Development**

Develops the integration of health care concepts and parish nurse concepts and skills into planning and providing care for individuals, families, aggregates, communities, and societies (IFACS). The church congregation is viewed as a mechanism by which health care is delivered. The importance of Congregational Care as a nursing role is developed and clinically applied.

**NURS 6211 Business Principles for Nursing Practice**

Students develop a business plan for an independent FNP/CNP practice or a clinic. The student learns the skills to develop a basic business plan and to use marketing strategies, operational plans, financial plans, and principles of budgeting.

### **NURS 6241 Advanced Health Assessment, Diagnostic and Therapeutic Interventions I**

This course will focus on the development of advanced skills for the nurse to be able to obtain a comprehensive assessment of the client's health status as a foundation for holistic health care planning and improved patient outcomes. The laboratory is designed to provide the graduate student with the opportunities to develop diagnostic and technical skills in the nurse practitioner role. Includes computer instruction, Includes 15 laboratory and 8 clinical hours. Prerequisites: NURS 5440 and 6320.

### **NURS 6251 Pharmacotherapeutics and Clinical Case Management I**

First course in a pharmacology sequence of two courses. Study of pharmacokinetics, pharmacodynamics, pharmacotherapeutics, and posology in selected drug categories that are applicable across the life span to individuals, families and aggregates. Examines the pharmacological clinical management of common and chronic diseases. Prescriptive and dosage issues involving the practitioner are addressed. Prerequisite: NURS 5440.

### **NURS 6252 Pharmacotherapeutics and Clinical Case Management II**

Second course in a sequence of two courses that studies the pharmacokinetics, pharmacodynamics, pharmacotherapeutics, and posology of selected drug categories which are applicable across the life span to individuals, families and aggregates. Examines the pharmacological clinical management of common and chronic diseases. Prescriptive and dosage issues involving the practitioner are addressed. Prerequisites: NURS 6251.

### **NURS 6304 Congregational Care Nurse I**

Social problems and social/psychological development across the life span provide the conceptual framework for this course. The focus is on congregational needs assessment and planning and development of congregational programs for IFACS. Concepts explored include congregational role application, volunteer development, research, and holistic care processes. Prerequisites: 12 semester hours of nursing major courses, 12 semester hours of psychology support counseling courses, and NURS 6112.

### **NURS 6311 Family Nurse Practitioner Clinical Practice I-Adult Health and Healing**

This course is the first in the primary health care management sequence, designed to help the student integrate wellness and health promotion strategies in the planning and provision of care for individuals, families, aggregates, communities, and societies (IFACS). This clinical course incorporates theories of wellness, health promotion, disease prevention, and health screening to assist adult clients and their families, either through direct intervention or by appropriate referral. The student will assess for and manage common and chronic health problems of adult clients in ambulatory health care settings. The role of the nurse will be examined through the perspective of patient outcomes, efficacy, and efficiency and the management of the adult. Competencies will include the selection of appropriate diagnostic studies, use of pharmacological and other treatment interventions in collaboration with the responsible primary health care providers. (3 semester hours, including 90 clinical laboratory hours). Prerequisites: NURS 6242 and 6252. Corequisite: NURS 6111,

### **NURS 6320 Nursing Theory and the Research Process**

This course is designed to help the student focus on the application of nursing theory to the research process from the problem formulation to analysis and interpretation of data. Quantitative and qualitative methodologies are addressed. The fundamental knowledge needed to plan, implement, and evaluate a research study is provided. This course will also provide the student with the opportunity to analyze nursing theory and its application to advanced nursing practice and research.

### **NURS 6322 Family Nurse Practitioner Clinical Practice II-Geriatric Health and Healing**

Second course in the primary health care management sequence, the course is designed to provide the student with the knowledge and skills required to promote and maintain the health of the aging adult. The course is designed to examine the integration of the aging adult into the environment and society. The role of the nurse is examined through the perspective of patient outcomes/efficacy/efficiency and the clinical management of the aging adult. Prerequisite: NURS 6311.

### **NURS 6333 Family Nurse Practitioner Clinical Practice III-Women's Health and Healing**

This course is the third in the primary health care management sequence. The course is designed to provide the student with the knowledge and skills required promoting and maintaining the health of women. Learning activities will foster the development of skills in evaluating patient outcomes and nursing efficacy/efficiency in the nursing assessment, diagnosis, and management of the common and chronic adaptive responses of women. Content areas will include health care needs of the maternity client, and selected health conditions of males as they relate to women's health care. Physiological changes related to the climacteric will be addressed in depth. Prerequisite: NURS 6322.

### **NURS 6342 Advanced Health Assessment, Diagnostic and Therapeutic Interventions II**

Focuses on the elaboration of clinical wellness and health assessment skills that are applicable across the life span to individuals, families and the community. With the goal of health promotion and improved outcomes, each nurse will conduct an in-depth patient assessment and analyze aggregate data to arrive at client, family and community nursing diagnoses, plan of care, and improved outcomes for individuals, families and aggregates. Prerequisites: NURS 6241 and 6350.

### **NURS 6344 Family Nurse Practitioner clinical Practice IV-Children's Health and Healing**

This course is the fourth in the primary health care management sequence. The focus is on the health promotion/maintenance and the clinical management of adaptive responses of infants, children and adolescents. Emphasis is placed on the recognition and management of common and chronic child health problems; included also will be content relative to child growth and development and parenting behaviors. Prerequisite: NURS 6333.

### **NURS 6350 Epidemiology in Health Care**

This course provides the understanding of the nature, cause, control, and determinants of the frequency and distribution of disease, disability, and death in human populations. The course includes the use of scientific methodology and research design with concepts of multiculturalism. Prerequisite: NURS 5310. (Offered also as HADM 6350.)

### **NURS 6406 Congregational Care Nurse II**

This course focuses on the identification of individual and family problems and the referral and accessing of assistance using a holistic care framework. Intra-congregational support systems will be developed for organizing congregational outreach. Individual/family health and healing concepts will be addressed. Includes 90 clinical hours. Prerequisite: NURS 6304.

### **NURS 6408 Congregational Care Nurse III**

This course provides continuation of the application of health and healing concepts in a holistic care framework to the congregation as a community within society. Continued emphasis on referrals and community resource utilization. Prerequisite: NURS 6406.



### **NURS 6455 Family Nurse Practitioner Preceptorship**

This is the fifth and final course in the primary health care management sequence. It is a capstone experience for the student. The student is allowed to focus on one or more of the previous four clinical practice roles (adult, geriatrics, women's health, pediatrics). The student may opt for block clinical experience in medical missionary settings determined by the availability of the setting. Prerequisite: NURS 6211, 6344, and HADM 6315; in addition for FNP-CC, PSYC 5312 and 5313.

\* A nurse currently registered to practice nursing in Texas may qualify for credit by examination for the courses NURS 3525, 3535, 3555, 4525, 4535, and 4555. Credit is given for NURS 3616.

# CENTER FOR HEALTH STUDIES

## Graduate Programs

The Center for Health Studies is the shared responsibility of three Colleges: the College of Business and Economics, the College of Nursing, and the College of Education and Behavioral Sciences. The alliance of multidisciplinary faculties is designed to enrich the educational opportunities for health care professionals who will function in a rapidly changing world of biotechnology and health care reform. The multidisciplinary aspect of the Center for Health Studies is a unique approach based on the belief that the health care demands of a diverse society can only be addressed through a multidisciplinary knowledge base.

The Center for Health Studies offers two graduate programs with a variety of majors and options. The graduate programs are a Master of Science in Health Administration and a Master of Science in Nursing.

### **MASTER OF SCIENCE IN HEALTH ADMINISTRATION**

The Master of Science in Health Administration (MS-HA) program consists of two components and requires 54 semester hours of coursework. The first component is a 39-hour cognate area. The cognate area provides a broad foundation of courses needed by all health administrators.

The second component is the selected major. The major consists of 15 semester hours of coursework and may be selected from four areas. The two available majors are:

Health Care Administration

Human Resource Administration

The University also offers a dual degree option. After the completion of the Master of Science in Health Administration coursework, the student may elect to continue in the University's MBA 2000 program. The student must meet admission requirements to the MBA program before enrolling in the MBA 2000 courses.

### **Certification in Health Administration**

In addition to the MS-HA, the Health Administration program offers a 24 semester hour certificate program. This program may be completed separately or in conjunction with the MS-HA. Students who complete the certificate program and, within five years decide to pursue the MS-HA, may apply the 24 semester hours towards the MS-HA. Admission requirements for the certification program are the same as the admission requirements for the MS-HA degree program. The following courses must be completed by the student seeking the Certification in Health Administration: HADM 5310, 5316, 5320, 5325, 5330, 6310, 6315, and 6320.

### **Master of Science in Health Administration**

Students enrolled in the Master of Science in Health Administration must take 39 semester hours of cognate courses and 15 semester hours of a major. The cognate courses are: HADM 5310, 5316, 5320, 5325, 5330, 5340, 6310, 6315, 6320, 6330, 6335, 6350, and 6357.

## **The Majors**

All students must complete the 39 semester hours of cognate courses and be admitted to candidacy before enrolling in the coursework for the major:

Human Resource Administration (15 semester hours): HADM 6360, 6370, and nine semester hours from MGMT 5365, 6364, 6367, 6370, or 6387.

Health Care Administration: (15 semester hours): HADM 6360, 6366, 6367, 6368, 6370.

## **The Dual Degree: MS-HA/MBA 2000**

After completing the MS-HA, students may choose to earn a second degree, the MBA 2000. This may be accomplished by taking the following 24 semester hours of courses: ACCT 6352, MKTG 6310, MGMT 6318, 6341, 6343, 6309, 6344, and 6351 or 6373.

Students who have earned the MBA 2000 may earn the MS-HA by taking the following 27 semester hours of coursework: HADM 6320, 6350, 6366, 6367, 6368 and MGMT 6376.

## **Course Descriptions**

### **HEALTH ADMINISTRATION**

#### **HADM 5310 Quantitative Methods in Health Care**

Basic course in descriptive and inferential statistics. Includes such topics as graphical techniques for data presentation, probability concepts and distributions, statistical estimation and inference, and linear regression and correlation.

#### **HADM 5316 Managing Transformations in Health Care Organizations**

This course focuses on theories of organizational behavior and the role of the human resource manager in implementing change in a rapidly changing health care environment.

#### **HADM 5320 Accounting for Health Care**

Application of current accounting and financial procedures within the health care organization. Topics covered include ratio analysis, cost accounting, rate setting, capital budgeting, sources of financing, cash management, variance analysis, and current issues.

#### **HADM 5325 Health Care Economics**

Central problems in the economics of health will be discussed in the context of a variety of conceptual and empirical models. The allocation of scarce resources among alternative uses to achieve the best results will be analyzed from the perspectives of the public interest and the private interest, efficiency and equity, and the present and future economies.

#### **HADM 5330 Quantitative Decision-Making for Health Care**

A course designed to teach the applications of operation research methods to management problems in the health care environment, with emphasis on decision-making using problem solving models. Prerequisite: HADM 5310.

### **HADM 6310 Health Care Concepts and Analysis**

Systematic examination of the nature and use of current economics, wellness, health care, nursing, and behavioral, social, and natural science theories and their implications for planning and decision-making for promoting health.

### **HADM 6315 Health Care Jurisprudence and Ethics**

Past perspectives and current trends in wellness and health care delivery are used to teach a valuational orientation to wellness and health care via studies in ethics, aesthetics, and social issues. The course focuses on the concepts of biomedical ethics, health care access, cost and social policy in a rapidly changing health care delivery system. Legal and ethical responsibilities of the health care administrator are developed.

### **HADM 6320 Health Policy Regulations**

This course concentrates on the health policies that have been developed in the private and public sectors and the control procedures used to implement these policies.

### **HADM 6330 Financial Management of Health Services**

Provides an overview of the primary facets of health care financial management. Includes such topics as capital finance, working capital management, intermediate reimbursement theory, financing indigent care, and cost containment. Focuses on theory and applications for such topics as capital financing, managed care contracting, internal audit and control issues, tax status and performance reporting and analysis for specific health care entities.

### **HADM 6335 Health Care Management Information Systems**

Systems concepts, quantitative methods, and information systems applied to management problems in health care institutions and community health planning.

### **HADM 6350 Epidemiology for Health Care**

This course provides the understanding of the nature, cause, control, and determinants of the frequency and distribution of disease, disability, and death in human populations. The course includes the use of scientific methodology and research design with concepts of multiculturalism.

### **HADM 6351 Research in Health Care**

This course focuses on business and health research processes, outcomes measurement, process/outcome relationships and methods for process improvement in health organizations.

### **HADM 6360 Field Experience**

This course is a capstone field, clinical, practicum, or internship experience designed to integrate current health administration theoretical concepts into a capstone experience. Cognitively, the student is expected to synthesize curricular concepts and apply those concepts to the actual working health care environment. A written project is to be developed and completed. Consists of three semester hours, including 100 classroom hours and field, clinical, practicum, or internship hours. Prerequisites: designed to be the last three semester hours in the program: taken concurrently with HADM 6370; all cognate and major courses must be completed prior to enrollment for this course.

### **HARM 6366, 6367, 6368 Health Care Administration I, II, III**

A series of three courses designed to familiarize the student with current Health Care Administration concepts related to integrated delivery system development, construction, and management. Due to the changing nature of the current health care delivery environment, topics and assignments will change to reflect the most current issues, research and practices.

### **HADM 6370 Strategic Planning and Marketing in Health Care**

This course provides a model for the formulation of strategic planning processes in the competitive health care field, including alternative delivery systems. Focuses on definition of mission external analysis, goal development, and generation of alternatives and their selection. Marketing of specific health care entities, theories, and practices are discussed.

# **COLLEGE OF SCIENCE AND MATHEMATICS**

# COLLEGE OF SCIENCE AND MATHEMATICS

The College of Science and Mathematics includes courses in biology, chemistry, engineering science, mathematics, medical technology, nuclear medicine technology, and physics.

## DEPARTMENT OF BIOLOGY

All biology majors not seeking teacher certification must take 31 hours of biology including BIOL 2473, 2474, 2475, 3444, four hours of senior seminars in biology, at least eleven additional hours of upper level biology, and CHEM 2413 2414. (No more than four hours of BIOL 4292 may be counted toward completion of the biology major.) All science majors except for mathematics majors must include **Principles of Research** as two semester hours of their senior seminar requirement. It may be taken as BIOL 4290, CHEM 4290, or PHYS 4290.

Students seeking teacher certification to teach biology in either elementary or secondary school are required to take 24 hours of biology including BIOL 2473, 2474, 2475, 3444, 4296 Principles of Research, 2 additional hours of senior seminar and 4 additional upper level hours. Students seeking elementary certification must take CHEM 1404. Students seeking secondary certification are required to take CHEM 2413, 2414.

## DEPARTMENT OF CHEMISTRY

All chemistry majors are required to take 36 hours in chemistry including 2413, 2414, 2423, 3121, 3313, 3333, 3443, 4262, 4414, 4373, and 4 semester hours of senior seminars. PHYS 2413 and PHYS 2423 are required for CHEM 3443 and CHEM 4414. All science majors except for mathematics must include Principles of Research as two semester hours of their senior seminar requirement. It may be taken as BIOL 4290, CHEM 4290, or PHYS 4290. Students desiring teacher certification to teach chemistry in either elementary or secondary school are required to take 29 hours in chemistry including CHEM 2413, 2414, 2423, 3313, 3333, 3121, 4262, 4414 and 4 semester hours of senior seminars. For students preparing for graduate study or employment as a chemist, CHEM 4102, 4323, and 4433 are recommended.

## 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. Since the computer has become such an important part of the problem-solving world, the student is also required to take at least one course in computer languages in which mathematical concepts are included. Mathematics majors are required to take 34 hours in mathematics including the following courses: MATH 2434, 2444, 3414, 3323, 3333, 3353, 4313 or 4333, senior seminars 4292 and 4293, 3 additional upper level hours in mathematics, and 3 hours of a science oriented computer programming language. Students desiring certification to teach math in elementary school are required to take 27 hours of math, including MATH 1313, 1434, 2316, 2434, 9 advanced hours in mathematics, and

senior seminars 4296 and 4291. Students desiring teacher certification to teach math in secondary school are required to take 32 hours of math, including MATH 1434, 2316, 2434, 2444, 3414, 3314, 3323, 3353, and senior seminars 4290 and 4291.

## **ENGINEERING**

The requirements for the engineering program are detailed in the “Engineering” section under “The Undergraduate Academic Program.”

## **PHYSICS**

The physics curriculum is designed to prepare students for graduate work in physics or a career in industry and emphasizes theoretical, experimental, and computational skills. All physics majors must take 34 hours in physics including 2333, 2413, 2423, 3313, 3323, 3413, 4323, 4343, four hours of Senior Seminar including 4290, and three additional hours in physics with the exception of PHYS 1463, 1401 or 1411, and CHEM 2413 and 2414.

# **COLLEGE OF SCIENCE AND MATHEMATICS**

## **Course Descriptions**

### **BIOLOGY**

#### **BIOL 1101,1102,1103 Patient Advocate**

This course is designed for students considering medical school. It consists of classroom activities and experiences in an emergency room at a hospital. It is designed to allow students to get “a real world” feeling for what medicine is like from both the point of view of the health care provider and from the point of view of the patient and the patient’s family. Offered on a pass-fail basis only. Prerequisite: Permission of instructor.

#### **BIOL 1404 Introductory Biology**

This course is a general survey of biology including the study of plants, animals, ecology, and some marine biology. Includes one semester hour credit for laboratory sessions. This course cannot be applied toward a biology major.

#### **BIOL 1414 Introductory 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 one semester hour credit for laboratory sessions. Cannot be counted for credit toward biology major.

#### **BIOL 2181, 2281, 2381, 2481 Special Topics**

Topics are selected based on student needs and the academic qualifications of staff.

#### **BIOL 2404 Human Anatomy and Physiology I**

The course deals with the anatomical description and functions of the systems of the human body. Emphasis is placed upon the interrelationship between structure and function with maintenance and homeostasis being the unifying principle. Includes one semester hour credit for laboratory sessions.



**BIOL 2414 Human Anatomy and Physiology II**

The course deals with the anatomical description and functions of the systems of the human body. Emphasis is placed upon the interrelationship between structure and function with maintenance and homeostasis being the unifying principle. Includes one semester hour credit for laboratory sessions. Prerequisite: BIOL 2404.

**BIOL 2433 Pathophysiology**

A general study of structure and function of human cells including the basic cellular requirements for life. The importance of fluid distribution, fluid volume and fluid balance along with abnormal deviations will be covered. The student will obtain an understanding of the pathology of the cardiovascular system, nervous system, endocrine system, and musculo-skeletal system. Includes one semester hour credit for laboratory sessions. Prerequisite: BIOL 2414 or BIOL 2473.

**BIOL 2473 General Biology I: Cellular and Molecular Biology**

This course is required of all biology majors. Topics include; biological chemistry, cellular structure and function, energy transformations, DNA, RNA, protein synthesis, and the theory of evolution. Includes one semester hour credit for laboratory sessions.

**BIOL 2474 General Biology II: Diversity of Life, Botany, and Ecology**

This course is required of all biology majors. Topics include biological diversity, plant biology, and ecology. Includes one semester hour credit for laboratory sessions. Prerequisite: BIOL 2473.

**BIOL 2475 General Biology III Animal Structure and Life Processes**

This course is required of all biology majors. Topics include; animal tissues, animal structure, and life processes. Includes one semester hour credit for laboratory sessions. Prerequisite: BIOL 2473.

**BIOL 3414 Microbiology**

This course is a general survey of the microorganisms and includes the morphology, physiology, and control of the organisms most important to humans. The microbiology of soil, food, water, and disease will be considered. Includes one semester hour credit for laboratory sessions. Prerequisite: four semester hours of Chemistry and six semester hours of Biology.

**BIOL 3424 Parasitology**

This course is a study of the important parasites, with special attention to those affecting the life of humans. Morphology, taxonomy, and life histories will be considered. Includes one semester hour credit for laboratory sessions. Prerequisite: BIOL 2473, 2474, and 2475.

**BIOL 3444 Genetics**

This course deals with the molecular and chromosomal basis of inheritance. Topics include Mendelian and non-Mendelian inheritance, population genetics, and molecular genetics. Includes one semester hour credit for laboratory sessions. Prerequisites: BIOL 2473, 2474, and 2475.

**BIOL 3454 General Physiology**

This course deals with the function of selected organ systems invertebrates with the major emphasis on humans. Mechanisms of kidney function, circulation, respiration, nerve transmission, muscular contraction, endocrine function, and digestion are discussed in detail. Includes one semester hour credit for laboratory sessions. Prerequisites: CHEM 2413 and 2414, BIOL 2473, 2474, and 2475. CHEM 3313-3333 and PHYS 2413 and 2423 are strongly recommended.

### **BIOL 3464 Comparative Vertebrate Anatomy**

A comparative study of the anatomy of representative vertebrates which stresses the patterns and interrelationship among vertebrates. A foundation is also provided for understanding the functions of vertebrate organs and systems. Includes one semester hour credit for laboratory sessions. Prerequisite: BIOL 2473, 2474, and 2475.

### **BIOL 4181, 4281, 4381, 4481 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, endocrinology, biotechniques, cytogenetics, molecular biology, pharmacology, neuroscience, etc. Laboratory may or may not be included. If regular lectures are not given, a minimum of 30 hours for each hour credit must be included. Prerequisites: BIOL 2473, 2474, and 2475.

### **BIOL 4290 Senior Seminar: 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 **Undergraduate Degree Requirements**.

### **BIOL 4291 Senior Seminar: Topic Research Project**

A topic of current research interest 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. Prerequisites: Note 7 under **Undergraduate Degree Requirements**; completion or concurrent enrollment in BIOL 4290.

### **BIOL 4292 Senior Seminar: Laboratory Research Project**

One quarter of laboratory research (4292) is required for a student majoring in two areas of science. The execution of the research will emphasize the application of the fundamentals presented in 4299. 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. Attendance is required. Prerequisites: Completion or concurrent enrollment in BIOL 4290.

### **BIOL 4343 Neuroscience**

This course surveys the organization and functioning of the human nervous system. Action potentials and synaptic transmissions are emphasized. Sensory systems and movement are also considered along with new models that illustrate the function of memory systems. Prerequisites: BIOL 2473, 2474, 2475.

### **BIOL 4363 Medical Microbiology**

A study of microbial organisms that cause disease in humans. The characteristics of each pathogen are discussed along with its pathogenesis and pathology. Prerequisite: BIOL 2473, 2474, 2475, and 3414.

### **BIOL 4423 Histology**

A study of the fine structure of normal human 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 one semester hour credit for laboratory sessions. Prerequisites: BIOL 2473, 2474, and 2475.

### **BIOL 4433 Embryology**

This is a study of the normally developing human from conception through birth. Common congenital defects are briefly discussed. Includes one semester hour credit for laboratory sessions. Prerequisites: BIOL 2473, 2474, and 2475.

### **BIOL 4444 Virology**

An introduction to the principles of animal virology. The classification and replicative cycles of viruses are compared to their pathogenic mechanisms. Viral oncogenes and modern anti-viral chemotherapy and immunization are discussed. Includes one semester hour credit for laboratory. Prerequisites: BIOL 2473, 2474, 2475, and 3444.

### **BIOL 4464 Immunology**

An introductory study of the biological and clinical approaches to immunology. Discussions center on the mechanisms responsible for various clinical syndromes as well as basic immunological phenomena such as antibody diversity, T cell receptor diversity, antigen presentation, signaling across cellular receptors, and cell activation. Includes one semester hour credit for laboratory. Prerequisites: BIOL 2473, 2474, 2475, and 3444.

## **CHEMISTRY**

### **CHEM 1404 Introductory Chemistry**

This course discusses some of the fundamental concepts in inorganic chemistry and biological chemistry, and explores their social and medicinal relevance. Includes one semester hour credit for laboratory sessions. This course cannot be applied toward a chemistry major.

### **CHEM 2181, 2281, 2381, 2481 Special Topics**

Topics are selected on basis of students' need and academic qualifications of staff. Laboratory may not be included.

### **CHEM 2413 Chemical Concepts**

This is a study of the structure and properties of atoms and molecules and of the reactions they undergo. Includes one semester hour credit for laboratory sessions. Prerequisite: MATH 1313.

### **CHEM 2414 Chemical Principles**

This is a continuation of CHEM 2413 and culminates in the study of chemical equilibria. Includes one semester hour credit for laboratory sessions that are devoted to qualitative analysis. Prerequisite: CHEM 2413.

### **CHEM 2423 Quantitative Analysis**

This is a study of the basic principles of analytical chemistry, including stoichiometry, homogeneous and heterogeneous equilibria. Includes one semester hour credit for laboratory work that includes both volumetric and gravimetric analysis as well as introduction to instrumental analysis. Prerequisite: CHEM 2414.

### **CHEM 3121 Organic Chemistry Laboratory**

This course provides experience with basic organic laboratory techniques and simple organic chemistry. Prerequisite: CHEM 3313 or concurrent registration.

### **CHEM 3313-3333 Organic Chemistry**

This course is a study of the fundamental theories and principles of organic chemistry. Prerequisite: CHEM 2414. (CHEM 3313 is a prerequisite for CHEM 3333.)

### **CHEM 3443 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 one semester hour credit for laboratory sessions. Prerequisite: CHEM 2423, 4262 and PHYS 2423.

### **CHEM 4102 Physical Chemistry Laboratory**

Experiments in thermochemistry, chemical equilibria, phase equilibria, chemical kinetics, electrochemistry and molecular structure. Includes one semester hour credit for laboratory sessions. Prerequisite: CHEM 4414.

### **CHEM 4181, 4281, 4381, 4481 Special Topics**

Topics are selected on basis on students' need and academic qualifications of staff. If regular lectures are not given, a minimum of 30 hours for each hour credit must be included. Laboratory may or may not be included.

### **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 and 3121.

### **CHEM 4299 Senior Seminar: 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 **Undergraduate Degree Requirements**.

### **CHEM 4291 Senior Seminar: Topic Research Project**

A topic of current research interest in chemistry 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. Prerequisites: Note 7 under **Undergraduate Degree Requirements** completion or concurrent enrollment in CHEM 4290.

### **CHEM 4292 Senior Seminar: Laboratory Research Project**

One quarter of laboratory research (4292) is required for a student majoring in two areas of science. 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 research group. Attendance is required. Prerequisites: Note 7 under **Undergraduate Degree Requirements** completion or concurrent enrollment in CHEM 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. Includes one semester hour credit for laboratory sessions. Prerequisite: CHEM 4414.

### **CHEM 4433 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 one semester hour credit for laboratory sessions. Prerequisites: CHEM 2423, 3443, PHYS 2413, 2423, CHEM 4414 or concurrent registration in this course.

### **CHEM 4373 Biochemistry**

This course is a study of the more important 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.

### **CHEM 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. Includes one semester hour credit for laboratory sessions. Prerequisites: CHEM 2423, PHYS 2413, 2423. (Offered also as PHYS 4414).

## **ENGINEERING SCIENCE**

### **ENGR 1301 Introduction to Engineering**

An introduction to the engineering profession, including registration, ethics, and an introduction to the different fields of engineering. Topics include: a review of basic mathematical skills required for engineering, including operations with vectors, matrices, and complex numbers; the use of graphing calculators and computer algebra systems; an introduction to engineering analysis and design techniques; and the use of word processors, spreadsheets, and computer-aided-design software in engineering. Includes one semester hour credit for laboratory sessions.

### **ENGR 2313 Introduction to Programming in FORTRAN**

An introduction to computer programming using FORTRAN, with applications from science and engineering. Topics include algorithm design, elements of FORTRAN, and applications. Prerequisites: MATH 2434 or consent of the instructor. (Offered also as CISM 2343 and MATH 2313.)

### **ENGR 3300 Engineering Problem-Solving and Computing**

An introduction to problem-solving techniques using computer software designed for engineering applications. Includes solutions to problems involving mechanical and electrical systems, matrices and eigenvalues, differential equations, and numerical methods. Prerequisites: ENGR 1301 and MATH 2444 or consent of the instructor. (Offered also as MATH 3300.)

### **ENGR 3301 Statics**

Composition and resolution of forces, moments, free-body diagrams, structural analysis, friction, centroids, equilibrium, and moments of inertia. Prerequisites: ENGR 1301, MATH 2444, and PHYS 2423 or consent of the instructor. (Offered also as PHYS 3301.)

### **ENGR 3302 Dynamics**

Kinematics and dynamics of particles and rigid bodies using concepts of force, mass and acceleration, work and energy, impulse and momentum, and an introduction to mechanical vibrations. Prerequisites: ENGR 1301, ENGR 3301, and credit for or concurrent enrollment in MATH 3333. (Offered also as PHYS 3302.)

### **ENGR 3401 Electrical Circuits**

Electric circuit network analysis including Kirchhoff's laws, sinusoidal steady-state analysis, inductors, capacitors, power, and the use of sensors and transducers. Includes one semester hour credit for laboratory sessions. Prerequisites: ENGR 1301, MATH 2444, and credit for or concurrent enrollment in MATH 3333. (Offered also as PHYS 3401.)

## **MATHEMATICS**

### **MATH 1304 Introductory Algebra**

The quantitative tools required in a modern society, including a brief review of arithmetic, graphical representation of data, and beginning 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. This course may not be counted as part of the mathematics major.

### **MATH 1313 College Algebra**

Evaluating and manipulating algebraic expressions, the laws of exponents, polynomials, factoring, rational expressions, radicals, the quadratic formula, solving equations and inequalities, systems of linear equations, an introduction to graphing, and applications. Students with no previous exposure to algebra should take MATH 1304 before MATH 1313. MATH 1313 may not be counted as part of mathematics major except by students seeking elementary teaching certification. Prerequisite: MATH 1304 or a satisfactory score on a placement test given the first day of class.

### **MATH 1314 Finite Mathematics**

This course is a survey of elementary quantitative ideas and mathematical techniques for students majoring in business. Topics covered include matrix algebra, linear programming, introduction to probability theory, and the mathematics of finance. This course may not be counted as part of the mathematics major. Prerequisite: MATH 1313 or the equivalent.

### **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 or permission of the instructor. This course may not be counted as part of the mathematics major.

### **MATH 1434 Precalculus Mathematics**

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. Includes one semester hour credit for laboratory sessions. Prerequisite: MATH 1313 and some familiarity with trigonometry or permission of the instructor.

### **MATH 2181, 2281, 2381, 2481 Special Topics**

Topics are selected on the basis of students' needs and the academic qualifications of the staff. A minimum of 30 hours of study is required for each semester hour of credit.

### **MATH 2313 Introduction to Programming in FORTRAN**

An introduction to computer programming using FORTRAN, with applications from science and engineering. Topics include algorithm design, elements of FORTRAN, and applications. Prerequisites: MATH 2434 or consent of the instructor. (Offered also as CISM 2343 and ENGR 2313.)

### **MATH 2314 Introduction to Programming in C**

An introduction to the C programming language, including topics in the design of algorithms, mathematical problem solving, graphics, debugging, data storage and retrieval, and the use of pointers. Prerequisite: MATH 1313. (Offered also as CISM 2314.)

**MATH 2316 Introduction to Programming in PASCAL**

Using the PASCAL language for writing mathematical programs. This course introduces structured programming, algorithmic processes, information structures, and programming style. Prerequisite: MATH 1313 or permission of the instructor. (Offered also as CISM 2316).

**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. Includes one semester hour credit for laboratory sessions. Prerequisite: MATH 1434 or permission of the instructor.

**MATH 2444 Calculus II**

A continuation of Mathematics 2434.

Topics include: integration of logarithmic, exponential, inverse trigonometric, and hyperbolic functions, techniques and applications of integration, improper integrals, L'Hopital's Rule, and infinite series. Includes one semester hour credit for laboratory sessions. Prerequisite: MATH 2434.

**MATH 3300 Engineering Problem-Solving and Computing**

An introduction to problem-solving techniques using computer software designed for engineering applications. Includes solutions to problems involving mechanical and electrical systems, matrices and eigenvalues, differential equations, and numerical methods. Prerequisites: ENGR 1301 and MATH 2444 or consent of the instructor. (Offered also as ENGR 3300.)

**MATH 3314 Probability and Statistics**

A mathematical development of the basic concepts of probability and statistics, emphasizing the theory of discrete and continuous random variables, with applications in science. Topics include descriptive statistics, probability theory, random variables, expected value, probability density functions, probability distributions, and an introduction to statistical inference. Prerequisite: MATH 2434.

**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, numerical solutions, and Laplace transforms. Prerequisite: MATH 2444.

**MATH 3353 Modern Abstract Algebra**

An introduction to algebraic structures. Topics include sets, operations, relations, groups, subgroups, equivalence classes, Lagrange's Theorem, homomorphisms, rings, and ideals. Prerequisite: MATH 3323.

### **MATH 3383 Mathematical Methods for Science and Engineering**

Advanced techniques in applied mathematics for students of science and engineering, with topics from partial differential equations, Laplace transforms, Fourier series, complex analysis, and vector analysis. Prerequisites: Credit for or concurrent enrollment in MATH 3333, 3414. (Offered also as PHYS 3383).

### **MATH 3414 Calculus III**

A continuation of MATH 2444. Topics include: space geometry, vector calculus in three dimensions, partial derivatives, the total differential, line integrals, multiple integrals, and applications. Includes one semester hour credit for laboratory sessions. Prerequisite: MATH 2444.

### **MATH 4181, 4281, 4381, 4481 Special Topics**

Topics are selected on basis of students' need and academic qualifications of staff. A minimum of 30 hours for each hour credit must be included. One semester hour credit for laboratory sessions may or may not be included.

### **MATH 4290, 4291 Senior Seminar**

Topics of special interest to students obtaining teacher certification in math with emphasis on individual study of assigned topics. Both written and oral reports are required. See Note 7 under **Undergraduate Degree Requirements**.

### **MATH 4292, 4293 Senior Seminar**

This seminar emphasizes individual study of assigned topics. Both written and oral reports are required. See Note 7 under **Undergraduate Degree Requirements**.

### **MATH 4313 Advanced Calculus**

This course is an introduction to mathematical analysis. Topics include: sequences and series, topology of the real line, functions, limits, continuity, differentiation and integration. Prerequisites: MATH 3323 and 3414.

### **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. Prerequisites: MATH 3323 and 3414.

## **PHYSICS**

### **PHYS 1401 Physics for the Liberal Arts Mind**

A descriptive course designed for non-science majors with no previous knowledge of physics. Traces the development of our current understanding of physics from classical mechanics to modern physics, with emphasis on conceptual understanding. Also covered are the role of physics in society and the impact of modern physics on philosophy and ethics. Includes one semester hour credit for laboratory sessions. Prerequisite: MATH 1313 or permission of the instructor.



**PHYS 1403 Physics of Sound**

This course is an introduction to the physical principles behind sound and music. Topics include the fundamental theory of vibration, sound waves and propagation, diffraction and interference, free, coupled and driven oscillations, resonance and oscillation modes. The anatomy and psychophysics of the ear is also covered as well as musical scales, and the nature of sound from the musical instruments. The course includes one semester hour credit for laboratory experiments. Prerequisite: MATH 1313 or permission of the instructor. Basic knowledge of musical notation recommended.

**PHYS 1411 Astronomy and the Universe**

Designed for non-science majors, this course is an overview of the solar system, astronomical instruments, the origin and evolution of stars, galaxies, black holes, quasars, cosmology, and the structure and origin of the universe. Concepts and critical thinking are strongly emphasized. The course includes one semester hour credit for laboratory investigations consisting of computer work and observation sessions. Prerequisite: MATH 1313 or permission of the instructor.

**PHYS 2181, 2281, 2381, 2481 Special Topics**

Topics are selected based on students' need and academic qualifications of staff. A minimum of 30 hours for each hour credit must be included. One semester hour credit for laboratory sessions may or may not be included.

**PHYS 2343 Introductory Theoretical Physics**

Designed as an introduction to mathematical methods used in classical mechanics, electromagnetism and quantum mechanics. Topics include separation of variables and solving Laplace's equation, special functions, differential and integral vector calculus, complex variables, and an introduction to tensor analysis. Prerequisites: PHYS 2423, MATH 2444, 3333.

**PHYS 2413 Principles of Physics I**

An introduction to Newton's laws of motion, gravitation, fluids, sound, and heat. Includes one semester hour credit for laboratory sessions. Prerequisite: MATH 2434.

**PHYS 2423 Principles of Physics II**

An introduction to the physical principles of thermodynamics, kinetic theory, statistical mechanics, electricity, magnetism, simple AC and DC circuits, and geometric wave optics. Includes one semester hour credit for laboratory sessions. Prerequisite: PHYS 2413.

**PHYS 3301 Statics**

Composition and resolution of forces, moments, free-body diagrams, structural analysis, friction, centroids, equilibrium, and moments of inertia. Prerequisites: ENGR 1301, MATH 2444, and PHYS 2423 or consent of the instructor. (Offered also as ENGR 3301.)

**PHYS 3302 Dynamics**

Kinematics and dynamics of particles and rigid bodies using concepts of force, mass and acceleration, work and energy, impulse and momentum, and an introduction to mechanical vibrations. Prerequisites: ENGR 1301, ENGR 3301, and credit for or concurrent enrollment in MATH 3333. (Offered also as ENGR 3302.)

**PHYS 3313 Mechanics**

Topics include single-particle Newtonian mechanics, oscillations, gravitation, calculus of variations, Lagrangian and Hamiltonian dynamics and central-force motion. Prerequisites: PHYS 2333, and MATH 3333.

### **PHYS 3323 Electricity and Magnetism**

Topics include solving Laplace's and Poisson's equation, method of images, multi-pole expansion, electrostatics and magnetostatics in the presence of matter, Maxwell's equations, electromagnetic waves and radiation. PHYS 2333, and MATH 3333.

### **PHYS 3353 Computer Models in Physics**

Introduction to scientific computing and its applications to physics problems. Topics include the finite-difference method, numerical integration, and simulation of orbital mechanics. The students will complete a computer model project that applies to their specific field of interest. Prerequisites: PHYS 2423, MATH 2444, and either CISM 2343 or 2314.

### **PHYS 3383 Mathematical Methods for Science and Engineering**

Advanced techniques in applied mathematics for students of science and engineering, with topics from partial differential equations, Laplace transforms, Fourier series, complex analysis and vector analysis. Fourier series. Prerequisites: Credit for or concurrent enrollment in MATH 3333, 3414. (Offered also as MATH 3383).

### **PHYS 3401 Electrical Circuits**

Electric circuit network analysis including Kirchhoff's laws, sinusoidal steady-state analysis, inductors, capacitors, power, and the use of sensors and transducers. Includes one semester hour credit for laboratory sessions. Prerequisites: ENGR 1301, MATH 2444, and credit for or concurrent enrollment in MATH 3333. (Offered also as ENGR 3401.)

### **PHYS 3413 Modern Physics I**

An introduction to special relativity, pre-quantum physics and basic concepts of quantum mechanics and atomic structure. Includes one semester hour credit for laboratory sessions designed as investigations of optical phenomena and fundamental constants. Prerequisites: PHYS 2433, MATH 3333.

### **PHYS 3423 Modern Physics II**

A continuation of PHYS 3413. Topics include many-electron atoms, molecules, solid state, nuclear structure, and elementary particles. Includes one semester hour credit for laboratory sessions. Prerequisite: PHYS 3413.

### **PHYS 4181, 4281, 4381, 4481 Special Topics**

Topics are selected on basis of students' need and academic qualifications of staff. If regular lectures are not given, a minimum of 30 hours for each hour credit must be included. One semester hour credit for laboratory sessions may or may not be included.

### **PHYS 4290 Senior Seminar: 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 **Undergraduate Degree Requirements**.

### **PHYS 4291 Senior Seminar: Topic Research Project**

A topic of current research interest 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. Prerequisites: Note 7 under **Undergraduate Degree Requirements**; completion or concurrent enrollment in PHYS 4290.

**PHYS 4292 Senior Seminar: Laboratory Research Project**

One quarter of laboratory research is required for a student majoring in two areas of science. The execution of the research will emphasize the application of the fundamentals presented in 4299. 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 Research Group. Prerequisites: Note 7 under Undergraduate Degree Requirements; completion or concurrent enrollment in PHYS 4290.

**PHYS 4323 Thermodynamics and Statistical Mechanics**

Properties of gases, the laws of thermodynamics, thermodynamic potentials, canonical systems and fermi/bose systems. Prerequisites: PHYS 2333.

**PHYS 4343 Introduction to Quantum Mechanics I**

Foundations of quantum mechanics, Schroedinger's equation with applications such as the square well, harmonic oscillator, hydrogen atom, and electron spin. Prerequisites: PHYS 2333, 3413, and MATH 3333.

**PHYS 4344 Introduction to Quantum Mechanics II**

Continuation of PHYS 4343 covering quantum mechanics of identical particles, time-independent perturbation theory, the variational principle, WKB approximation, and time-dependent perturbation theory. Prerequisite: PHYS 4343.

**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. Includes one semester hour credit for laboratory sessions. Prerequisites: CHEM 2423, PHYS 2413, 2423. (Offered also as CHEM 4414)

# THE DIVISION OF EXTENDED EDUCATION

The Division of Extended Education was created November, 1995. Its purpose is to augment the curricular offerings of the University and to provide current and frequently changing content designed to meet the career and personal needs of the community.

## **Continuing Education**

Continuing Education offers non-credit, non-degree courses on a broad range of topics designed to meet the personal growth and self-improvement needs of area citizens, business professionals, and University alumni. Courses are offered in a variety of formats and through various delivery systems to meet the needs of the prospective student.

## **Organizational Training**

Organizational training is accomplished in conjunction with the University's Corporate Alliance group which identifies organizational training needs and recommends non-degree, professional development courses to satisfy those needs. Training courses are taught on-campus and on-site at company locations. Additionally, the University's television studio is utilized to produce and transmit taped and/or live presentations to companies, both locally or to distant locations.

## **Instructional Television**

Instructional Television provides access to national and regional satellite programming to meet student, faculty, and community training and development needs.

Television services include satellite downlinking, live broadcast, taped presentations, producing tapes, and/or live presentations on-site in the University's TV studio, and transmitting tapes or live presentations, either locally or to remote sites, via fiber optic cable or uplinking for satellite transmission.

The University's television/classroom studio is a fully equipped distance learning broadcast facility with complete interactive communications capabilities for properly equipped receive sites.

## **Intensive English Institute**

The Intensive English Institute at Houston Baptist University specializes in serving international students and professionals. Classes assist international students to reach the level of English skills required to enter the University. International professionals advance their careers by improving their English proficiency.

After testing, students are placed in class levels according to the individual's current ability. The Institute follows a 20-hour per week classroom schedule and uses an integrated approach to skill building. All instructors are required to have a minimum of a baccalaureate degree and teaching experience with international students. For further information, call 281-649-3292.

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