



Houston Baptist University

2002-2004 Bulletin

CollegeSource

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Houston Baptist University

Current Academic Offering

COLLEGE OF BUSINESS & ECONOMICS

Accounting	Entrepreneurship
Accounting Info. Sys.	Finance
Business Admin.	Management
Economics	Marketing
Computer Information Systems	

COLLEGE OF EDUCATION & BEHAVIORAL SCIENCES

Child Development	Sociology
Kinesiology	Interdisciplinary Studies
Psychology	Multidisciplinary Studies

COLLEGE OF ARTS & HUMANITIES

Art	History
Christianity	Mass Media
Speech Comm.	Music
English	Political Science
French	Spanish
Bilingual Education	

COLLEGE OF SCIENCE & MATHEMATICS

Biology	Engineering Science
Chemistry	Mathematics
Biochemistry-	Physics
Molecular Biology	

COLLEGE OF NURSING

Associate Degree Nursing	Baccalaureate Nursing
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MASTER OF ARTS

Pastoral Counseling and Psychology
Psychology
Theological

**MASTER OF BUSINESS
ADMINISTRATION**
Professional MBA

MASTER OF EDUCATION

Curriculum and Instruction
Educational Administration
Educational Diagnostician

Reading Education
Bilingual Education
Counselor Education

MASTER OF SCIENCE

Human Resource Management
Management Computing and Systems
Management

**MASTER OF SCIENCE IN
HEALTH ADMINISTRATION**

Health Care Administration
Human Resource Administration

**MASTER OF SCIENCE IN
NURSING**

Family Nurse Practitioner
Family Nurse Practitioner-Congregational Care
Congregational Care Nurse

MASTER OF LIBERAL ARTS

- <http://www.hbu.edu>

The University exchange may be reached at 281-649-3000. Telephone inquires may also be addressed to the following offices:

Academic Affairs Vice President	281-649-3232
Academic Records & Registration	281-649-3213
Admissions:	
Graduate	281-649-3295
Undergraduate	281-649-3211
<i>(Outside the Houston area call 1-800-969-3210)</i>	
Alumni Relations	281-649-3428
Campus Minister	281-649-3223
Career Services	281-649-3359
Extended Education	281-649-3469
Financial Aid	281-649-3204
Financial Vice President	281-649-3256

GRADUATE PROGRAMS:

Business	281-649-3322
Education & Psychology	281-649-3241
Health Administration	281-649-3419
Master of Liberal Arts	281-649-3269
Master of Theological Students	281-649-3288
Nursing	281-649-3419
Information for Prospective Students	281-649-3211
Intensive English Institute	281-649-3292
President's Office	281-649-3450
Public Relations	281-649-3206
Records Office (Transcripts)	281-649-3000 x2214
Residence Hall Reservations	281-649-3103
Student Affairs Vice President	281-649-3238
University Advancement	
Vice President	281-649-3222
Veterans Affairs	281-649-3213

HOUSTON BAPTIST UNIVERSITY

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.

JANUARY

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HBU complies with all applicable federal and state non-discrimination laws, and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, gender, age, or disability in either employment or the provision of services.

Inquiries concerning this notice or the application of the laws referenced herein should be referred to the Vice President for Financial Affairs.

2002-2004

UNIVERSITY CALENDAR

Summer, 2002

May 31, 8:00-5:00 ...	Graduate/Undergraduate Registration for SUMMER/FALL quarters
June 3, 8:00-6:00	Registration for SUMMER/FALL for evening students; Late Registration for all other students
June 3	Classes Begin: First 5 1/2-Week Term & All-Summer Term
June 3 - July 9.....	First 5 1/2 Week Summer Term
June 3 - Aug. 15	All-Summer Term
June 4-5	Period to Drop/Add Courses: First 5 1/2-Week Summer Term & All-Summer Term only
June 10	Registration for First 4-Week Summer Term/Fall Quarter
June 10 - July 9.....	First 4-Week Term
June 11-12	Period to Drop/Add Courses: First 4-Week Summer Term only
June 26	Last Day to Drop a Course-First 5 1/2-Week Term & First 4-Week Term
July 4	Independence Day Holiday
July 9	Final Examinations; End of First 5 1/2-Week Term & First 4-Week Summer Terms
July 10, 8:00-6:00	Registration: Second 5 1/2-Week Term & Second 4-Week Summer Terms/Fall Quarter
July 11	Classes begin Second 5 1/2-Week Term & Second 4-Week Term
July 11 - August 9	Second 4-Week Term
July 11- August 15	Second 5 1/2-Week Term
July 15-16	Late Registration & Period to Drop/Add Courses- Second 5 1/2-Week Term & Second 4-Week Summer Terms
July 22	Last Day to Drop a Course-All-Summer Term
July 31	Last Day to Drop a Course-Second 4-Week Term
August 5	Last Day to Drop a Course-Second 5 1/2-Week Term
August 6, 8:00-6:00	Drop/Add Opportunity for FALL for returning students
August 7	Last Priority Registration for FALL Quarter
August 9	Final Examination; End of Second 4-Week Term
August 15	Final Examinations; End of Second 5 1/2-Week Term & All-Summer Term
August 16	Grades due to the Registrar's Office, 4:00 p.m.
August 17	Summer Commencement, 10:00 a.m.

Fall, 2002

September 2	Labor Day Holiday-No Day or Evening Classes meet
September 6, 8:00-5:00	Registration for New, Re-Entry, Evening Students; Late Registration for returning students
September 9	First Day of Class for FALL Quarter
September 9-10, 8:00-6:00	Registration for evening students; Late Registration for all other students
September 10-11, 8:00-6:00	Period to Drop/Add Courses
September 12	Opening Fall Convocation
October 15-17	Spiritual Emphasis Week
October 28.....	Last Day to Drop a Course
October 29-30, 8:00-6:00.. ..	Priority Registration for WINTER for currently enrolled students
November 15	Last Day of Classes
November 18	Study Day
November 19-21.....	Final Examinations
November 22	Faculty Work Day; Grades due in the Registrar's Office: 4:00 p.m.
November 27	University Closes at 1:00 p.m. for Thanksgiving Holidays
November 28.....	Thanksgiving Day

Winter, 2002-2003

December 2, 8:00-6:00	Registration for New, Re-Entry & Evening Students; Late Registration for Returning Students First Day of class for courses that meet Monday-evenings-only
December 3	First Day of Class
December 3-4, 8:00-6:00	Registration for evening students and Late Registration for all other students
December 4-5, 8:00-6:00	Period to Drop/Add Classes
December 20	Last Day of Classes before Christmas Holiday
January 6, 2003	Classes Resume
January 20	University Holiday
January 23-24	Staley Lecture Series
February 3	Last Day to Drop a Class
February 5, 8:00-6:00	Priority Registration for SPRING for currently enrolled students
February 21.....	Last Day of Classes
February 24	Study Day
February 25-27	Final Examinations
February 28	Faculty Work Day; Grades due in Registrar's Office 4:00 p.m.
March 1, 10:00 a.m	Mid-Year Commencement

Spring, 2003

March 10, 8:00-6:00	Registration for New, Re-Entry, and Evening Students; Late Registration for returning students First Day of Class for courses that meet Monday-evening-only
March 11	First Day of Class
March 11-12, 8:00-6:00	Registration for evening students Late Registration for all other students
March 12-13, 8:00-6:00	Period to Drop/Add Classes
April 14-17	Passion Week Services
April 18-20	Easter Holiday
April 28	Last day to drop a class
April 29-30, 8:00-6:00	Priority Registration for SUMMER/FALL Quarters for currently enrolled students
May 16	Last Day of Classes
May 19	Study Day
May 20-22	Final Examinations
May 23	Faculty Work Day; Grades due in Registrar's Office 4:00 p.m.
May 24	Spring Commencement, 10:00 a.m.

Summer, 2003

May 30, 8:00-5:00	Graduate/Undergraduate Registration for Summer Quarter
June 2, 8:00-6:00	Registration for evening students; Late Registration for All Other Students
June 2	Classes Begin, First 5 1/2-Week & All-Summer Terms
June 2 -July 8	First 5 1/2 Week Term
June 2 - Aug. 14	All-Summer Term
June 3-4	Period to Drop/Add Courses: First 5 1/2-Week Term And All-Summer Term
June 9	Registration for First 4-Week Term
June 9 -July 8	First 4-Week Term
June 10-11	Period to Drop/Add a Course: First 4-Week Term
June 25	Last Day to drop a course: First 5 1/2-Week Term & First 4-Week Term
July 4	Independence Day Holiday
July 8	Final Examination; End of First 5 1/2-Week Term & First 4-Week Term
July 9, 8:00-6:00	Registration. Second 5 1/2Week Term & Second 4-Week Term
July 10	Classes Begin - Second 5 1/2-Week Term and Second 4-Week Term
July 10 - August 8	Second 4-Week Term
July 10 - August 14	Second 5 1/2-Week Term
July 14-15, 8:00-6:00	Late Registration and Drop/Add - Second 5 1/2Week Term & Second 4-Week Term
July 21	Last Day to Drop a Course - All Summer Term
July 30	Last Day to Drop a Course - Second 4-Week Term
August 4	Last Day to Drop a Course - Second 5 1/2-Week Term
August 5, 8:00-6:00	Drop/Add Opportunity for returning FALL students
August 6	Last Priority Registration for FALL Quarter
August 8	Final Examinations: End of Second 4-Week Term
August 14	Final Examinations & End of Second 5 1/2Week and All-Summer Terms
August 15	Grades due to Registrar's Office, 4:00 p.m.
August 16	Summer Commencement, 10:00 a.m.

Fall, 2003

September 1 Labor Day Holiday, No Day or Evening Classes meet
September 5, 8:00-5:00 Registration for new and re-entry students;
Late Registration for returning students
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
September 11 Opening Fall Convocation
October Spiritual Emphasis Week
October 27..... Last Day to Drop a Course
October 28-29, 8:00-6:00 Priority Registration for WINTER for
currently enrolled students
November 14 Last Day of Classes
November 17 Study Day
November 18-20.. Final Examinations
November 21..... Faculty Work Day; Grades due in Registrar’s Office 4:00 p.m.
November 26 University closes at 1:00 p.m. for Thanksgiving Holidays
November 27 Thanksgiving Day

Winter, 2003-2004

December 1, 8-6:00 Registration for new, re-entry, and evening students;
Late Registration for returning students;
First Day of Class for Monday evenings-only classes
December 2 First Day of Class
December 2-3, 8:00-6:00 Registration for evening students,
Late Registration for all other students
December 3-4, 8:00-6:00 Period to Drop/Add Classes
December 19 Last Day of Classes before Christmas holiday
January 5, 2004 Classes Resume
January Staley Lecture Series
January 19 University Holiday
February 2 Last Day to Drop a Class
February 3-4, 8:00-6:00 Priority Registration for SPRING for
currently enrolled students
February 20 Last Day of Classes
February 23 Study Day
February 24-26 Final Examinations
February 27 Work Day; Grades due in Registrar’s Office 4:00 p.m.
February 28, 10:00 a.m Mid-Year Commencement

Spring, 2004

March 8, 8:00-6:00	Registration for new, re-entry, and evening students; Late Registration for returning students First Day of Class for Monday evening-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
April 6-9	Passion Week
April 9-11	Easter Holiday
April 26.....	Last Day to Drop a Class
April 27-28, 8:00-6:00	Priority Registration for SUMMER and FALL for currently enrolled students
May 14	Last Day of Classes
May 17	Study Day
May 18-20	Final Examinations
May 21	Faculty Work Day; Grades due in Registrar's Office 4:00 p.m.
May 22, 10:00 a.m.....	Spring Commencement
May 31	Memorial Day Holiday

Summer, 2004

May 28, 8:00-5:00 ...	Graduate/Undergraduate Registration for SUMMER/FALL quarters
June 1, 8:00-6:00	Registration for SUMMER/FALL for evening students; Late Registration for all other students
June 1	Classes Begin: First 5 1/2-Week Term & All-Summer Term
June 1 - July 6.....	First 5 1/2 Week Summer Term
June 1 - August 12.....	All-Summer Term
June 2-3	Period to Drop/Add Courses: First 5 1/2-Week Summer Term & All-Summer Term only
June 7	Registration for First 4-Week Summer Term/Fall Quarter
June 7 - July 6.....	First 4-Week Term
June 8-9	Period to Drop/Add Courses: First 4-Week Summer Term only
June 23	Last Day to Drop a Course-First 5 1/2-Week Term & First 4-Week Term
July 4	Independence Day Holiday
July 6	Final Examinations; End of First 5 1/2-Week Term & First 4-Week Summer Terms
July 7, 8:00-6:00	Registration: Second 5 1/2-Week Term & Second 4-Week Summer Terms/Fall Quarter
July 8	Classes begin Second 5 1/2-Week Term & Second 4-Week Term
July 8 - August 6	Second 4-Week Term
July 8- August 12	Second 5 1/2-Week Term
July 12-13	Late Registration & Period to Drop/Add Courses- Second 5 1/2-Week Term & Second 4-Week Summer Terms
July 19	Last Day to Drop a Course-All-Summer Term
July 28	Last Day to Drop a Course-Second 4-Week Term
August 2	Last Day to Drop a Course-Second 5 1/2-Week Term
August 3, 8:00-6:00	Drop/Add Opportunity for FALL for returning students
August 4	Last Priority Registration for FALL Quarter
August 6	Final Examination; End of Second 4-Week Term
August 12.....	Final Examinations; End of Second 5 1/2-Week Term & All-Summer Term
August 13	Grades due to the Registrar's Office, 4:00 p.m.
August 14	Summer Commencement, 10:00 a.m.
September 3	Registration for New, Re-Entry, Evening Students Late Registration for Returning Students
September 6	Labor Day Holiday - No Day or Evening Classes
September 7	First Day of Class for FALL Quarter

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 the city of 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 Baptist 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 Baptist convention.

In 1957, a Houston land developer, Frank Sharp offered to sell Union Baptist Association 390 acres in southwest Houston for the 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 businessmen, since called "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 of repaying 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 a 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 initial 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 first approved Houston Baptist College for the training of certified teachers for elementary and secondary schools. During its first semester, representatives selected by the Texas Education Agency evaluated the teacher education program; 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 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 Professional MBA program now include an international study component, 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 completion of 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. 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 the 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. The Master of Science degree in management and the Master of Accountancy degree were added in 1980. 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 Master of Science degree in Nursing Practice were initiated. In 1996, the Master of Science in Management was re-instituted for those already holding an MBA degree. The Master of Arts in Theological Studies was added in 1997. In addition, in 1999, the Master of Science in Accountancy and Information Technology was initiated.

The physical plant of the University has kept pace with development in other areas. When classes began in 1963, only the Brown Academic Quadrangle and the campus dormitories were 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, in 1983, an addition to the bookstore was completed that was funded by the M. D. Anderson Foundation. In 1985, the University relocated its Math and Associate Degree in Nursing departments to new housing in the Cullen Nursing Center, and the Glasscock Gymnastics Center was completed. 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 University's new Bible in America Museum opened in Moody Library-the largest collection of American Bibles on public display in the United States. A new campus apartment complex, Husky Village, was built adjacent to the University residence halls. 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. In the fall of 1999, the Memorial-Hermann-HBU Wellness Center opened on the campus providing access to state of the art programs and facilities for the University's students and employees. In addition, in 2000, anew addition to the Women's Residence College was constructed.

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. In 2001, the John S. Dunn Research Foundation funded a professorship for Clinical Excellence in Nursing. The Endowed Scholarship program, begun in 1971, not only increased the endowment of the University, but also helped assure the recruitment of top academic students. In 2002, the University numbered more than 175 scholarships funded through this program.

In 1987, Dr. W. H. Hinton was named University Chancellor and served in that capacity until his retirement in 1991. His successor, Dr. Edward Douglas Hodo, and his wife Sadie came to Houston from the University of Texas at San Antonio College of Business where he had served as dean. During the Hodo years, the University achieved a position of financial solidarity that greatly enhanced its integral strengths in other areas of its operation. New academic programs were developed, and the physical plant witnessed construction of the Hinton Center, the Baugh Center, the University Apartments, and the Memorial-Hermann-HBU Wellness Center. In 1997, Dr. and Mrs. Hodo received the HBU Spirit of Excellence Award, which is the highest honor bestowed by the University. Retired University professor, Dr. Marilyn McAdams Sibley, has written a more complete history of the early years of the founding of the University, "The Making of a University." Additional information is available through the archives of the Moody Library.

Vision, Mission and Purpose

Vision

To be recognized as one of metropolitan America's premier academic Christian institutions.

Mission

Houston Baptist University is a Christian, liberal arts institution that prepares students for meaningful lives of work and service to God and to the peoples of the world.

Purpose

The University welcomes and extends its resources to those who strive for academic excellence. The faculty, staff, and administrators are committed to providing a responsive and intellectually stimulating environment that:

- fosters spiritual maturity, strength of character, and moral virtue as the foundation for successful living;
- develops professional behaviors and personal characteristics for life-long learning and service to God and to the community;
- meets the changing needs of the community and society; and
- remains faithful to the "Nature of the Institution."

The University offers a broad range of programs and services committed to liberal arts education that are designed to promote the growth of the whole person. The undergraduate programs familiarize students with the principal bodies of knowledge,

cultural viewpoints, belief systems, and aesthetic perspectives that affect them and their world. The graduate programs provide advanced educational opportunities to develop ethical and capable scholars and practitioners who can contribute to their academic disciplines and to society. The integration of scholarship, service, and spirituality essential to liberal arts education is nurtured in an environment of open inquiry.

The University enrolls men and women of diverse talents and abilities. Students are encouraged to think critically, to assess information from a Christian perspective, to arrive at informed and reasoned conclusions, and to become lifelong learners. The University prepares its graduates to enter the work force of the twenty-first century, to pursue advanced study, to assume leadership roles, and to be competitive in a global society.

The University faculty, staff and administrators promote learning, scholarship, creative endeavor, and service. These leaders are committed to the Preamble to the By-Laws and to the fulfillment of the mission of the University.

Nature of the Institution

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. This is a program that seeks to liberate both faculty members and students from the limitations of opportunity and outlook, to increase their awareness of self and environment, to sharpen their capacity for critical and creative thought, and to 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 sole 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 Street. 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 is designed to be completed with the construction of a fine arts center, a chapel, and additional housing and recreational facilities.

Library

Moody Library contains a collection of over 285,000 bibliographic units with 5,000 new titles being added annually. The library subscribes to 2,000 journals. The catalog and circulation systems are fully automated. Computerized indexes and Internet access are available, as are several electronic databases.

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 (1866 Southern Lane, Decatur, Georgia, 30033-4097; Telephone number 404-679-4501) 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 State Board for Educator Certification (SBEC) for the preparation of teachers for elementary and secondary schools at both the undergraduate and graduate levels. Its undergraduate degree programs in nursing are accredited by

the National League for Nursing Accreditation Commission (NLNAC) and the Board of Nurse Examiners for the State of Texas. The graduate nursing Family Nurse Practitioner program is also accredited by the Board of Nurse Examiners for the State of Texas. 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

Houston Baptist University sponsors five varsity athletic teams and is a member of the National Association of Intercollegiate Athletics and the Red River Athletic Conference. The Huskies compete in basketball and baseball for men, and basketball, volleyball, and softball for women. HBU has been the dominant team in the RRAC since its inception in 1998, winning the coveted All-Sports trophy on an annual basis. The Huskies also have become a national presence with each team perennially ranked among the National's Top 25. Admission to all Husky home athletic events is free to HBU students.

A strong program in intramural sports is also 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 kinesiology program. The Glasscock Activities Center, opened in 1985 and renovated in December 1991, provides recreational and intramural housing and accommodates the University's kinesiology major instructional program.

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-game room furnished, 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.

Bone Appetit Café

Conveniently located in the M.D. Anderson Student Center, this is one of our newest attractions on campus, providing Husky snacks and on-the run-meals for the campus community.

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 two 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 Referral 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, workshops, 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 (FYE)

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 skills 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.

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. Students requesting an exception to the policy may submit an appeal form to the Associate Vice President for Student Affairs describing extenuating circumstances to be considered.

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 Associate Vice President for Student Affairs, describing extenuating circumstances to be considered.

Intramurals

All students, faculty, and staff, regardless of physical capability, are encouraged to participate in the intramural program. Regular participation in intramural sports, provides opportunities to enrich social relationships, develop an interest in sports, and develop a healthy body and alert mind. Every effort is made to make participation competitive, yet fun, friendly and exciting. Fraternity men, sorority women, other organizational groups and independents compete for trophies in eleven intramural sports throughout the school year in quest of the coveted Sweepstakes Trophy.

	Men’s	Women’s
FALL:	Flagball * Putt-Putt Golf Bowling Table Tennis* Golf	Flagball* Putt-Putt Golf Bowling Table Tennis *
WINTER:	Badminton* Billiard Volleyball* Basketball*	Badminton* Billiard Volleyball* Basketball*
SPRING:	Soccer* Softball Tennis *	Soccer* Softball Tennis *

*Co-ed sports are offered as time and interest may allow.

Since participation in the intramural program is on a voluntary basis, neither the University nor the intramural coordinator will accept responsibility for injuries sustained while participating in scheduled intramural activities.

Residence Life

HBU has two residence colleges, the Reuben L. Philips College for Men (MRC) and the Rebecca Bates Philips College for Women (WRC). In September 2000, the Mest Wing was built as an addition to the Women’s Residence College through an endowment provided by Henry H. and M. Catharine Mest. 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. The Mest Wing houses an additional 104 students with a different layout, two rooms sharing a common bath. 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 air-conditioned apartment houses two to four residents. Husky Village houses 272 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-classmen 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

Spiritual Life seeks to nurture community, develop student leadership, build moral character, provide an environment for every student to know Christ, and equip students to be Christ’s ambassadors beyond HBU. The programs, activities, and relationships offered through the Spiritual Life Program seek to provide students with opportunities to grow spiritually while attending Houston Baptist University. Because of HBU’s strong commitment to spiritual development of students, a Spiritual Life Program (SLP) graduation requirement for all undergraduate students seeking a degree has been established.

SLP Graduation Requirement. The SLP Graduation requirement is determined by the number of accepted hours a student has upon the initial enrollment at HBU. All undergraduate students (full-time and part-time) seeking a degree will have a SLP Graduation requirement according to the following schedule:

Classification	Hours at initial HBU enrollment	SLP Graduation Requirement*
Freshman	0-31 hours	90 points
Sophomore	32-63 hours	60 points
Junior	64-95 hours	30 points
Senior	96 + hours	10 points

Students may earn up to a maximum of 15 points per quarter to be accrued toward the total SLP points required for graduation. Points are obtained by attending the SLP events that are offered. The Points of Interest brochure, published quarterly, gives details about the SLP events available. Questions about the SLP graduation requirement or the Spiritual Life Program may be directed to the Spiritual Life Office or the Student Affairs Office.

Students are encouraged to garner a minimum of ten points per quarter until the full requirement is met and to complete their Spiritual Life Program requirement before their last quarter, eliminating any need to delay graduation if an emergency were to occur causing a student not to complete the SLP graduation requirement.

Associate Degree Nursing students have a reduced SLP graduation requirement of 45 points; students who transfer 25 hours or more toward an ADN degree are required to earn 30 points.

Attendance and Tracking. A representative designated by the Spiritual Life Office will be available at approved events to record attendance. A student who needs to be counted present is responsible for having his/her attendance recorded by an ID scan or sign-in. A student may only sign in once a quarter at Convocation for credit. Participants do not receive credit when they arrive late, leave early, or distract someone else from participating.

Students are responsible for tracking how many SLP points/credit they have earned. An unofficial tally of their SLP points may be obtained by accessing the University Intranet. If discrepancies are found, it is the student's responsibility to notify the Office of Student Affairs. A student's point requirement and points credited toward the SLP requirement will print on the individual's grade sheet each quarter.

Petitions for Exception. Because of the increased flexibility of the program, there should be little need for exception. However, students may submit a petition for exception to the Office of Student Affairs. A student may not petition to be exempt from the Spiritual Life Program graduation requirement. Because of the many options available for SLP credit each quarter, class and work schedules do not excuse a student from the SLP graduation requirement.

The Spiritual Life Office, under the authority of the Vice President for Student Affairs, directs the implementation of the Spiritual Life Program.

Student Ministries

Student Ministries seeks to provide opportunities for all students to know Jesus and then to make Him known by learning to be active participants in the daily faith journey. The Ministry Leadership Council provides student leadership for worship, missions, discipleship, prayer, and service ministries. 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.

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. Weekly Quest, small group Bible studies, and prayer groups are available for the encouragement of spiritual growth. In addition, there are periodic spiritual retreats, conferences and mission trips, including the Spring Break Mission trip. The Spiritual Life Office and Student Ministries is located in the M.D. Anderson Student Center, above the HBU Bookstore. The Spiritual Life staff includes the University Chaplain/Director of Spiritual Life, the Director of Student Ministries, and the Coordinator for Missions and Community Service.

ACTS (Community Service & Volunteer Program)

ACTS (Assisting Communities Through Students) is a distinctive program that encourages students to make a Christian response to human needs through service in non-profit agencies and schools in the Houston community. ACTS is committed to providing students with opportunities to address complex social issues, develop leadership skills, gain valuable work experience, and apply classroom theory to real world situations. Most importantly, through these experiences, students will be encouraged to make life-long commitments to charitable service.

Students may receive SLP points (1 points per hour of service at a **pre-approved** agency) when following the appropriate procedures coordinated by the ACTS office. There is a limit of five SLP points per quarter in Fall, Winter and Spring quarters. In summer, a maximum of 10 community service points is allowed. For more information visit the ACTS office, located in M.D. Anderson Student Center. Call 281-649-3000, extension 2301 or e-mail: acts@hbu.edu.

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. The Bone Appetit Cafe offers convenient snacks and on-the-run meals. All food and bookstore prices are maintained at moderate levels for the maximum benefit of the Houston Baptist University student. Student Affairs' offices are located on the second floor of M.D. Anderson Student Center.

Student Conduct

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

In order to achieve its purpose, Houston Baptist University expects individual members of the University community to accept responsibility for their personal conduct and to encourage others within the community to do the same. If the conduct of any member of the University community is found to be detrimental to the academic, social, and spiritual development of others within the community, the University will provide guidance, direction and discipline, if necessary, through its various offices and personnel.

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, and/or the Campus Courts.

The Student Code of Conduct, as listed in the HBU Student Handbook, outlines the minimum-acceptable levels of conduct expected of every student.

Student Government

The first student body wrote and adopted a "Constitution of the Student Association of Houston Baptist University." It was adopted October 18, 1963. The constitution of the Student Association of Houston Baptist University became 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 Health Services

The purpose of Houston Baptist University’s Student Health Services is to promote the wellness of the campus community. Services are provided Monday through Thursday, 9:00 a.m. to 3:00 p.m. and Friday, 9:00 a.m. through noon to all students who are currently enrolled. Clinic hours are posted as “sick call.” The fifteen (15) hours per week “sick call” change quarterly and are posted and published. “Sick call” is defined as the time when the clinic has either a physician or nurse practitioner in the clinic seeing patients on a first-come, first-served basis. Additional clinic hours are covered by on-call nurses. The telephone number for the clinic is 281-649-3000, ext. 2235. An attending family practice physician supports the Nurse Practitioner-based clinic. The clinic is located on the upper level of the M. D. Anderson Student Center in the Student Affairs Office. A minimum fee is assessed for services rendered.

Student Organizations

The following groups are among those recognized on campus in the 2002-2004 academic years:

Advanced Society for Computer Information	Freshman Fellowship
Alpha Chi	HBU Toastmasters
Alpha Chi Omega	Indian Student Association
Alpha Epsilon Delta (Pre-Med)	Interfraternity Council
Alpha Kappa Delta (previously Ivy Pearls of HBU)	Kappa Alpha Order
Alpha Kappa Delta (Sociology)	Kappa Delta Pi
Alpha Kappa Psi (Business)	Lambda Pi Eta
Alpha Mu Gamma (Foreign Language)	Ministry Leadership Council
Alpha Phi Omega	Nursing Student Association
Alpha Pi Kappa	Omicron Delta Kappa
Alpha Tau Omega	Ornogah
American Student Dental Association	Panhellenic Council
Art Guild	Phi Alpha Delta (Pre-law)
Association of Student Educators	Phi Mu
Association of Women Students	Pre-Optometry Professional Society
Association of Former Students	Psi Chi
Bilingual Education Student Organization	Sigma Tau Delta (English)
Black Student Fellowship	Sigma Theta Tau (Nursing)
Brothers Under Christ	Sisters for the Lord
Cheerleaders	Society of Physics Students
Christian Medical Fellowship	Student Programming Board
Collegian	Student Foundation
Digital Eon	Student Government Association
Fellowship of Christian Athletes	Vietnamese Student Association
	VOCES (Voices of Culturally Enriched Students)
	Women in Communications

Student Programming

In making the most of college life, HBU offers a vast array of opportunities to develop beyond the classroom opportunities in diverse formats and encompassing a plethora of interests -including such things as debate tournaments from the East coast to the deep South; clinching state organizational offices; performing arts tours and concerts and art exhibitions; participation in intramurals and supporting the championship intercollegiate athletic teams; opportunities to be part of leadership in Student Government, Student Programming, Ministry Leadership, and multiple other arenas. Houston Baptist University students are busy and involved in these kinds of activities that form a significant part of each collegian's well-rounded education.

Wellness Center

The Memorial Hermann/HBU Wellness Center is dedicated to serving members and the community through providing excellent facilities, personnel, and opportunities that promote the total wellness of persons. Membership to the Wellness Center is available to all undergraduate students enrolled as a full-time student and verified by the 12th day roll sheet. Students enrolled for part-time coursework, graduate students and intensive English Institute students have the opportunity to purchase memberships and should inquire at the HBU Business Office. Also students may upgrade their memberships in the Business Office.

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. The telephone number is (281) 649-3211 and email is unadmn@hbu.edu. Graduate applicants should contact the Graduate Admissions Office (281) 649-3295 gradadm@hbu.edu. Outside Houston, a toll-free number is available: 1-800-969-3210 for Undergraduate Admissions and 1-866-617-1727 for Graduate Admissions. 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 eight weeks before registration.

Re-Entry Admission

Any student who was not enrolled during the preceding 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 regionally accredited college or university, the student must submit to Houston Baptist University an official transcript sent directly from the college of all academic work attempted during the period the student did not attend Houston Baptist University.

Transient Student Admission

A student enrolled at another institution wishing to take classes 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 prior to June 30 for the fall quarter or a \$50.00 non-refundable fee from July 1 until the start of fall classes.
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 may 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 two recommendation letters sent to the Undergraduate Admissions Office. Recommendations must include at least one from a teacher, counselor, or other academic official. Official records or scores must be sent directly from the institution to the Undergraduate Admissions Office.
6. 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.
7. It is the responsibility of the applicant to have all official transcripts from institutions outside the United States sent to an HBU approved evaluation service. An official copy of the report should be sent directly to Houston Baptist University from the evaluation service. This becomes the official evaluation upon which the student will be admitted and which is used for all transfer credits.
8. International students should refer to that section of the Bulletin on "International Admissions," page 31.

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, including at least one from a teacher, counselor, or other academic official. These letters may not come from family members.

The application, official transcripts, official test scores, and letters of recommendation, including at least one from a teacher, counselor or other academic official, 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 attend Houston Baptist University as freshmen. The student's high school awards credit for work taken at Houston Baptist University towards the student's high school diploma. Students interested in this program should consult their high school and 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 their high school and 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 four weeks prior to the beginning of classes in the quarter for which admission is sought. A student who has graduated from a regionally-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 academic 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

The provisionally admitted student must attain an overall QPA of 2.0 on all courses attempted 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 a regionally accredited school before reapplying. Priority registration for the following term is not available for the provisionally admitted student.

- c. The transcript of the provisionally admitted student will reflect his admission status.
- d. Upon completion of a term with an overall QPA of 2.0, a provisionally admitted student will become a student in good academic standing. This status will be noted on his transcript.
- e. 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, including at least one from a teacher, counselor, or other academic official.

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 prior to June 30 for the fall quarter or a \$50.00 non-refundable fee from July 1 to the beginning of the fall quarter.
2. College transcript. An official transcript from all regionally accredited 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.

3. 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 statement (approximately 250 words) expressing the applicant's goals and stating how attending Houston Baptist University will help the applicant achieve those goals; and
- Two letters of recommendation, including at least one from a teacher, counselor, or other academic official. These letters may not come from family members.

The application, official transcripts, official test scores, and letters of recommendation, including at least one from a teacher, counselor, or other academic official, must be on file in the Admissions Office before consideration by the Admissions Committee.

IV. Other Undergraduate Student Admission

1. 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. A post-baccalaureate student not seeking a second undergraduate degree is not eligible for financial aid.

2. Audit 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 pre-requisites 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 register only during the late registration period.

3. 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.

4. 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 wide 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); Master of Education (MEd); Master of Liberal Arts (MLA); Professional Master of Business Administration (PMBA); Master of Science in Health Administration (MS-HA); Master of Science in Human Resources Management (MS-HRM); Master of Science in Management, Computing and Systems (MS-MCS); Master of Science in Management (MS-MGMT); 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 \$125 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. **An undergraduate degree from a regionally accredited institution is required for admission to all graduate programs.**
2. Examinations -All degree programs except 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. Any student admitted who does not meet the stated criteria for University admission will be placed in the Provisional Admission category. 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 after the two quarters of provisional status. 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 (213 on computer-based exam) 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 (213 on computer-based exam).

7. Application Deadline

Many programs have specific date deadlines for application well in advance of the time of registration. Not all degree programs may be entered every quarter. See specific degree statements. In every case, the Office of Graduate Admissions should receive all credentials (application, fees, GRE-GMAT-TOEFL scores, foreign transcript evaluation reports eight weeks required, recommendations, written statements, etc.) at least 60 days prior to the proposed registration date.

8. Transfer Credit

Some graduate degree programs allow the transfer of graduate credits. In no case will more than 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 within a pre-determined period. No correspondence or extension credit will be accepted. See Graduate Transfer Credit section on page 97.

Specific additional degree program admission requirements are as follows:

MAP - Master of Arts in Psychology

With an undergraduate QPA of 3.2 or better, a score of at least 850 is required on the combined verbal and quantitative portions of the GRE. With an undergraduate QPA of 3.0 to 3.2, a score of least 900 is required on the combined verbal and quantitative portions of the GRE. With an undergraduate QPA between 2.8 and 3.0, a score of at least 900 is required on the combined verbal and quantitative portions of the GRE. A minimum score of at least 400 on the verbal section of the GRE is required of all applicants. An interview with the psychology Chairman and/or psychology faculty may be required. Three letters of recommendation are required. If an applicant does not have an undergraduate major in psychology from a regionally accredited college, then specific background courses are required (PSYC 1313, 2301, and 2364), and must have been taken within the past seven years.

MAPCP - Master of Arts in Pastoral Counseling and Psychology

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 is required. An undergraduate major in psychology or nine hours of psychology courses equivalent in content to PSYC 1313 (Gen Psyc), 2301 (Statistics), and 2364 (Abnormal Psyc) are required. At least nine semester hours in religion courses from a regionally accredited college or from an institution accredited by the Association of Theological Schools, 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.

MATS - Master of Arts in Theological Studies

A minimum score of 900 on the GRE is required. A minimum of 18 semester hours of Christianity courses including Old Testament, New Testament, Christian Doctrine or theology, philosophy, and 6 hours of Greek or Hebrew. Students who have successfully completed these 18 hours in undergraduate studies will be given advanced standing in the MATS Program. A written comprehensive examination in language may be required for placement purposes.

MEd - Master of Education

QPA of 2.5 or higher required for all programs. GRE score of 850 or higher or Miller Analogies Test score of 35 or higher required for all programs except Counselor Education; Writing Workshop required if less than 400 verbal GRE or less than 45 on MAT (all programs except Counselor Education). Prior to admission, Counselor Education applicants must submit a score of at least 850 on the combined verbal and quantitative portions of the GRE and a minimum score of at least 400 on the verbal section. 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 a principal, counselor, reading specialist, or

diagnostician. For special requirements for the Counseling and Masters Online program, see “College of Education and Behavioral Sciences” section of this **Bulletin**. For scores below 850 GRE, see Department Chair.

MLA - Master of Liberal Arts

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.

PMBA - Professional Master of Business Administration

Admission is based on an evaluation of previous academic work, test scores, recommendations, professional work history and other information indicating the probability of a successful career in business. Applicants are expected to present a GMAT score of least 500 with an Analytical Writing score of at least 3.0 (minimum GMAT score of 450 required). No Provisional or Conditional Admission available. Prerequisites in accounting, economics, statistics, management and management science are required before program entry.

MS-HA - Master of Science in 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. Conditional program admission is possible. See MS-HA Program Director.

MS-HRM - Master of Science in Human Resources Management

GMAT score plus (200 X QPA) must equal at least 1000. 450 minimum GMAT score and 3.0 minimum Analytical Writing score required for admission. Three letters of recommendation are required. Pre-requisites required in accounting, economics, statistics, and organizational behavior.

MS-MCS - Master of Science in Management, Computing and Systems

450 minimum GMAT score and 3.0 minimum Analytical Writing score required. Pre-requisite requirements in accounting, statistics, and information technology. Applications should be submitted in early Spring to allow for prerequisite courses during the Summer. Program entry in Fall Quarter. Admission reserved for information systems professionals and principal users of these systems.

MS-MGMT - Master of Science in Management

Earned MBA from regionally accredited institution.

MSN - Master of Science in Nursing

BSN degree from a regionally accredited program; undergraduate QPA of at least 2.5; hold active, unencumbered R.N. license in the state of Texas; letters of recommendation; 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. Entrance examinations waived for holders of graduate degrees from regionally accredited universities. Courses transferred must apply to degree plan and have been taken within three years of application to the program. Conditional program admission is possible. See MSN Program Director.

International Student Admission

An international student is defined as any student attending the University who does not have the classification of United States citizen or permanent resident status as defined by the U.S. Immigration and Naturalization Service. An individual's immigration status determines whether the student is eligible to attend school full or part-time or must attend full-time. More detailed information can be obtained by contacting the Office of International Student Services at 281-649-3279, fax to 281-649-3296, or e-mail to intsvc@hbu.edu. 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 an I-20 until all credentials and documents have been received and the student has been accepted for admission. Those students who do not meet the English proficiency requirement will be required to attend the Intensive English Institute before they enter the degree program.

The international student must submit the following:

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. \$125, which 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 must be submitted 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. Any undergraduate or graduate applicant who has attended a college or university outside the United States must have their transcripts, certificates, and/or diplomas translated into English by a certified translator, and then sent to a University approved service for a course-by-course evaluation and a quality point average calculation. A copy of the evaluation must be sent directly to Houston Baptist University from the evaluation service. The certified English translation must be submitted to admissions with the application. The materials for graduate and undergraduate students are due 60 days before registration. Names of approved evaluation services are available from the University Admissions Office. The transferring undergraduate student should 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. English Language Entrance Requirement

Undergraduate:

On the Test of English as a Foreign Language (TOEFL) a minimum score total of 213 on the computer based test or a total score of 550 or greater on the paper test 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. Applicants who do not meet the language requirement will be required to attend the Intensive English Institute. Undergraduate students completing level 8 studies at the Institute may be accepted with a minimum TOEFL score of 197 on the computer-based test.

Graduate:

On the Test of English as a Foreign Language (TOEFL) a minimum score total of 213 on the computer based test or a total score of 550 or greater on the paper test is required for undergraduate and graduate applicants.

4. **SAT/ACT Scores.** International students are not required to submit SAT or ACT score.
5. **Affidavit of Support.** International students must submit documentation verifying financial support. Students must submit an HBU Affidavit of Support along with the supporting documentation to verify that funds in U.S. dollars are available for the student's tuition, living, books, insurance, and any other necessary expenses. See instruction sheet from the Office of International Student Services.
6. **Health Insurance.** All international students are required to have medical insurance that is valid in Houston, Texas. The plan must have repatriation and medical evacuation coverage. Those students who do not have their own insurance can purchase it from HBU on a quarterly basis, for a reasonable fee.
7. One letter of recommendation, including at least one from a teacher, counselor, or other academic official is required for undergraduate admission.
8. A personal statement is required for undergraduate admission.
9. **Tuition Deposit.** An international student will be required to submit a tuition deposit of \$500 U.S. within 30 days of admission. The deposit will be credited to the student's first tuition bill. The tuition deposit is only refundable if the student does not receive an F-1 visa and/or enter the U.S. on the HBU I-20. To receive a refund, both pages of the I-20 must be returned to HBU within two months of being denied a visa or deciding not to travel.
10. Students will be issued an I-20 after the University receives all required documents and fees and the student has been accepted by the Admissions Office. All University admissions of international students are conditioned upon meeting the stated requirements.
11. All international students must attend an international student orientation within their first year of studies at Houston Baptist University.

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 from 8:00 a.m.-6:00 p.m. Monday through Thursday and from 8:00 a.m.-5:00 p.m. on Fridays.

Undergraduate Tuition and Fees 2002-2004

TUITION:

Tuition per semester hour for all new students, 2002-2003	\$350.00
Tuition per semester hour guaranteed rate through 8/31/2006	\$385.00
(See Undergraduate Admissions Office for details)	

FEES:

Application Fee	50.00
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)	88.00
Comprehensive Fee - per quarter	195.00
Change of Schedule Fee - per course	5.00
College Level Exam Program Fee	50.00
Computer Lab Fee - per course	25.00
Computer/Library Fee - per quarter	95.00
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
International Application Fee	100.00
Late Registration Fee - after Registration Day	50.00
Mass Media Fee - per course	30.00
Matriculation Fee (one time fee for new students)	100.00
Music Accompanist Fee - per quarter (Voice Lessons Only)	
One 30 minute lesson per week	100.00
Two 30 minute lessons per week	200.00
Nursing Lab Fee - per course.....	35.00
Recording Fee for Advanced Placement credit - per semester hour.....	15.00
Science Laboratory Fee - per course	35.00
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.

RESIDENTS

	SEMI-PRIVATE ROOM	PRIVATE ROOM (IF AVAILABLE)
19 meals per week per quarter (including tax)	1,480.00-1,645.00	2,015.00-2,180.00
15 meals per week per quarter with \$50.00 Bonus Bucks (including tax)	1,450.00-1,615.00	1,985.00-2,150.00
15 meals per week per quarter.. (including tax)	1,415.00-1,580.00	1,950.00-2,115.00

NON-RESIDENTS (BOARD ONLY)

19 meals per week per quarter (including tax)	790.00
15 meals per week per quarter with \$50.00 Bonus Bucks (including tax)	760.00
15 meals per week per quarter (including tax)	725.00
10 meals per week per quarter (including tax)	582.00
4 meals per week per quarter with \$50.00 Bonus Bucks (including tax)	357.00

ESTIMATE OF UNDERGRADUATE EXPENSES PER QUARTER:

Tuition (9 hours @ \$350.00/per hour)	\$3,500.00
Comprehensive Fee	195.00
Computer/Library Fee	90.00
Semi-private Dorm Room including 15 meals-per-week meal plan	1, 415.00
Total	\$4, 850.00

Graduate Tuition and Fees

TUITION:

MAP & MAPCP - per 3 semester hour course	1,050.00
MATS - per 3 semester hour course	1,050.00
PMBA - per 3 semester hour course	1,350.00
MEd - per 3 semester hour course	1,050.00
MLA - per 3 semester hour course	1,170.00
MS-HA - per 3 semester hours course	1,200.00
MS-HRM - per 3 semester hour course	1,200.00
MS-MGMT - per 3 semester hour course	1,350.00
MS-MCS - per 3 semester hour course	1,650.00
MSN - per 3 semester hour course	1,155.00
MSN (Family Nurse Practitioner) - 2 year program	16,555.00
MSN (Family Nurse Practitioner/Congregational Care) - 2 year program	19,250.00
MSN (Congregational Care Nurse) - per 2 year program	13,860.00

FEES:

Application Fee (Domestic)	25.00
Application Fee (International)	100.00
Change of Schedule Fee - per course	5.00
Comprehensive Fee - per quarter*	160.00
Computer/Library Fee - per quarter*	90.00
Deferred Payment Fee	30.00
Education Curriculum and Instruction Fee - per course	45.00
Education Field Based Course Fee - per course	20.00
International Application Fee	100.00
Late Registration Fee - after Registration Day	50.00
MEd Evaluation Deposit	150.00
Nursing Graduate Student Lab Fee - per course	35.00
Prerequisite Equivalency Exams (each)	75.00

*Included in tuition for MS-MCS

ALL FEES ARE NON-REFUNDABLE

ESTIMATE OF TYPICAL GRADUATE EXPENSES PER QUARTER:

Tuition (2 courses @ \$1, 200/per course)	\$2, 400.00
Comprehensive Fee.....	160.00
Computer/Library Fee	90.00
Total	\$2,640.00

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.	

WHAT IS FINANCIAL AID?

Financial aid, simply defined, is money which helps students pay for their educational costs. Aid may be in the form of loans, grants, scholarships, employment opportunities, or a combination of all of these.

Although the primary responsibility for meeting postsecondary educational expense rests with students and their families, many families have limited resources and are unable to meet these costs. For this reason, the financial aid programs listed below have been established to assist students who can establish need.

Call (281) 649-3204 Monday through Friday between 8:00 a.m. and 5:00 p.m. for assistance from one of our student aid professionals. You may write us at: Houston Baptist University, Financial Aid Office, 201 Administration Building, 7502 Fondren Road, Houston, TX. 77074-3298. Web address: www.hbu.edu. Email address: finaid@hbu.edu.

PROCEDURES FOR APPLYING FOR FINANCIAL ASSISTANCE

1. File an application for admission to the university.
2. File the Free Application for Federal Student Aid (FAFSA) and complete the HBU Financial Aid Application. FAFSA packets may be obtained from the Financial Aid Office, Houston Baptist University.
3. Submit to the Financial Aid Office all requested documents needed to complete your aid application.
4. Students must enroll at least half-time (6 hours undergraduate or 3 hours graduate) to be eligible for federal loans.

Financial aid is awarded on a first come, first served basis as funding permits. The amount of the student's award is based on financial need and annual limits as specified by program requirements. Financial need is determined by completing the Free Application for Federal Student Aid annually.

STUDENT AID SATISFACTORY PROGRESS

Federal regulations require students to be making satisfactory progress toward the completion of their degree in order to receive Title IV aid. Title IV programs include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Stafford Loans, and Stafford Parent Loan for Undergraduate Students.

DEPENDENCY STATUS

Dependent students are considered dependent on their parents and must report parents' financial information as well as their own. A dependent student is one who does not fall into one of the categories given under the definition of an independent student. An independent student reports only his or her income information (and that of a spouse, if the student is married) when applying for federal student aid.

Under the federal definition, an independent student is one who is: 24 years old by December 31 of the award year, a veteran of the U.S. Armed Forces, an orphan or ward of the court, has dependents other than a spouse, married at the time of applying for aid, or is a graduate or professional student.

ELECTRONIC DATA EXCHANGE

HBU participates in a process called the Electronic Data Exchange (EDE). The use of EDE significantly speeds up the correction process for errors on the FAFSA. The Financial Aid Office will submit the corrections electronically to the Central Processor. Once the information is corrected by the Central Processor, the revised results will be transmitted to the Financial Aid Office and the Central Processor will send a corrected Student Aid Report (SAR) to the applicant.

RENEWAL OF SCHOLARSHIPS, LOANS, GRANTS

Application for federal financial aid must be submitted each year. The renewing and awarding of loans, scholarships, grants, etc. is based on the student's current financial need, availability of funds, academic policy and standards set forth by the particular aid involved. Financial aid will be made reasonably available to all eligible student applicants as long as funds are available.

WHAT ARE THE DEADLINE DATES?

Financial aid applications must be submitted by the following dates in order to receive a financial aid award by registration:

February 15 is the preferred deadline for applicants to submit the FAFSA to the Federal Student Aid Programs and the HBU institutional financial aid application to the Financial Aid Office. All requested documents must be submitted by **April 15**.

HOW, WHEN AND WHERE DO I RECEIVE MY FINANCIAL AID?

Financial aid, with the exception of Federal College Work Study, is disbursed at the beginning of each enrollment period. If the aid package is for a regular nine-month period, one-third is disbursed at the beginning of each quarter. University policy requires that all aid must be used first to pay general registration and maintenance fees, room and board or other institutional expenses. Financial aid is credited to the student's account first, and after direct costs such as tuition, fees, room and board are met, any excess aid is disbursed by the Business Office by check.

GOVERNMENT GRANTS

Federal Pell Grants

This is the basic grant available to needy undergraduate students who have not earned a bachelors or professional degree. Funding comes from the federal government. Awards range from \$400 to \$4,000 per academic year.

Federal Supplemental Educational Opportunity Grant

Federal SEOG grants are intended to supplement other aid received. These grants are federally funded with each school receiving a fixed amount of funds annually. Funds are awarded to a limited number of undergraduate students with preference being given to students with exceptional financial need. Grants may range up to \$900 per academic year depending upon availability of funds.

Tuition Equalization Grants

This grant is available, depending upon availability of funds, to needy undergraduate students who are Texas residents. Recipients cannot receive an athletic scholarship.

Texas Grant Program

This grant is available, depending upon availability of funds, to Texas residents who demonstrate financial need, have completed the equivalent of the recommended or advanced high school curriculum, and have not been awarded a baccalaureate degree.

Leveraging Educational Assistance Program

This grant is available, depending upon availability of funds, to needy undergraduate students who are Texas residents. Nonresidents of Texas should contact their state for information concerning state grant funding.

LOANS

Stafford Subsidized Loans for Students

The Stafford Subsidized Loan program provides a low interest loan to students who are attending HBU at least half-time. If you are eligible for a Stafford Subsidized loan, the federal government pays the interest on the loan while you are enrolled in school at least half-time. A first year student demonstrating financial need may borrow up to \$2,625 a year. A second year status undergraduate may borrow up to \$3,500 a year. Students who have achieved third or fourth year status may borrow \$5,500 a year. Graduate students are eligible to borrow \$8,500 a year. These loan limits are coordinated into the financial aid package, and may not exceed need. Maximum subsidized loan debt is \$23,000 for undergraduates, and \$65,500 for graduate or professional study, including amounts borrowed as an undergraduate.

The Stafford Unsubsidized Loan for Dependent Students

This loan is available to dependent students who do not demonstrate financial need. Applicants must seek aid from the Stafford Subsidized Loan before applying for the Stafford Unsubsidized Loan. The student is responsible for the interest that accrues on the Stafford Unsubsidized Loan during in-school and deferment periods. The loan limits are the same as the Stafford Subsidized Loan.

The Stafford Unsubsidized Student Loan for Independent Students

This loan is available to independent undergraduate and graduate students. The annual limit is \$4,000 for first and second year undergraduates. Students who have achieved third or fourth year status are eligible to borrow up to \$5,000 annually, and graduate students may borrow up to \$10,000 annually, not to exceed the cost of education. These amounts are in addition to the Stafford Subsidized Loan amounts.

The subsidized and unsubsidized Stafford Loan interest rates are variable and adjusted on an annual basis every July 1, but will not exceed 8.25%. The borrower will be assessed a 3% origination/insurance fee. Repayment of principle begins six months after the borrower ceases at least half-time enrollment.

All loans must be repaid.

Stafford PLUS Loan (Parent Loans to Undergraduate Students)

Stafford PLUS loans are not need based. These loans allow credit worthy parents of dependent undergraduate students to borrow up to the cost of education minus other aid. Borrowers are assessed a 3% origination/insurance fee. The interest rate is variable and is adjusted each year, but will not exceed 9%.

Deferments and Loan Terms

Stafford loan borrowers may have a deferment for service under the Peace Corps Act, the Domestic Volunteer Service Act, or comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service. All borrowers should refer to their promissory note for details of the terms, and interest rates.

EMPLOYMENT

Federal College Work-Study (CWS)

Federal College Work-Study is a federal program that allows you to earn money to help pay for your educational expenses. Your total CWS award depends on your need, the amount of money the university has for this program, and the amount of aid you get from other programs. Students earn minimum wage and are paid bi-monthly. A portion of the Federal Work Study funding is allocated to positions that perform community service duties. Awardees should contact Career Services at (281) 649-3359 for information regarding available jobs. It is the student's responsibility to locate a position.

ELIGIBILITY

To receive student financial aid from these federal programs, you must:

1. Be enrolled in a degree or certificate program or other program leading to a recognized educational credential, or in a program of study abroad approved for credit at HBU.
2. Be a U.S. citizen or an eligible noncitizen. You are an eligible non-citizen if you are: (1) a U. S. permanent resident and you have an Alien Registration Receipt Card (I-551); (2) a conditional permanent resident (I-551C); or (3) another eligible noncitizen with an Arrival-Departure Record (I-94) from the U.S. Immigration and Naturalization Service showing any one of the following designations: refugee, asylum granted, indefinite parole, humanitarian parole, or Cuban-Haitian entrant.
3. Be registered with Selective Service if you are a male who is at least 18 years old or born after December 31, 1959.
4. Be making satisfactory academic progress.
5. Not be in default on any loan or owe a refund on any grant made under Title IV of the Higher Education Act of 1965 as amended, at any institution.
6. Sign a statement of educational purpose saying that you will use your federal student aid funds only for expenses related to attending the university.
7. Not have borrowed in excess of annual or aggregate limits on any Title IV loan.
8. Not be simultaneously enrolled in an elementary or secondary school.
9. Demonstrate financial need if you are applying for a need-based award, such as the Federal Pell Grant.

INSTITUTIONAL SCHOLARSHIPS

Academic Scholarships

These awards are available to full-time undergraduate students who have achieved a 3.5 grade point average for the previous academic quarter. The application deadline is the last day to register for the current quarter.

Endowed Academic Scholarships

Endowed tuition scholarships are available for high school seniors or college transfer students who have demonstrated superior academic achievement and leadership quality. Application should be made in December for the following academic year. For information, contact the Director of Admissions.

Grants-In-Aid

These grants are available to fulltime undergraduate students who can contribute special abilities such as athletics, voice, piano, band, organ, and art or services to the University. Contact the specific department for information.

SERV Aid

Awards of up to \$50 per hour are awarded to licensed Baptist undergraduate ministerial students and those students planning to enter some church related profession. Contact the Director of the Center for Exploring Ministry Careers.

Presidential Scholarships

Awards are made to undergraduate Southern Baptist ministers and missionaries and their dependents. The deadline for completed applications is May 1 for the next academic year. Contact the Campus Minister for specific requirements.

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 recipients of certificates awarded by the Independent Colleges and Universities of Texas. Applications must be submitted by July 1 for the fall quarter matriculation.

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. Loans are available to candidates through the Stafford Loan and the Stafford 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 at Houston Baptist University.

Inquiries regarding all financial aid opportunities should be addressed to the Director of Financial Aid, 7502 Fondren, Houston, Texas 77074. For financial aid purposes, six or more semester hours of credit are considered full time enrollment; three hours are considered half-time enrollment. See Undergraduate Financial Aid for a more complete description of some of these programs.

ACADEMIC POLICIES

UNIVERSITY ACADEMIC POLICIES

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

Academic Advising Director

The Director of Academic Advising serves as the academic ombudsman for all students. The Director is responsible for the assignment of individual faculty members to positions of greatest effectiveness in the academic advising of students and for the related program of professional growth for faculty and staff. The Director will have special responsibility for freshman and sophomore students in the college of general studies. The Director will be responsible for the effective transfer of students from other universities and for the evaluation and assessment of the University's academic advising program. The Director will work in close affinity with the offices of admissions, registrar, enrichment center, and the college deans to coordinate the University's program of academic advisement. The Director is responsible to the Vice President for Academic Affairs.

Academic Affairs Committee

The Academic Affairs Committee is responsible for a coordinated academic program that is in harmony with the purpose of the University, as well as adequate to assure accreditation and a high standing in the academic world. The Committee serves as the chief academic policy committee on curriculum and recommends matters involving the curriculum and the instructional program for administrative and faculty action. The membership of the committee is a faculty member elected by each college, two students—one appointed by the Student Senate and one elected by the Committee, the Vice President for Academic Affairs who is the presiding Chair, the Deans and Associate Deans of each College, the Registrar, and the Director of Libraries.

The curriculum committee of Houston Baptist University is the Academic Affairs Committee. This committee is responsible for making academic policy. All curriculum recommendations originate with the individual faculty of the department or college in which the program is housed. The Academic Affairs Committee considers no recommendation that has not been developed and endorsed by the appropriate faculty. Proposed changes are recommended by the Academic Affairs Committee and sent back to the originating faculty until agreement is reached on matters of specificity. Department chairs are routinely invited to join the respective College Dean to present curriculum matters to the Committee. The Board of Trustees additionally ratifies approval of any new degrees, majors, or programs upon the recommendation of the Academic Affairs Committee to the resident.

Review of program and degree curricula is carried out on a regular basis in response to changing need, requirement, or opportunity. Formal assessment and evaluation of curriculum is made annually by the appropriate faculty in response to data gathered from senior exit exams, entrance exams into programs, student performance analysis inrequired courses, surveys of recent graduates and their employers, and comparison with the requirements of similar programs at other institutions of higher learning.

Academic Resource Center (ARC)

Students of all majors may use the ARC resources to become better writers and oral communicators. In the ARC, students can obtain one-on-one writing instruction, help with revising and developing papers, public speaking instruction, presentational skills, coaching, and communication apprehension. The ARC has state-of-the-art equipment which students can use to practice their speeches using PowerPoint. Students may videotape speeches and then review them alone or with a faculty member and access interactive software designed to aid in speech research and organization.

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 from computer labs on campus or the Registrar's Office.

Antioch Institute

The Antioch Institute at Houston Baptist University is an inter-denominational ministry that seeks to address the deep issues of our city through linking the whole Christian family and the entire Houston community. The Institute seeks to gather and assimilate God's kingdom's resources in order to form strategic partnerships with churches and ministries. Furthermore, the Institute seeks to mobilize and coordinate a city, national, and global center for sustaining prayer, evangelism, and missions. The Antioch Institute is managed by an Executive Director who is responsible to the Chair of the Department of Christianity and Philosophy.

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 Exploring Ministry Careers

The Center for Exploring 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 links 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.

Concurrent Enrollment

All students, both undergraduate and graduate, contemplating enrollment at any other college or university must secure prior approval in writing from the University Registrar’s office at Houston Baptist University. If the course work is to be transferred back to Houston Baptist, then the student must additionally secure prior approval of the appropriate college dean. Only credit from regionally-accredited institutions will be considered for transfer. The combined load may not exceed 13 semester hours for an undergraduate student or nine semester hours for a graduate student.

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 (See “Undergraduate Enrollment in Graduate Courses”; 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 49.

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.

Family Education Rights & Privacy Act

The Buckley Amendment limits the information about a student's academic record that may be disclosed without the student's written permission. Each student has the right to refuse to permit the release of any or all information of a personal nature. Thus, parents will not have the authority to inspect and review the education records of a son or daughter without the written consent of the student.

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 may be 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.

Graduate Council

The Graduate Council of Houston Baptist University is composed of two academic deans, two graduate program directors from colleges other than the deans, two faculty members teaching at the graduate level, two graduate students, the University Librarian, the Director of Graduate Admissions, and the Vice President for Academic Affairs who chairs the Council. All matters of curriculum, admission, program development, program coordination, and mutual interest are brought from the Colleges first to the Graduate Council where they are acted upon and subsequently sent to the Academic Affairs Committee of the University for consideration. The Council coordinates the graduate programs of the University and recommends University policy related to program operation.

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. Such external learning opportunities may carry various referential terminology, i.e. practicum, internship, preceptorship, clinical experience, etc. Internship experience enables the student to apply classroom theory to actual situations and to develop problem-solving and decision-making skills. Access to such external learning opportunity is ordinarily restricted to advanced standing in the major, i.e. 15 hours or more. Supervision of such experiences is ordinarily restricted to full-time faculty members. Credit is available to both undergraduate and graduate students.

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 group practica, internships and clinical experience. Legal review of formal memoranda of understanding governing group placement 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 kinesiology 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. 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 the 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 through campus computers or by the Registrar’s Office.

Skill Proficiencies

Demonstration of basic skill proficiency in computer use, oral communication, reading, written English, and mathematics must be demonstrated via the following options:

1. Written English proficiency must be demonstrated through
 - (a) Completion of ENGL 1313 and 1323 at HBU with a grade of “C” or better;
 - (b) Placement out of ENGL 1313 and/or ENGL 1323 by the Advanced Placement Exam or CLEP (CLEP must have been taken at HBU).
 - (c) Students earning AP or CLEP credit for only one freshman English course must take the second freshman English course at HBU and earn at least a grade of “C” in order to be exempt.
 - (d) Written English Proficiency Examination
2. Competency in oral communication may be demonstrated 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.
3. Competency in mathematics may be demonstrated by passing MATH 1305, 1313, or higher mathematics course with a grade of “C” or better.
4. Computer use competency may be demonstrated by passing CISM 1321 or higher with a grade of “C” or higher.
5. Competency in reading must be demonstrated
 - (a) passing EDRE 1333 with a grade of “C” or higher
 - (b) stated SAT, ACT, TASP or pre-TASP

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 confidentiality. 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.

The Family Educational Rights and Privacy Act of 1974 provides that transcripts may not be released to anyone without the written consent of the student.

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. Students who are placed on academic suspension will be notified of that action in writing. That action will be recorded on the student's permanent record.

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.

Americans with Disabilities Act

Houston Baptist University provides equal access to all University educational programs to every qualified student. However, if any student requires special personal services or equipment, the student will be responsible for the expenses thereof. This policy includes the expense of providing personal tutors, personal attendants, medical technicians, and so forth. The office of the Director of Academic Advising will assist such students in communicating with the proper community or governmental agency to secure any available financial assistance to meet his or her needs.

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.

Student Directory Information

Directory information is that information that is customarily made public without the written consent of the student. However, under the provisions of the Family Educational Rights and Privacy Act of 1974, a student may ask the University not to disclose directory information by making written notice to the Office of the Registrar during the first twelve class days of the fall quarter. Request for nondisclosure will be honored by the University for only academic year, or until notified in writing that information should no longer be withheld, whichever event occurs first. Directory information includes: name, address, telephone number, dates of attendance, classification, previous institution(s) attended, major field of study, awards, honors, degree(s) conferred with date(s), past and present participation in officially-recognized sports and activities, physical factors of athletes (e.g. age, height, weight), and date and place of birth.

Credit by Examination Requirements

CREDIT AREA	APPROVED EXAMINATION	SEM. HRS. CREDIT	EQUIVALENT HBU COURSE	REQUIRED STD. SCORE
Accounting	CLEP Subject: Intro. Acct	6 hrs. cr.	ACCT 2301, 2303	scaled score of 55
Biology	College Board Achievement: Biology	4 hrs. cr.	BIOL 2474	560
	*CLEP Subject: Biology	4 hrs. cr.	BIOL 2474	scaled score of 56
	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 2415	560
	CLEP Subject: Chemistry	4 hrs. cr.	CHEM 2415	scaled score of 62
	Advanced Placement: Chemistry Chemistry	4 hrs. cr. 4 hrs. cr.	CHEM 1404 CHEM 2415	3 4 or 5
	International Baccalaureate: Chemistry	4 hrs. cr. (non-science major) 8 hrs. cr.	CHEM 1404 CHEM 1404, 2415	4 5, 6, or 7
Computer Information Systems	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: Prin. Macro.	3 hrs. cr.	ECON 2301	scaled score of 62
	CLEP Subject: Prin. Micro.	3 hrs. cr.	ECON 2302	scaled score of 60
	Advanced Placement: Macroeconomics	3 hrs. cr.	ECON 2301	4
	Advanced Placement: Microeconomics	3 hrs. cr.	ECON 2302	4
English	International Baccalaureate: Economics	3 hrs. cr.	ECON 2301	5
	International Baccalaureate: Economics	3 hrs. cr.	ECON 2302	5
	CLEP Subject: Freshman Engl. with Essay	3 hrs. cr.	ENGL 1313	scaled score of 57
	College Board Achievement-National: Engl. Comp.	3 hrs. cr.	ENGL 1313	550
French	Advanced Placement: Lang & Comp	3 hrs. cr.	ENGL 1313	3
	Advanced Placement: Lit & Comp	6 hrs. cr.	ENGL 1313, 1323	4 or 5
	International Baccalaureate: English	6 hrs. cr.	ENGL 1313, 1323	5, 6, or 7
	Advanced Placement: Literature	12 hrs. cr.	FREN 1314, 1324, 2314, 2324	3
German	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
	CLEP Subject: Language	6 hrs. cr.	FREN 1314, 1324, 2314, 2324	scaled score of 5
German	CLEP Subject: Language	12 hrs. cr.	FREN 1314, 1324, 2314, 2324	scaled score of 6
	Advanced Placement: Literature	12 hrs. cr.	GERM 1314, 1324, 2314, 2324	3

CREDIT AREA	APPROVED EXAMINATION	SEM. HRS. CREDIT	EQUIVALENT HBU COURSE	REQUIRED STD. SCORE
	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
	CLEP Subject: Language Language	6 hrs. cr. 12 hrs. cr.	GERM 1314, 1324, GERM 1314, 1324, 2314, 2324	scaled score of 44 scaled score of 52
History	CLEP Subject: U.S. History to 1865	3 hrs. cr.	HIST 2313	scaled score of 62
	U.S. History 1865-On	3 hrs. cr.	HIST 2323	scaled score of 59
	Western Civilization I	3 hrs. cr.	HIST 1314	scaled score of 5
	Western Civilization II	3 hrs. cr.	HIST 1324	scaled score of 56
	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
Marketing	CLEP Subject: Prin. Mktg.	3 hrs. cr.	MKTG 3301	scaled score of 56
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	scaled score of 54
	Calculus	4 hrs. cr.	MATH 1434	scaled score of 59
	Trigonometry	3 hrs. cr.	MATH 1323	scaled score of 57
	Algebra/Trig	4 hrs. cr.	MATH 1434	scaled score of 57
	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

CREDIT AREA	APPROVED EXAMINATION	SEM. HRS. CREDIT	EQUIVALENT HBU COURSE	REQUIRED STD. SCORE
	International Baccalaureate: Mathematics	4 hrs. cr. (non-math major) 8 hrs. cr.	MATH 1434 MATH 1434, 2434	4 5, 6, or 7
Music	International Baccalaureate: Music Literature (Higher Level)	3 hrs. cr.	MUHL 2313	5 or higher
	Music Theory (Higher Level)	2 hrs. cr.	MUTH 1212	5 or higher
Political Science	Advanced Placement: American Government	3 hrs. cr.	POLS 2313	4
	CLEP Subject: American Government	3 hrs. cr.	POLS 2313	scaled score of 5
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
	CLEP Subject: Language Language	6 hrs. cr. 12 hrs. cr.	SPAN 1314, 1324, SPAN 1314, 1324, 2314, 2324	scaled score of 5 scaled score of 6
	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 the scaled score as stated above or, if not stated, is at the 71st percentile. CLEP scores ordinarily may not be transferred from one institution to another. Houston Baptist University does NOT adhere to or accept the American Council on Education recommended minimum scores.

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

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 baccalaureate 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.

Honors at graduation are awarded to undergraduate associate degree students who have complete a minimum of 35 semester alpha hours in residence at Houston Baptist University. An average standing of 3.5 or higher entitles the student to graduate with high honors. An average standing of 3.0 to 3.49 entitles the student to graduate with honors.

Honors Programs

The Departmental Honors Program provides highly qualified and motivated students with the opportunity to develop additional expertise in their chosen majors through independent investigation. Students may apply for the program who have completed 64 hours, 32 of which must have been earned at HBU, with an overall QPA of 3.25 and 3.50 in the selected major or majors. Specific requirements are established by each academic department or college and approved by the Honors Council. Successful completion of Departmental Honors is indicated on both the transcript and diploma and is announced at graduation. Students interested in Departmental Honors should contact the appropriate college dean for additional information.

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 alpha credit with a grade of "C" or better 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. The combined course load at HBU and the concurrently enrolled institution may not total more than 13 semester hours. The student risks disciplinary action and the loss of credit by failure to adhere to these policies.

Pre-Engineering and Dual Degree Engineering Programs

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 "Engineering Program" under Undergraduate Degree Requirements.

Pre-Law Program

Students preparing to enter law school must dedicate themselves to academic excellence in their undergraduate studies. Most law schools in the United States make their admissions decisions relying heavily on a candidate's undergraduate quality point average and performance on the Law School Admissions Test (LSAT). Students should establish a relationship with the pre-law advisor early in the course of their matriculation. Students may also benefit from participation in the pre-law society as well as the University's forensics programs which offers competitive opportunities in mock trial, individual events, and debate.

Pre-law students should select two undergraduate majors from the list of those appearing the Undergraduate Degree Requirements section of this publication. Historically, pre-law students have majored in accounting, art, biology, business, economics, English, finance, French, history, management, political science, psychology, sociology, and speech communication.

In the spring quarter of the junior year, the student should begin to prepare for the LSAT and compile the information required by the Law School Data Assembly Service. Students are strongly discouraged from taking the LSAT without thorough counseling by the pre-law advisor.

Pre-Medical/Pre-Dental Programs

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.

Reading Proficiency Requirement

All students filing degree plans 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 Reading portion
3. A score of 17 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 17 or better on the Pre-TASP Exam will be required to enroll and pass EDRE 1333, Reading for Effective Learning. Students may also retake Pre-TASP or TASP with a passing score as an option prior to graduation.

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 tuition rate. 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 the last 30 hours in another approved institution.

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 22 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 a classification to be eligible to represent the University.

Second Undergraduate Degrees

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. In no circumstance will the University confer the same degree title more than once. Additional majors, programs, certifications, licensure, and specializations may be noted on the transcript as deemed warranted by the University Registrar. Additional coursework may also simply be considered post-baccalaureate work.

Spiritual Life Program

The Spiritual Life Program contributes to the co-curricular education that a student receives. It 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 the Spiritual Life Program credits include Bible study, seminars, lectures, retreats, mission trips, and community service opportunities. Spiritual Life Program

participation is a graduation requirement for all degree seeking undergraduate students. (See **Undergraduate Degree Requirements**.)

Transient Enrollment

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 alpha credit with a grade of “C” or better 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. The combined course load at HBU and the concurrently enrolled institution may not total more than 13 semester hours. The student risks disciplinary action and the loss of credit by failure to adhere to these policies.

Undergraduate Enrollment in Graduate Courses

In the final quarter of undergraduate matriculation, the student may elect to take a graduate course with the authorization of the Registrar. The student must have a 2.75 QPA on all college work and must be completing the bachelor’s degree at the end of the quarter. The student must meet all other standards for admission to a particular graduate program including the approval of the department chair and the dean in the major field of study. In every case, the total number of hours taken in one quarter may not exceed 12 semester hours, which includes no more than 6 semester hours of graduate courses.

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. Credit is always given at the same level at which the course was originally taken, not at the level of the transfer college. Therefore, upper level credit is NOT awarded for lower level courses, though the student does receive course content credit.

All foreign transcripts must be sent to an HBU 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 Kinesiology activity courses. Students must be in “good academic standing”-not currently on probation or suspension from another institution. Such documentation of good standing should come directly from the Registrar’s Office of the home college, not from the office of a dean of a college or other unofficial institutional representative.

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.

See "Undergraduate Degree Requirements," item #2, p. 60.

Written English Proficiency Examination

All students who have not satisfied the Smith College English requirements or its transferred equivalents should enroll 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 Department of Languages urges students who have not passed the Written English Proficiency Examination to meet with an assigned faculty member to discuss their diagnostic essays and to enroll in ENGL 1303 each quarter until they successfully complete the exam.

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 with 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. A required sequence of courses in Bible and Christianity promotes the goal that all graduates attain a significant 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 Liberal 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. 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. All students are required to complete courses in mathematics, laboratory science, computer science, social and behavioral science, humanities, fine arts, and written and oral communication.

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 completion 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. 69.

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 Principles of Sociology or POLS 2313 American and Texas Government. The nursing courses are begun during the end of the freshman year and require at least 8 quarters for completion of the degree. The nursing courses are offered during the academic year, September through May.

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 kinesiology 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 fewer 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. Once a student has entered a degree program at HBU, it is expected that all course work will be taken at HBU.
3. Spiritual Life Program participation is a graduation requirement for all degree-seeking undergraduate students. The Houston Baptist University Student Handbook contains a complete description of the Spiritual Life Program point system to qualify for graduation. The "Points of Interest" quarterly publication details the options to earn Spiritual Life Program credits.
4. All undergraduate students must demonstrate proficiency in writing, reading, mathematics, communication, and computing before a degree can be granted. See page 65 for information on the Written English Proficiency exam. 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 Reading portion; (c) a score of 17 or better on the Pre-TASP Exam; or (d) a currently acceptable passing score on 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 17 or better on the Pre-TASP Exam will be required to enroll in EDRE 1333, Reading for Effective Learning. A grade of "C" or better in the following will meet the remaining proficiency requirements: MATH 1305 or higher (mathematics), COMM 1313 (oral communication), and CISM 1321 or higher (computing).
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 2002, undergraduate majors may be selected from accounting, accounting information systems, art, bilingual specialization, biology, biochemistry-molecular biology, business, chemistry, Christianity, computer information systems, economics, entrepreneurship, engineering science, English, entrepreneurship, finance, French, history, kinesiology, interdisciplinary studies, management, marketing, mass media, mathematics, medical technology, multidisciplinary studies, music, nursing, pedagogy, physics, political science, psychology, sociology, Spanish, and speech communications.
9. At the date of this publication, June 2002, options for certification majors include composite science, composite social studies, English language arts, English language arts and reading, life science, mathematical studies, and physical science.
10. 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).
11. Please check other more complete degree requirements as listed in Undergraduate Degree Requirements including notes 1 through 21, pages 66-69.
12. The recommended full-time student load is 8-12 semester hours each quarter.
13. The Bachelor of Science degree requires 8 semester hours of laboratory 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 2415 General Chemistry I
 CHEM 2416 General Chemistry II
 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 1404 Introductory Biology
 BIOL 1414 Introductory Microbiology
 BIOL 2404 Human Anatomy and Physiology I
 BIOL 2414 Human Anatomy and Physiology II
 CHEM 1404 Introductory Chemistry
 CHEM 3415 The Lithosphere
 PHYS 1401 Physics for the Liberal Arts Mind
 PHYS 1403 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 competency requirements include English 1313, 1323, the Written English Proficiency Examination*, and Speech Communications 1313.

*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. Social and behavioral science electives for students seeking a BA include 9 semester hours from at least three of the following areas: a) any lower division course in economics; (b) any course in political science, psychology, or sociology; (c) World Geography; (d) Business Ethics or Creating Personal Wealth; or (e) Great Issues of the 21st Century. Students seeking a BS must take six semester hours from two of the preceding areas.
 17. Humanities electives include 12 semester hours from at least three of the following areas: (a) literature; (b) history; (c) MASM 1313; (d) PHIL 1313, 3313, 3323, or 3343; (e) six hours in the same foreign language; or (f) writing. The fine arts requirement may be met by selecting at least 3 semester hours from (a) Culture and the Arts I or II; (b) ART 3353 or 3363; (c) ART 2343; (d) MUHL 3371; MUHL 2312; or (e) MUHL 2323, 3312 (with permission of the instructor).
 18. In addition to the Smith College requirements for Christianity, ENGL 1313 and 1323, communications, natural science, computers, kinesiology, mathematics, and fine arts, students seeking teacher certification may choose the following Smith College courses in order to simultaneously meet certification and degree requirements: POLS 2313, PSYC 3313, SOCI 2311, HIST 2313, 2323, three hours literature, and three hours of writing. Some certifications require specific science requirements. These are identified in the section of this Bulletin where the requirements for specific majors are listed.
 19. 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. Students may demonstrate competency in mathematics with a grade of “C” or better in MATH 1305, 1313, or higher mathematics course.
 20. 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 75).
 21. Transfer students will be allowed to transfer two physical activity courses in substitution for the Houston Baptist University KINE 2200. These must be in two different sports or activities. For non-transfer students, however, only KINE 2202 will meet the degree requirement.
 22. The following table details the majors, degrees, and certification or licensure programs offered by Houston Baptist University.

Undergraduate Degrees, Majors, and Certifications

College /Program	Majors	Degrees	Certification or Licensure Programs	Areas but not Majors
College of Arts and Humanities	Art Christianity Speech Communications Mass Media Music (Liberal Arts) Music (Jazz Studies) History Political Science Bilingual Education English French Spanish Church Music Music Performance Music Theory & Composition Teacher Certification	BA BS BM BLA	Professional Writing Specialization: 1. Technical Writing 2. Creative Writing 3. Rhetoric Teaching Certification: All Level (PK-12) • Art • Music Bilingual Education E S L High school (8-12) • Composite Social Studies • English/Language Arts • History Middle Grades (4-8) • Composite Social Studies • Reading/Language Arts Secondary (6-12) • Communications • Journalism (Mass Media) • French • Spanish	German Greek Philosophy
College of Business and Economics	Business Administration Accounting &counting Information Systems CISM Economics Entrepreneurship Finance Management Marketing Business Business-Accounting Business-CISM Business-Economics Business- Entrepreneurship Business-Finance Business-Management Business-Marketing	BBA BS BA		

College Program	Majors	Degrees	Certification or Licensure Programs	Areas but not Majors
College of Education and Behavioral Sciences	Child Development Interdisciplinary Kinesiology Multidisciplinary Studies Pedagogy Psychology Sociology	BA or BS	All-Level (PK-12) Generic Special Education High School (8-12) Middle Grades (4-8) Physical Education (All-Level) Secondary (6-12)	General Special Education Kinesiology: Teacher Certification Wellness Management Reading
College of Nursing	Nursing	ADN BSN	RN	
College of Science and Mathematics	Biology Biochemistry-Molecular Biology Chemistry Engineering Science Mathematics Physics ***** Applied Chemistry* Applied Mathematics* Applied Physics* *available only for the engineering dual-degree option	BS	High School (8-12) <ul style="list-style-type: none"> • Composite Science • Life Science • Mathematical Studies • Physical Science Middle Grades (4-8) <ul style="list-style-type: none"> • Composite Science • Mathematical Studies 	Pre-Health Professions Pre-Engineering
Bachelor of General Studies	Any major offered at HBU	BGS		Concentrations: Fine Arts Communication Humanities & Social Sciences Business Administration

BACHELOR OF ARTS

	Sem. Hrs.
Christianity 1313, 1323 and 3 additional hours (See Note 14, p. 72)	9
English 1313, 1323 and Written English Proficiency Exam	6
Speech Communications 1313	3
Mathematics 1305 or higher level course (depending on major)	3
Science with laboratory (See Note 13, p. 72)	4
Computer Information Systems 1321 or higher level course	3
Social and Behavioral Sciences electives (See Note 16, p. 73)	9
Humanities and Fine Arts electives (See Note 17, p. 73)	15
Kinesiology 2202 (See Note 20, p. 73)	2
Two majors (See Notes 6, 7 and 8, p. 71).	48
Program requirements and electives..	28
(Including FYSE 1200, if required)	

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BACHELOR OF ARTS
RECOMMENDED DEGREE PROGRAM

Freshman	Sem. Hrs.
English 1313, 1323 and Written English Proficiency Exam	6
Christianity 1313, 1323	6
Mathematics 1305 or higher level math course (depending on major)	3
Computer Information Systems 1321 or higher level computer course	3
Speech Communications 1313	3
Social and Behavioral Sciences	6
Student selected and faculty advisor approved courses from the following list (See Note 8, p. 72)	8
(Including FYSE 1200, if required)	

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

Sophomore	Sem. Hi-s.
Humanities electives (See Note 15, p. 72)	6
Christianity and Philosophy elective (See Note 14, p. 72)	3
Kinesiology 2202	2
Social and Behavioral Science elective (See Note 16, p. 73)	3
Fine Arts electives (See Note 17, p. 73)	3
Mathematics 1305 or higher level course (depending on major)	3

Student selected and faculty advisor approved courses from above list and the following fields (See Note 9, p. 72)	15
	35
Junior	Sem. Hrs.
Science with laboratory	4
Humanities electives (See Note 17, p. 73)	6
Student selected and faculty advisor approved courses from above lists plus the following fields. (See Note 9, p. 72)	20
	30
Bilingual Education Professional Education	
Child Development Multidisciplinary Studies (EC-4 Certification)	
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
	30

BACHELOR OF BUSINESS ADMINISTRATION

	Sem. Hrs.
Christianity 1313, 1323 and 3 additional hours (See Note 14, p. 72)	9
English 1313, 1323 and Written English Proficiency Exam	6
Speech Communications 1313	3
Written/Oral Communication elective (See Note 15, p. 72)	3
Mathematics 1314 or Calculus 2434	3-4
Science with laboratory (See Note 13, p. 72)	4
Computer Information Systems 1321 or higher level course	3
BUSA 3320	3
Economics 2301	3
Social and Behavioral Science Elective (See Note 16, p. 73)	3
Humanities electives (See Note 17, p. 73)	12
Fine Arts	3
Kinesiology 2202	2
First Major - Business Administration:	
Accounting 2301, 2303	6
Business Administration 2311, 3311	6
Business Administration 2320	3
Economics 2302	3
Entrepreneurship 2311	3
Computer Information Systems 3330	3
Finance 3320	3
Management 3305	3
Management 4311	3
Management 4312	3
Marketing 3301	3
Second major in Business (See Notes 6, 7 and 8, p. 71)	25 - 34
Electives as required to complete 130 semester hours	3 - 12
(Including FYSE 1200, if required)	

Freshman	Sem. Hrs.
Christianity 1313, 1323.....	6
English 1313, 1323 and Written English Proficiency Exam	6
Mathematics 1314	3
Computer Information Systems 1321 or higher level course	3
Speech Communications 1313	3
Kinesiology 2202	2
Economics 2301	3
Social and Behavioral Science Elective (See Note 16, p. 73)	3
Electives	2
(Including FYSE 1200, if required)	

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Sophomore	Sem. Hrs.
Christianity or Philosophy elective (See Note 14, p. 72)	3
Humanities elective (See Note 17, p. 73)	6
Science with laboratory (See Note 13, p. 72)	4
Business Administration Major:	
Accounting 2301, 2303	6
Business Administration 2311	3
Business Administration 2320	3
Economics 2302	3
Entrepreneurship 2311	3
Marketing 3301	3
Electives	3

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Junior	Sem. Hrs.
Humanities (See Note 17, p. 73)	6
Social and Behavioral Science-BUSA 3320 (See Note 16, p. 73)	3
Business Administration Major:	
Business Administration 3311	3
Finance 3320	3
Management 3305, 4312	6
Second Major Courses	9
Electives	3

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Senior	Sem. Hrs.
Fine Arts	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

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 the completion of a bachelor's degree.

	Sem. Hrs.
Christianity 1313, 1323 and 3 additional hours (See Note 14, p. 72)	9
English 1313, 1323	6
Speech Communications 1313	3
Mathematics 1305 or higher level course (depending on concentration) . . .	3
Science with laboratory (See Note 13, p. 72)	4
Computer Information Systems 1321 or higher level course	3
Social and Behavioral Sciences electives (See Note 16, p. 73)	9
Humanities and Fine Arts electives (See Note 17, p. 73)	15
Kinesiology 2202 (See Note 20, p. 73)	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. 72)	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 3305 - 3306, 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, Philosophy and Political Science.
Concentration IV -	Behavioral Sciences. Courses to be drawn from *Criminal Justice, **Education, Kinesiology, * *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.

- * 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 1305 or higher level course	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 3353 or 3363.....	3
INDC 3305, 3306 or MUHL 2212, 2222 or 2232	2-3
KINE 2202	2
BLA 4281, 4282	4
Electives from	6
Economics	Great Issues of the 21st 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. His.
Freshman Year Experience 1200, if required	2
Christianity 1313, 1323 and 3 additional hours (See Note 14, p. 72)	9
English 1313, 1323	6
Foreign Language (six hours in the same language required)	6
Mathematics 1305 or higher level course	3
Computer Information Systems 1321 or higher level course	3
Kinesiology 2202 (See Note 20, p. 73)	2
Social and Behavioral Science electives (See Note 16, p. 73)	6
Speech Communications 1313	3
Humanities and Fine Arts (MUHL 2323, 3312, plus 3 hrs in humanities)**	9
Majors and Program Requirements	89-91*

136-141

* 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 College of Arts and Humanities section of this Bulletin)	3 to 6
Ensemble (Vocal or Instrumental)	3
Recommended Academic Program Requirements	
English 1313, 1323	6
Christianity 1313	3
Math 1305	3
Social and Behavioral Science elective (See Note 16, p. 73)	3
	38

Sophomore	Sem. Hrs.
Music Theory IIA, IIB, IIC (2212, 2222, 2232)	6
Applied Theory IIA, IIB, IIC (2112, 2122, 2132)	3
Music Literature 2313, 2323	6
Applied Major.....	3 to 6
Applied Secondary (Piano for non-keyboard majors)	1 *
Cognate Courses and specialized program requirements (See College of Arts and Humanities section of this Bulletin)	4 to 13
Ensemble (Vocal or Instrumental)	3
Recommended Academic Program Requirements	
Speech Communication 1313	3
Kinesiology 2202 (See Note 20, p. 73)	2
Foreign Language (Spanish, French or German) 1314, 1324	6**
Computer Information Systems 1321	3
	39

* three to six hours required for theory/composition major.

** not required for teacher certification major

Junior	Sem. Hrs.
20th Century Theory 3212	2
Music History 3312, 3322	6
Conducting 3372, 4372 or 3373, 4373	6
Applied Major	6
Cognate Courses and specialized program requirements (See College of Arts and Humanities section of Bulletin)	9 to 10
Ensemble (Vocal or Instrumental)	3
Recommended Academic Program Requirements	
Christianity 1323	3
Social and Behavioral Science electives (See Note 16, p. 73)	6
	39

Senior	Sem. Hrs.
Senior Seminars 4292, 4293	4
Applied Major	6
Cognate Courses and specialized program requirements (See College of Arts and Humanities section of Bulletin)	10
Ensemble (Vocal or Instrumental)	3
Recommended Academic Program Requirements	
Christianity elective (See Note 14, p. 72)	3
	36

BACHELOR OF SCIENCE

Sem. Hrs.

Christianity 1313, 1323 and 3 additional hours (See Note 14, p. 72)	9
English 1313, 1323	6
Speech Communications 1313	3
Mathematics 1305 or higher level course (depending on major).	3
Science with laboratory (See Note 13, p. 72)	8
Computer Information Systems 1321 or higher level course	3
Social and Behavioral Science electives (See Note 16, p. 73)	6
Humanities and Fine Arts electives (See Note 17, p. 73)	15
Kinesiology 2202 (See Note 20, p. 73)	2
Two majors (See Notes 6, 7 and 8, p. 71)	48
Program requirements and electives	27
(Including FYSE 1200, if required)	

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BACHELOR OF SCIENCE
RECOMMENDED DEGREE PROGRAM

Freshman Sem. Hrs.

Freshman Year Experience 1200, if required	2
English 1313, 1323	6
Christianity 1313, 1323	6
Science with laboratory (See Note 13, p. 72)	8
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. 72)	28

Accounting	Education
Art	Kinesiology
Biology	History
Business	Management
Chemistry	Marketing
Christianity	Mass Media
Computer Information Systems	Mathematics
Economics	Music
Engineering Science	Physics
English	Political Science
Entrepreneurship	Psychology
Finance	Sociology
French	Spanish
Generic Special	Speech Communications

Sophomore	Sem. Hrs.
Christianity elective (See Note 14, p. 72)	3
Social and Behavioral Science electives (See Note 16, p. 73)	6
Humanities electives (See Note 17, p. 73)	12
Kinesiology 2202 (See Note 20, p. 73)	2
Student selected and faculty advisor approved courses from the above list plus the following fields (See Note 9, p. 72)	12
	35
Engineering Science	Biochemistry-Molecular Biology
Life Science	Composite Science
Mathematical Studies	Physical Science
Junior	Sem. Hrs.
Social and Behavioral Science elective (See Note 16, p. 73)	3
Fine Arts elective (See Note 17, p. 73).....	3
Student selected and faculty advisor approved courses from above lists plus the following fields (See Note 9, p. 72)	
Bilingual Education	
Child Development	
Early Childhood through Grade Four Certification	
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
	30

BACHELOR OF SCIENCE IN NURSING

Freshman	Sem. Hrs.
English 1313*, 1323* and Written English and Reading Proficiencies*	6
Speech Communications 1313 *	3
Chemistry 1404	4
Sociology 1313*, Political Science 2313, OR Economics 2301 or 2302* . . .	3
Psychology 1313*	3
Psychology 2301* Introductory Statistics for Behavioral Sciences	3
Psychology 3313 * (Social and Behavioral Science elective)	3
Mathematics 1305*, Mathematics 1313*, or higher level course*	3
Freshman Year Experience 1200, if required	2
Nursing 2222*** Perspectives on Health Care Delivery Systems	2
Nursing 3303*** Epidemiologic Perspectives for Nurses	3
	33-35

Sophomore	Sem.	Hrs.
Biology 2404 & 2414* Anatomy and Physiology I & II	8	
Nursing 3202 Care of Families	2	
Nursing 3212 Care of Populations Based on Major Stratifications	2	
Math Proficiency Examination for Nurses	0	
Biology 1404 or 3313 Microbiology	4	
Nursing 2323 Health Assessment.....	3	
Nursing 2404 Art and Science of Nursing	4	
Novice Level Curriculum Checkpoint	0	
Nursing 3404 Care of Individuals I	4	
Nursing 3414 Pathophysiology for Health Care or		
Biology 4481 Pathophysiology	4	
Computer Information Systems 1321 or higher level course	3	

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Junior	Sem.	Hrs
Humanities electives (See Note 17, p. 73)*	6	
Nursing 3424, 3434 Care of Individuals II and III.....	8	
Nursing 4212 Care of Vulnerable Populations	2	
Nursing 4392 Senior Seminar I: Professional Issues and Nursing Research	3	
Advanced Beginner Curriculum Checkpoint	0	
Fine Arts elective (See Note 17, p. 73)	3	
Kinesiology 2202	2	
Christianity 1313, 1323 and elective (See Note 14, p. 72)	9	

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Senior	Sem.	Hrs.
Humanities elective (See Note 17, p. 73)	6	
Nursing 4294 Senior Seminar II: Applied research and Externship	2	
Nursing 4414 Care of Families with Mental Health Problems	4	
Nursing 4424 Nursing in the Community and Nursing the Community ..	4	
Nursing 4434 Care of Childbearing Families	4	
Nursing 4444 Care of Families with Children	4	
Graduating Student Curriculum Checkpoint.....	0	
Nursing 4454 Professional Issues and Nursing Management	4	
Nursing 4464 Health Administration for Nurses	4	

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* 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 26 semester hours of course work is required prior to entry into the first nursing courses. A minimum of 38 semester hours of course work is required prior to entry into the first nursing courses with clinical experiences. There are 10 quarters of nursing. The nursing courses are offered during the academic year from September through May with the exception of NURS 4414, 4294, 4424, 4434 and 4444.

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

*Program Entry Requirements:	Sem. Hrs.
English 1313 & 1323 Composition and Literature	6
Psychology 1313, General Psychology	3
Psychology 3313, Human Growth and Development	3
Sociology 1313*, Political Science 2313, OR Economics 2301 or 2302* . . .	3
Biology 2404, 2414, Anatomy and Physiology I and II	8
Biology 1414, Introductory Microbiology	4
Math Proficiency Exam, Reading Proficiency, and Written English Proficiency Exam	

27

First Year

Freshman Year Experience 1200, if required	2
Nursing 2222 Perspective on Health Care Delivery Systems	2
Nursing 2323 Health Assessment.....	3
Nursing 2404 Art and Science of Nursing.....	4
Novice Level Curriculum Checkpoint	0
NURS 3202 Care of Families	2
Nursing 3404 & 3424 Care of Individuals I & II	8

Second Year

Nursing 3434 Care of Individuals III.....	4
Advanced Beginner Curriculum Checkpoint	0
Nursing 4414 Care of Families with Mental Health Problems	4
Nursing 4434 Care of Childbearing Families	4
Nursing 4444 Care of Families with Children	4
Graduating Student Curriculum Checkpoint.....	0
Nursing 4454 Professional Issues and Nursing Management	4
Computer Information Systems 1321, Intro. to Computer Systems	3
Christianity 1313 or 1323, Old or New Testament	3

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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 2415, 2416, ENGR 1301, 3300, 3301, MATH 2434, 2444, 3333, 3383, 3404, 3414, 4313, PHYS 2413, 2423, 3413, three hours of a science-oriented computer programming language (MATH 2314 or CISM 3305 is 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 many engineering schools: ENGL 1313, WRIT 3345, two quarters of KINE 2102 (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, COMM 1313 and ENGL 1323 with 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 2415, 2416, MATH 2434, 2444, 3333, 3383, 3404, 3414, PHYS 2413, 2423, 3413, and three hours of a science-oriented computer programming language (MATH 2314 or CISM 3305 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 I, CHEE 1331 Computers for Engineers, MECE 3400 Introduction to Mechanics.

Civil Engineering: At Houston Baptist, PHYS 2343 and 3313. At the University of Houston, CIVE 1331 Computers for Engineers, CIVE 2331 Dynamics, CIVE 2332 Mechanics of Deformable Solids, and ENGI 2334 Thermodynamics.

Electrical or Computer Engineering: At the University of Houston, ECE 2300 Circuit Analysis, ECE 2100 Circuit Analysis Lab, ECE 1331 Computers & Problem Solving, ECE 2331 Numerical Methods for Engineers, ENGI2334 Thermodynamics, and MECE 3400 Introduction to Mechanics.

Industrial Engineering: At Houston Baptist: PHYS 2343 and 3313. At the University of Houston, INDE 1331 Computers for Engineers, ECE 2331 Numerical Methods for Engineers, ENGI 2334 Thermodynamics, and INDE 3330 Industrial Cost Systems.

Mechanical Engineering: At the University of Houston, ECE 2336 Introduction to Circuits and Electronics, MBCE 2334 Thermodynamics, MECE 2336 Mechanics1, and MECE 2361 Mechanical Design I. 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): ENGL 1313, 1323, three hours of humanities, two quarters of KINE 2102 (two different activities), HIST 2313, 2323, POLS 2313 and six hours of social and behavioral sciences. 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 humanities (chosen from writing, philosophy, and MASM 1313-two different areas are required), KINE 2102, 2102 (two different activities), HIST 2313, 2323, three additional hours of fine arts electives, POLS 2313, MATH 2314 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. Demonstrate competency in oral communication, computer use, reading, written English and mathematics.
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 2415, 2416.....	8
*COMM 1313	3
ENGL 1313, 1323*	6
ENGR 1301	3
KINE 2102, 2102 (two different activities)	2
MATH 1434 or Smith College Elective	3-4
MATH 2434, 2444	8
	35-36
SECOND YEAR	Sem. Hrs.
MATH 2314 or CISM 3305	3
ENGR 3300	3
POLS 2313	3
MATH 3404, 3414, 3333	11
PHYS 2413, 2423, 3413	12
	32
THIRD YEAR	Sem. Hrs.
*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 3383, 4313	6
	31-33

FOURTH YEAR (at a cooperating engineering school)	Sem. Hrs.
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

* Required only for students seeking a degree from Houston Baptist University (i.e., dual-degree students)

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 2343, 3313, 3323, and a senior seminar approved by the Chair of the Department of Mathematics and Physics. At the University of Houston, CIVE 3434 Fluid Mechanics or MECE 3363 Introduction to Fluid Mechanics; ECE 3336 Introduction to Circuits and Electronics or ECE 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 2415	4
CHEM 2416	4
¹ COMM 1313	3
ENGL 1313	3
ENGL 1323	3
KINE 2102	1
MATH 1434	4

MATH 2314 or CISM 3305	3
MATH 2434	4
MATH 2444	4
Humanities Course	3
	38
SUMMER FOLLOWING FIRST YEAR (Taken at the University of Houston)	
COSC 1410 (replaces MATH 2314 or CISM 3305 in the above requirements for students in Mechanical Engineering)	3
or ECE 1331 (for students in Electrical or Computer Engineering)	3
or GIVE 1331 (for students in Civil Engineering)	3
or CHEE 1331 (for students in Chemical Engineering)	3
or INDE 1331 (for students in Industrial Engineering)	3
	3
SECOND YEAR	Sem. His.
*CHRI 1313	3
*CHRI 1323	3
KINE 2111	1
MATH 3333	3
MATH 3383	3
MATH 3404	4
MATH 3414	4
PHYS 2413	4
PHYS 2423	4
PHYS 3413	4
Humanities Course	3
	36
SUMMER FOLLOWING SECOND YEAR (Taken at the University of Houston)	
ECE 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
¹ CHRI 2363	3
HIST 2313	3
HIST 2323	3
POLS 2313	3
*Chemistry Senior Seminar	2
*Math Senior Seminar	2
	25
At UH:	
ENGI 2334, CHEE 2331, 2332, MECE 3400	13

THIRD YEAR (Civil Engineering)

Sem. Hrs.

At HBU:

¹ CHRI 2363	3
HIST 2313	3
HIST 2323	3
² MATH 4333	3
PHYS 2343	3
PHYS 3313	3
¹ PHYS 3323	3
POLS 2313	3
¹ Math Senior Seminar	2
¹ Physics Senior Seminar	2
	28

At UH:

ENGI 2334, GIVE 2331, 2332	9
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THIRD YEAR (Electrical or Computer Engineering)

Sem. Hrs.

At HBU:

¹ CHRI 2363	3
HIST 2313..	3
HIST 2323	3
² MATH 4333	3
¹ PHYS 2343	3
¹ PHYS 3313	3
¹ PHYS 3323	3
POLS 2313	3
¹ Math Senior Seminar	2
¹ Physics Senior Seminar	2
	28

At UH:

ECE 2300, 2100, ENGI 2334, MFCE 3400..	11
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THIRD YEAR (Industrial Engineering)

At HBU:

Sem. Hrs.

³ Approved Social and Behavioral Sciences Course	3
*CHRI 2363	3
HIST 2313..	3
HIST 2323	3
PHYS 2343	3
PHYS 3313	3
¹ PHYS 3323	3
POLS 2313	3
¹ Math Senior Seminar	2
¹ Physics Senior Seminar	2
	28

At UH:	
ENGI 2334, INDE 3330, 3333	9
THIRD YEAR (Mechanical Engineering)	Sem. Hrs.
At HBU:	
¹ CHRI 2363	3
HIST 2313	3
HIST 2323	3
¹ PHYS 2343	3
¹ PHYS 3313	3
¹ PHYS 3323	3
POLS 2313	3
¹ Math Senior Seminar	2
¹ Physics Senior Seminar	2
	25
At UH:	
MECE 2334, 2336, ECE 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.

- ¹ Required only for students seeking a degree from Houston Baptist as well as UH.
- ² 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.
- ³ Chosen to satisfy UH degree requirements.

PRE-MEDICAL/PRE-DENTAL PROGRAM

The premedical/predental 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.

- BIOL 2473, 2474, 2475 plus 4 advanced hours including a lab 16
Chemistry 2415, 2416, 3121, 3313, 3333, 426217
(CHEM 4373 is required for students applying to the University of Houston Dental School.)
MATH 2434 4
Physics 2413, 2423 8
- 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.

PRE-OPTOMETRY PROGRAM

Students who plan to enter the University of Houston College of Optometry must have a Bachelor of Science degree including the following prescribed courses.

	Sem. Hrs.
Biology 2404, 2414, 2473, 2474, 2475, 3414, 3454	28
Chemistry 2415, 2416	8
Chemistry 3313, 3333, 3121, 4373	10
Math 1434, 2434	8
Physics 2413, 2423	8
Psychology 1313, 2301	6

Note: BIOL 2473, 2474, 2475 are pre-requisites for BIOL 3454.

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 a school of pharmacy. 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 2415, 2416	8
Chemistry 3313, 3333, 3121, 4262	9
English 1313, 1323	6
History 2313, 2323	6
Humanities (may use a literature course)	3
Mathematics 2434	4
Physics 1401 or High School Physics (1 year)	4
Political Science 1313, 2313	6
Psychology 1313	3
Sociology 1313	3
Speech Communications 1313	3
Statistics: PSYC 2301	3
Visual and Performing Arts	3

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 a school of physical therapy. Since programs vary in entrance requirements, students should confirm the specific admission requirements for each school. The requirements

below are representative of most programs. It should be noted that most physical therapy schools require a bachelor's degree.

	Sem. Hrs.
Biology 2473, 2474, 2475, 3454, 3464	20
Chemistry 2415, 2416	8
Computer Science 1321	3
English 1313, 1323, 3 additional hours	9
History 2313, 2323	6
Kinesiology 3336 (First Aid)	3
Management 3305	3
Mathematics 1434, 2434	8
Medical Terminology: BIOL 2281	2
Physics 2413, 2423..	8
Political Science 1313, 2313	6
Psychology 1313, 2364, 3313	9
Sociology 1313..	3
Speech Communications 1313	3
Statistics: PSYC 2301	3

PRE-PHYSICIAN ASSISTANT PROGRAM

Students who plan to enter the field of Physician Assistant may complete the prerequisite courses at Houston Baptist University before applying for admission to a Physician Assistant program. 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. Several programs also require a bachelor's degree, which may make a student a stronger candidate at all schools.

	Sem. Hrs.
Biology 2404, 2414, 2473, 2474, 3414	20
Chemistry 2415, 2416	8
(plus CHEM 3313 and 3121 for University of Texas Medical Branch, University of Texas Southwestern Medical School, University of Texas San Antonio, and Baylor)	4
(plus CHEM 4373 for North Texas and San Antonio)	3
Computer Science 1321	3
English 1313, 1323, and 3 hours in literature	9
History 2313, 2323	6
Mathematics 1313	3
Political Science 1313, 2313	6
Social/Behavioral Science	9
Speech Communications 1313	3
Statistics: PSYC 2301	3

GRADUATE PROGRAM POLICIES

Americans with Disabilities Act

Houston Baptist University provides equal access to all University educational programs to every qualified student. However, if any student requires special personal services or equipment, the student will be responsible for the expenses thereof. This policy includes the expense of providing personal tutors, personal attendants, medical technicians, and so forth. The office of the Director of Academic Advising will assist such students in communicating with the proper community or governmental agency to secure any available financial assistance to meet his or her needs.

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 fourteen (14) 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	
NC	0.00
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; however, 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 #8 under Graduate Admissions section, page 29. English language courses are ordinarily not accepted from institutions in countries where English is not the primary language.

Student Directory Information

Directory information is that information that is customarily made public without the written consent of the student. However, under the provisions of the Family Educational Rights and Privacy Act of 1974, a student may ask the University not to disclose directory information by making written notice to the Office of the Registrar during the first twelve class days of the fall quarter. Request for nondisclosure will be honored by the University for only one academic year, or until notified in writing that information should no longer be withheld, whichever event occurs first. Directory information includes: name, address, telephone number, dates of attendance, classification, previous institution(s) attended, major field of study, awards, honors, degree(s) conferred with date(s), past and present participation in officially-recognized sports and activities, physical factors of athletes (e.g. age, height, weight), and date and place of birth.

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

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 licensure as a Licensed Professional Counselor (LPC), Licensed Psychological Associate (LPA), or a Licensed Specialist in School Psychology (LSSP). 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 Licensed Psychological Associate or 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 5332, 6101, 6102, 6103, 6104, 6105, 6106, 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, 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.

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 Licensed Psychological Associate (LPA). 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): PSYC 5311, 5312, 5313, 5323, 5326, 5334, 6194, 6301, 6310, CHRI 5340, 6333, and five semester hours of approved electives.
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.

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 oral evaluations by the tutor on knowledge in subject categories, a major paper, and a final exam. A student with less than a (3.0) 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. A course in which the student receives less than a “C-” will not count toward completion of the degree. The grading scale will be the University grading scale as described in this Bulletin.

This degree requires 36 hours of course work, the last six of which may be taken as a thesis option. A core curriculum of 18 hours in New Testament, Old Testament, Christian Doctrine, Philosophy, and six hours of Greek or Hebrew (CHRI 5301, 5302,

5303, PHIL 5301, 5302, GREK 5301 and 5302 or HEBR 5301 and 5302) is required prior to the 36 hours. These core courses are offered at the graduate level for those who have not had them in undergraduate studies. Students with undergraduate credits in the core curriculum will be granted advanced standing, and may begin work immediately in the 36-hour requirements for the degree provided that other entrance criteria have been met. Application for candidacy for the degree must be filed after 27 hours of course work have been completed. Students in the Accelerated MATS program must file for candidacy after completion of 18 hours of course work.

Requirements for Admission

Admission will be based on meeting the following criteria: a BA or BS degree from an accredited college or university; 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. Students who have not completed a core curriculum of undergraduate studies in Old Testament, New Testament, Christian Doctrine, Philosophy, and Greek or Hebrew will be required to take the following graduate courses: CHRI 5301, 5302, 5303, PHIL 5301, and either GREK 5301 and 5302 or HEBR 5301 and 5302.

The Accelerated MATS Degree: The Department of Christianity and Philosophy offers undergraduate Christianity majors an opportunity to enter an Accelerated MATS degree program. By entering this track as an undergraduate, a student may earn a MATS degree with one year of graduate studies after earning the BA or BS degree. Students may apply for the program at the beginning of their last term in their junior year. To enter the program, students must meet the following requirements: 1) Achieve a 3.25 QPA by the beginning of the last term of the junior year; 2) Achieve a 3.5 QPA in the Christianity major by the beginning of the last term of the junior year; 3) Submit application (secured in the Department's office); 4) Complete six hours in Greek or Hebrew (requirement may be in process when application is made); 5) Receive approval for the Accelerated MATS program from department faculty; 6) Transfer students may apply when the detailed requirements are met. The Accelerated MATS program will be completed by achieving the following: 1) Earn 9 hours of credit in 5000/6000 level courses in the undergraduate Christianity major by selection from the MATS course offerings. (students need to choose elective hours carefully); 2) The 9 hours of credit in 5000/6000 level courses are in addition to the 34 hours in the undergraduate major; 3) Maintain a grade of "B" or above in the 9 hours taken; 4) Complete and make an acceptable score ("B" or above) on the qualifying exam; the qualifying exam, given at the end of the 9 hours of undergraduate requirement, will cover course work in the Christianity major; 5) The qualifying exam will also be the exit exam in the undergraduate Christianity major for the person in the accelerated MATS program; 5) Complete the BS or BA degree; 6) Apply for entrance into the Graduate School of Houston Baptist University, and for entrance into the MATS program (application packets available in the Department's office); 7) Complete an additional 12 hours plus 6 hours of thesis, or if the non-thesis option is taken, complete 18 hours in the MATS program. Upon completion of course work according to MATS program requirements, students will have earned a Master of Arts in Theological Studies. For undergraduate students who drop out of the accelerated

program, graduate courses taken will count toward the undergraduate degree. Only courses in which the student has made a “C” or above will count toward the undergraduate degree. Application for candidacy for the degree must be filed after 18 hours of course work has been completed.

THE MASTER OF EDUCATION

The College of Education and Behavioral Sciences offers M.Ed. degree programs in Bilingual Education, Counselor Education, Curriculum and Instruction, Educational Administration, Educational Diagnostician, and Reading Education. As part of the Curriculum and Instruction program, a student may acquire the following: (1) initial teacher certification (EC-4, 4-8, 8-12 or all-level), (2) supplemental certification in ESL (English as a Second Language) or Generic Special Education, (3) a specialization in Instructional Technology, or (4) increased expertise in the areas of curriculum and instruction (without an additional certification or specialization).

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.

NOTE: Teaching certificates are issued by the state of Texas, not the University. The State is currently changing certification levels and requirements. In order to meet new guidelines from the State Board for Educator Certification, the University may change requirements described in this Bulletin of Information. Students should check with the Education Office for current requirements.

I. Bilingual Education

- A. To gain admission to the Bilingual Education program, the prospective student must, in addition to the general MEd 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. 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 Director of the Master of Education program.
- C. Requirements for Teacher Certification
 - 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 the TOPT and the required state certification exam.

2. A person holding a valid Texas teacher certification may obtain a supplemental Bilingual Education certificate by completing EDBI 5304, 5305, 6306, 6307, teaching for a minimum of one year as the teacher of record in a bilingual classroom in an accredited school (or student teaching), and successfully completing the TOPT and the state certification exam.

II. Counselor Education

- A. Admission to the Counselor Education program requires that the student score 850 or higher on the combined verbal and quantitative sections of the General Test of the GRE and at least 400 on the verbal section. For persons without a background in psychology, an introductory psychology class is also required. It must have been completed with a “B” or better within seven years of program admission.
- B. 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 6301, 6310, 6320; EPSY 5363, 6191, 6306; PSYC 5251, 5313, 5323, 5330, 6302, and 6305. The student will be required to show satisfactory performance on an oral comprehensive examination.
- 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. A 350-clock-hour practicum must be satisfactorily completed in a university approved and SBEC accredited school. SBEC also requires satisfactory performance on the state certification exam for school counselors.

III. Curriculum and Instruction

The M.Ed. in Curriculum and Instruction provides expertise related to curriculum content and instructional methodology. It allows prospective teachers to acquire initial certification and certified teachers to increase their professional knowledge and skills and add supplemental certifications and specializations to their existing certificates. The program requires a core of courses which includes EDUC 5306 or 6303, 6304, 6310; a Curriculum and Instruction course (EDUC 5313, 5314, 6302, 6312 or 6322); a research course (EDUC 6340 or 6320); a methodology course (EDEC 5310 or 5311 or one of the following: EDUC 5305, 5354, 6330 or EDSP 5319); and 18 or more additional hours of graduate coursework. Certified teachers who are not adding a Generic Special Education Supplemental Certification or a Technology Specialization complete EDUC 6330 as their methodology course.

Students who are not seeking initial certification, additional certification, or a technology specialization complete EDUC 5306, 6304, 6310, 6322, 6330, 6340, and 18 hours of graduate electives.

A. Curriculum and Instruction with All-Level Teacher Certification

This option leads to both an M.Ed. degree in Curriculum and Instruction and All-level Texas state teacher certification in art, physical education, 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. Based on an analysis of previous coursework, this deficiency plan may require additional hours in the teaching field.

The following courses must be completed: EDUC 5306, 5354, 6301, 6302, 6304, 6310, 6340, EDSP 5302, 6 hours of approved graduate electives in M.Ed. 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 as the elective choice. For all-level kinesiology, 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 (EDSP 5302; EDUC 5306, 5354, 6301, 6302, 6304, 6310, 6340) and 27 hours if kinesiology (EDSP 5302; EDUC 5306, 5354, 6301, 6302, 6304, 6310, 6340 and EDRE 5330); (2) student teaching or two years successful teaching in an accredited school; (3) any subject area requirements specified on the deficiency plan; and (4) the required state certification exams. Students may not begin courses until they are accepted into the teacher education program.

The student teaching requirement for all-level art is EDUC 5393 and 5396; for all-level music is EDUC 5394 and 5399; and EDUC 5384 and 5385 for all-level physical education.

B. Curriculum and Instruction with EC-4 Generalist Certification

This option leads to both an M.Ed. degree in Curriculum and Instruction and state EC-4 Generalist certification. 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: EDEC 5306, 5310 or 5311, 5351; EDRE 5310, 5320, 5350; EDSP 5302; EDUC 5340, 5350, 5430, 6301, 6302, 6304, 6310, and 6340. In addition to this coursework, certification requires student teaching or an approved equivalent and successful completion of state certification exams.

C. Curriculum and Instruction with High School Certification

This option leads to both an M.Ed. degree in Curriculum and Instruction and high school certification (grades 8-12). 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 completion of the following courses: EDRE 5330, EDSP 5302, EDUC 5306, 5345, 5354, 6301, 6304, 6310, 6312, 6340 and 6 additional hours of graduate course work. For English Language Arts certification, three of these must be EDRE 5352 Literacy in the Secondary Schools. Additional coursework (undergraduate or graduate) in the teaching field is also required and is determined on an individual basis by the certification officer and documented in a "deficiency plan." Certification also requires student teaching or an approved equivalent and successful completion of content area and pedagogy state certification exams.

D. Curriculum and Instruction with Middle Grades Certification in English, Language Arts, and Reading

This option leads to both a M.Ed. degree in Curriculum and Instruction and middle grades (4-8) certification in English Language Arts and Reading. 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: EDBI 5304; EDBE 5306, 5310, 5320, 5330, 5350, 5351, 5352; EDSP 5302; EDUC 5354, 6301, 6304, 6312, and 6340. Certification also requires student teaching or an approved equivalent and successful completion of content area and pedagogy state certification exams.

E. Curriculum and Instruction with Middle Grades Certification in Math, Science or Social Studies

This option leads to both an M.Ed. degree in Curriculum and Instruction and middle grades (4-8) certification in math, science or social studies. 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: EDRE 5310, 5330, 5350; EDSP 5302; EDUC 5306, 5354, 6301, 6304, 6310, 6312, 6340. If math is the teaching field, EDUC 5430. If science, EDUC 5350. If social studies, EDUC 5340. Additional course work (undergraduate or graduate) in the teaching field is also required and is determined on an individual basis by the certification officer and documented in a deficiency plan. Certification also requires student teaching or an approved equivalent and successful completion of content area and pedagogy state certification exams.

F. Curriculum and Instruction with a Specialization in Instructional Technology

Students may obtain the Specialization in Instructional Technology by completing the requirements for an M.Ed. degree in Curriculum and Instruction with a Specialization in Instructional Technology or by completing the 27 hours of instructional technology course work included in the degree if they already possess a graduate degree.

This program requires the following 39 hours: the Curriculum and Instruction Core of EDUC 5305, 6303, 6304, 6310, 6320 and 6322, and additional specialization courses. The additional specialization courses include EDAD 5319, 5320; EDUC 5302, 5303, 6307, 6308 and 6309. The program is offered through distance learning with technical aid of Masters Online in Phoenix, Arizona. The program is available on campus or through a cohort program in sponsoring school districts. The on campus program is not a cohort program.

To receive the Master of Education degree in Curriculum and Instruction with a specialization in Instructional Technology, a student must complete the following requirements:

- a. The student must complete the 39 semester hours listed above.
- b. In lieu of a comprehensive examination, the student must complete EDUC 5303, Instructional Technology Project, with a grade of "B" or better. The student may take EDUC 5303 after completion of at least 21 hours of degree course work.
- c. Students participating in the program through the cohort program in sponsoring districts must work for and be recommended by the school district sponsoring the program. They must meet all cohort group requirements. All cohort members will have an identical degree plan that will be produced in the Education Department.

The instructional Technology Specialization without the M.Ed. requires completion of the following 27 hours: EDAD 5319, 5320; EDUC 5302, 5303, 5305, 6303, 6307, 6308 and 6309.

G. Curriculum and Instruction with Supplemental Certification in Generic Special Education

This option leads to both a M.Ed. degree in Curriculum and Instruction and a supplemental certification in Generic Special Education which can be added to any valid Texas teaching certificate. It will prepare educators to teach students with virtually all-handicapping conditions except the most severe handicaps.

The following courses must be completed: EDSP 5302, 5306, 5311, 5319, 5335, 5351, 6344; EDUC 5306 or 6303; EDUC 6304, 6310, 6320, and 6322. Additionally, students must already have a valid Texas teaching certificate and successfully complete the appropriate certification exams required by the State Board for Educator Certification in order to be recommended for supplemental certification.

A teacher may choose to acquire the supplemental Generic Special Education certification without obtaining an M.Ed. degree. This would require a valid Texas teaching certificate, completion of EDSP 4302/5302, 4306/5306, 4311/5311, 4319/5319, 4335/5335, 4351/5351 and 6344, and successful completion of the required state certification exams.

IV. Educational Administration

- A. To earn a degree in Educational Administration, a student must complete the following 37 semester hours: EDUC 6310, 6300; EDAD 5306, 6291, 6292, 6301, 6302, 6303, 6304, 6308, 6309, 6310, and 6313, and successfully complete a comprehensive exam.
- B. To earn the Texas Standard Principal Certificate, the student must complete the 37 semester hours above, earn the MEd degree, have a valid Texas teaching certificate, and have completed two years of successful teaching in an accredited school. Students must also successfully complete a certification examination as required by the State Board for Educator Certification.

V. Educational Diagnostician

- A. To earn a degree as an Educational Diagnostician, the student must complete the following 39 semester hours with no grade less than "C": EDUC 5306, 6304, EDSP 5302, 5311, 5335, 5319, 6305, 6315, 6344, 6345, EDRE 5304, EDSP 5306, and EDRE 5351.
- B. Completion of the 39 semester hours for the MEd degree does not automatically confer Professional certification as an Educational Diagnostician. To earn certification, the student must have a valid Texas teaching certificate and have completed three years of successful teaching.
- C. To be recommended for certification as an Educational Diagnostician, the student will be required to show satisfactory performance on the appropriate certification exam as required by the State Board of Educator Certification.

VI. Reading Education

- A. To earn a degree in Reading Education, a student must complete the following 36 semester hours: EDUC 6310, 6320, EDUC 6304, EDRE 5304, 5330, 5301, 6304, and 6305. As student already possessing an elementary education certificate must complete EDRE 5352, EDUC 6371, and six hours of approved graduate electives (ESL courses strongly recommended). A student already possessing a secondary education certificate must complete EDUC 6370, EDRE 5310, 5320, and 5352.
- 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, 5301, 6304, 6305, and EDUC 6310. The student who already possesses elementary teacher certification must also complete EDRE 5352 and EDUC 6371. The student who already possesses secondary teacher certification must also complete EDRE 5310, 5320, 5352, and EDUC 6370.

VII Master OnLine: The M.Ed. in Curriculum and Instruction with a Specialization in Instructional Technology

- A. This program prepares teachers and other school system employees for leadership positions in the field of instructional technology. The program is currently available only on an online basis. Applicants may enroll for either a degree program of 39 semester hours or for the Instructional Technology Specialization program of 27 semester hours.
- B. To qualify for entrance to the program, the applicant must (a) have completed a degree at the baccalaureate level, (b) be a full-time employee of a private school or public school district, (c) be sponsored by the employing school/school district as part of a cohort group and agree to complete the program as a member of a cohort group, (d) have an overall 2.5 gpa on all credited collegiate coursework and (e) take either the Graduate Record Exam (GRE) or the Miller Analogies Test (MAT).
- C. To earn the degree and the specialization, students must successfully complete the following 39 semester hours: EDUC 6322, 6310, 6320, 6303, 6304, 5305, 5302, 5303, 6307, 6308, 6309 and EDAD 5319 and 5320.
- D. For only the specialization, students must successfully complete the following 27 semester hours: EDAD 5319, 5320 and EDUC 5302, 5303, 5305, 6303, 6309, 6307 and 6308.
- E. For online application and information, please see our website at <http://www.mastersonline.org>.

THE PROFESSIONAL MASTER OF BUSINESS ADMINISTRATION

PMBA

The PMBA Program is structured to develop the knowledge and skills vital for all aspects of management. The Program offers an intensive curriculum for training students in the fundamentals of business practices. This curriculum is also uniquely innovative and flexible. The PMBA program requires 42 semester hours of course work with no thesis requirement.

The PMBA 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 PMBA.

The curriculum provides each student with a solid foundation of core courses (24 semester hours). Core courses present a broad, integrated view of the business functions. The student selects the remaining 18 semester hours from relevant, in-depth diversification courses. This gives the student the flexibility to combine courses from one or more subject areas to customize the MBA to career goals.

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 Professional Masters of Business Administration 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 Professional MBA. These requirements may also be satisfied by the CLEP or by satisfactorily completing ACCT4288, ACCT 4289, ECON4288, ECON 4289, MGMT 4397, MGMT 4398 and MGMT 4399.
2. Completing the Business Core: CISM 6360, FINA 6330, MGMT 6150, MGMT 6151, MGMT 6152, MGMT 6310, MGMT 6318, MGMT 6333, MGMT 6341, and MKTG 6310.
3. Completing the diversification requirements. Student selects 18 hours from extensive course offerings in Accounting, Finance, Human Resources Management, Information Technology, International Management, and Management.

THE MASTER OF LIBERAL ARTS

The Master of Liberal Arts offers students an interdisciplinary panorama of knowledge in art, literature, history, culture, and science. The MLA is designed for those who have completed their formal professional education but who wish to continue intellectual enrichment in an academic environment. Thus, whereas the MLA complements more specialized fields of study, it is not designed to replace them, nor is it intended to prepare one for professional research doctoral studies. 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 5390-92, 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 (MS-HRM) is designed to provide students with the latest and most useful knowledge and skills needed by successful human resources professionals. Current offerings include: strategic planning, managing change interventions, global HR management, HR information technology applications and employment law. To ensure currency, the faculty contains an effective mix of highly successful practitioners and those with a rigorous academic background.

Students enrolled in the MS-HRM also come from a variety of backgrounds and industries. They reflect various perspectives and experiences, which contribute to a rich learning environment. Class sizes are small, allowing for extensive interaction with the faculty. In addition, students have opportunities to interact with executive decision makers in the Houston community. The learning experience at HBU is designed to be eclectic, thought provoking and relevant to the human resources and business issues facing organizations today.

Graduates of the MS-HRM graduate program will have a deep understanding of the elements that are critical to building high performing organizations. Courses incorporate an integrating thread to ensure an appreciation and understanding of the importance of an alignment of all human resources programs with business strategy, culture and leadership, which is vital to achieving an organization's goals.

Courses in the program are offered in the evening to accommodate employed professionals. The MS-HRM program is open to graduates with degrees in any field. For students who have had no previous course work in business, twelve hours of leveling courses covering principles of accounting, economics, statistics, and organizational behavior are required. The program requires 36 semester hours (12 courses) focusing on HRM. Students may complete the program in six terms by taking two courses per term. Entrance into the program is flexible in that students may begin their course work in any term.

The Academic Program

The Houston Baptist University Master of Science in Human Resources Management consists of two components and requires 36 to 48 hours determined by the student’s undergraduate course work. The curriculum consists of twelve hours of leveling courses and 36 semester hours of graduate course work focused on human resources management.

The leveling courses cover principles of accounting, economics, statistics, and organizational behavior. These courses may be waived if the student has earned a “C” or higher 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.

Twelve graduate courses comprise the program requirements. Students may complete the program in six 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 eighteen months 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 PMBA degree in the following areas: accounting, finance, 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 prepare business professionals who will be involved in the management of information systems in large organizations. The program is open to all professionals - from both the IT and the end-user communities - whose job requires that they manage information systems and/or the people who use them. During this program, students are exposed to a rich combination of management courses and computer courses designed to provide them with a strong understanding of the interaction between business and the information technology that supports it.

The program of study amounts to 42 semester hours of academic course work. The program is designed to be completed in seven consecutive quarters over a twenty-month period. It is structured as an integrated package. The sequence of courses is laid out so that each successive course builds on the previous courses. For this reason, no part-time study is allowed. Students take six hours per quarter, for seven consecutive quarters. In addition, the MCS program has a lock-step design, which means that a student enters the program in a cohort and takes every course with the same group of students. There are no elective courses.

While the MCS program is designed to be completed in 20 months, students who must leave the program, for academic or personal reasons, may reenter the program after a period of absence. Specific prior approval is needed for re-entry, 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 core area which provides abroad 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.

Requirements for the Master of Science in Health Administration are:

1. Completing the core courses: HADM 5310, 5311, 5317, 5325, 5340, 5350, 6315, 6320, 6325, 6330, 6350, 6352, and 6370.
2. Completing one of the Majors:
Health Care Administration-HADM 6366, 6367, 6368, 6375 and 6376 or 6377 and 6378.

Human Resource Administration--GMT 6364, 6370, 6387, HADM 6375 and 6376 or 6377 and 6378.

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 within the changing parameters of the present system, and contribute to the health care system of the future. The curricula include concepts of spiritual care for the FNP-CC and the CCN students.

Family Nurse Practitioner

The Family Nurse Practitioner (FNP) program is designed to prepare the nurse to practice as a health educator, personal health counselor, and health care provider, role aspects of the advanced practice nurse. The program consists of 43 hours of study. Graduates of the FNP program will have met the educational requirements of the Board of Nurse Examiners of the State of Texas (BNE) for recognition as advanced practice nurses. Thirty-one (31) semester hours of the program can be completed for the Family Nurse Practitioner recognition by the BNE, if the student already has a master's degree in nursing.

Requirements for the FNP program are:

1. Successful completion of Graduate Nursing courses-NURS 5310, 6320, 6350, and HADM 6315.
2. Successful completion of Advanced Practice courses - NURS 5440, 6211, 6241, 6242, 6251, 6252.
3. Successful completion of Specialty Nursing courses-NURS 6111, 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, 6211, 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 integrate health and spiritual care in the faith community. The program consists of 36 semester hours of study. 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 courses-NURS 5310, 6320, 6350, and HADM 6315.
2. Successful completion of Advanced Practice courses -PSYC 5312, 5313, and 5326.
3. Successful completion of Specialty Nursing courses-NURS 5203, 5211, 6304, 6406, 6408.

Family Nurse Practitioner-Congregational Care

The Family Nurse Practitioner-Congregational Care (FNP-CC) program is designed to develop the advanced practice nurse who can function as a Family Nurse Practitioner within a church-based setting. The FNP-CC program consists of 50 hours of study. Graduates of the FNP-CC program will have met the educational requirements of the Board of Nurse Examiners of the State of Texas for recognition as advanced practice nurses.

Requirements for the FNP-CC program are:

1. Successful completion of Graduate Nursing Courses - NURS 5310, 6320, 6350, and HADM 6315.
2. Successful completion of Advanced Practice courses - NURS 5440, 6211, 6241, 6242, 6251, 6252 and PSYC 5313.
3. Successful completion of the Specialty Nursing courses - NURS 5203, 5211, 6111, 6311, 6322, 6333, 6344, 6455.

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 and a productive vocation.

When a student has completed the fifty-four semester hours required by the University as a part of the 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, the student 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 College in which he takes the upper level courses needed to complete the chosen majors.

INTERDISCIPLINARY COURSES

INDC 3305, 3306 Culture and the Arts I and II

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. Team taught.

INDC 3311 Great Issues of the 21st 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 the attempted and proposed solutions. Team taught.

EUROPEAN CULTURAL STUDIES

Student may fulfill three semester hours of the 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 3305, Culture and the Arts. The purpose of the academic tour is to provide the student with the opportunity to view the actual artifacts of history, inspect masterworks 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 14-day form.

SENIOR SEMINARS

Senior Seminar 4290, 4291, 4292, 4293, 4294, 4295, 4296, 4297, 4298, 4299, 4392, 4294

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

Academic Resource Center (ARC)

Students of all majors may use the ARC resources to become better writers and oral communicators. In the ARC, students can obtain one-on-one writing instruction, help with revising and developing papers, public speaking instruction, presentational skills, coaching, and communication apprehension. The ARC has state-of-the-art equipment which students can use to practice their speeches using PowerPoint. Students may videotape speeches and then review them alone or with a faculty member and access interactive software designed to aid in speech research and organization.

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 two 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, 3353, 3363, 3345, 4292, 4293, and a minimum of 14 semester hours in studio courses, five hours of which must be upper level. Students may opt to take three additional studio hours from photography courses listed under PHOT. Only photography courses beyond PHOT 3321 (excluding practicums) are eligible for studio credit. PHOT prerequisites must be met.
- II. 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, 3305, 3310, 3313, 3323, 3345, 3353, 3363, 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, 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 one meeting of Art Forum, (b) attend two outside events 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 the form of faculty review of the senior seminar portfolio and oral review of the project. The exam will be offered each quarter and should be scheduled in the final quarter prior to graduation.

DEPARTMENT OF CHRISTIANITY AND PHILOSOPHY

Center for Exploring Ministry Careers

The Center for Exploring 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 are 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 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 PHIL 1313, Introduction to Philosophy; 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, 4181, 4281, and 4381.

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

The Honors Program in Christianity:

The Department of Christianity and Philosophy offers an honors track to students who qualify. Following the Honors Program track enables students to receive academic recognition as well as enhancing their educational experience in pursuit of the major in Christianity. Those who complete the Honors Program will receive recognition on their transcripts as having taken an Honors Program track in their academic studies. Students may apply for the Honors program when they have completed 45 hours of University credits. To enter the program, students must meet the following requirements: 1) Achievement and maintenance of a QPA of 3.25 overall and a QPA of 3.50 in the major in the first 60 hours of University credits; 2) Submit application (secured from the Department's office); 3) receive tentative approval for the Honors program from department faculty; 4) Receive final approval for entrance to the Honors Program from department faculty. Transfer students may apply after the detailed requirements have been met. The Honors Program will be completed in the Christianity major by achieving the following: 1) Maintenance of a QPA of 3.25 overall and a 3.5 in the major through the completion of the degree the student is seeking; 2) Completion of six (6) hours of honors courses. The first three hours will be selected from Categories II-IV in the Christianity major. The second three-hour requirement will be met by taking a MATS course. A paper will be required in the MATS course. The Honors Thesis will come from the MATS class; 3) The professor of the MATS course taken by the student, or a professor assigned by the Director of the MATS program, will direct the selection, development, and writing of the Honors Thesis. The thesis will be 45 to 50 pages in length, double-spaced, and according to the form of the assigned thesis guide. The thesis will be read by a committee of three appointed by the Chair of the Department of Christianity and Philosophy. The student will defend his/her thesis before the same committee; 4) Completion of the BS or BA degree.

The Accelerated MATS Degree:

The Department of Christianity and Philosophy offers undergraduate Christianity majors an opportunity to enter an Accelerated MATS degree program. By entering this track as an undergraduate, a student may earn a MATS degree with one year of graduate studies after earning the BA or BS degree. Students may apply for the

program at the beginning of their last term in their junior year. To enter the program, students must meet the following requirements: 1) Achieve a 3.25 QPA by the beginning of the last term of the junior year; 2) Achieve a 3.5 QPA in the Christianity major by the beginning of the last term of the junior year; 3) Submit application (secured in the Department's office); 4) Complete six hours in Greek or Hebrew (requirement may be in process when application is made); 5) Receive approval for the Accelerated MATS program from department faculty; 6) Transfer students may apply when the detailed requirements are met. The Accelerated MATS program will be completed by achieving the following: 1) Earn 9 hours of credit in 5000 level courses in the undergraduate Christianity major by selection from the following course offerings: CHRI 5310, 5315, 5330, 5346, 5350 (students need to choose elective hours carefully); 2) The 9 hours of credit in 5000 level courses are in addition to the 34 hours in the undergraduate major; 3) Maintain a grade of "B" or above in the 9 hours taken; 4) Complete and make an acceptable score ("B" or above) on the qualifying exam; the qualifying exam, given at the end of the 9 hours of undergraduate requirement, will cover course work in the Christianity major; 5) The qualifying exam will also be the exit exam in the undergraduate Christianity major for the person in the accelerated MATS program; 5) Complete the BS or BA degree; 6) Apply for entrance into the Graduate School of Houston Baptist University, and for entrance into the MATS program (application packets available in the Department's office); 7) Complete an additional 12 hours plus 6 hours of thesis, or if the non-thesis option is taken, complete 18 hours in the MATS program. Upon completion of course work according to MATS program requirements, students will have earned a Master of Arts in Theological Studies. For undergraduate students who drop out of the accelerated program, graduate courses taken will count toward the undergraduate degree. Only courses in which the student has made a "C-" or above will count toward the undergraduate degree.

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. Departmental honors are available for qualifying students in mass media and speech communications.

SPEECH COMMUNICATIONS

The speech communications major is designed for students interested in either rhetorical studies or communication systems. The department features a competitive intercollegiate debate, individual events, and mock trial. In addition, an internship option is available for those students with specialized communication objectives. All majors are required to pass an exit examination in order to graduate. Departmental honors are available for qualifying students majoring in Speech Communications.

Students who wish to be certified to teach speech communications must take COMM 1313, 2313, 3305, 3323, 3334, 3345, three additional hours from rhetorical studies (COMM 3325, 3355, 4314, 4315, and 4333), three additional hours from communication systems (COMM 3324, 3335, 3354, 3363, 4304, 4323, 4373, and JOUR 3325), 4292, 4293, and TELE 1324 for a total of thirty-one hours. Students seeking teacher certification should also speak with an advisor from the College of Education and Behavioral Sciences to determine if there are additional course or program requirements for obtaining certification.

Students not seeking teacher certification may major in speech communications by taking COMM 1313, 2313, 3323, nine hours from rhetorical studies (COMM 3305, 3325, 3334, 3355, 4314, 4315, and 4333), nine hours from communication systems (COMM 3324, 3335, 3345, 3354, 3363, 4304, 4323, 4373, and JOUR 3325), 4292, and 4293 for a total of thirty-one hours.

All students receiving degrees from Houston Baptist University must demonstrate acceptable competencies in oral communication. Students must 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 communications assessment lab to demonstrate oral communication competency. For additional information, refer to the “Undergraduate Degree Requirements” section in this Bulletin.

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 to be approved by the full-time mass media faculty 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, TELE 1324, JOUR 2303, JOUR 3314, PHOT 3321, MASM 4373, MASM 4374, MASM 4292, and MASM 4293. Students may concentrate in print media (TOUR) by also completing two of the following classes: JOUR 3325, 3326, 4314, 4315, 4336. Students who choose the electronic concentration (TELE) must also complete TELE 3365 and 3366. Students who choose the photography concentration (PHOT) must also complete PHOT 3322 and 4321. The mass media major totals thirty-one hours. Departmental honors are available for qualifying students majoring in mass media. Teacher certification is also available. Students interested in teacher certification should contact the Mass Media faculty.

DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

The Department of History and Political Science offers majors in history and political science. A student may select one or both majors within the department.

HISTORY

The primary focus of this portion of the department is to give the student a better understanding of the present by a study of the past. The department seeks to produce students who better appreciate and more intelligently participate in the present because of a greater awareness of the past. In so doing, the department of history attempts to promote cultural literacy and enlightened citizenship. An examination of the major events, movements, and personalities that helped to shape the modern world serves to enrich and broaden the student's general perspective and world-view.

The study of history assists students in developing analytic and reasoning skills and helps to build written and oral communication competencies. The history major helps to prepare students for careers in law, education, business, Christian ministry, archival and museum work, and government service work on the local, state, and national levels.

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 thirty-one semester hours in history, including the survey courses in World Civilization and United States history; (b) fifteen 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. All majors are required to take an exit examination in order to graduate.

History majors who plan to teach in the high schools must take World Civilization (HIST 1314, 1324), U.S. History (HIST 2313, 2323), Texas History (HIST 33331, Gilded Age and After (HIST 4313), Twentieth Century America (HIST 4363), Senior Seminars (HIST 4292, 4293), and six additional hours of upper level history electives, three hours of which must be an upper level English or European history course.

History majors interested in pursuing internship credit for work related to their field of study should contact the department chairman. Only three hours of internship credit will be counted toward the major.

Departmental Honors in History are available.

POLITICAL SCIENCE

The political science program focuses on theories of government, political institutions, government processes, and political behavior. Students are offered courses in political theory, comparative politics, national politics, American government, public policy, and law. Students are also introduced to traditional and empirical methods of research in political science.

The study of political science assists students in developing reasoning and analytic skills and build competencies in written and oral communication. The political science major prepares students for careers in law, business, public service, state and local government, education, or any other field that requires strong analytic and communication skills. The major also increases political awareness and promotes active citizenship and political participation.

Requirements for the major are 31 hours in political science including six required courses: Introduction to Political Science (POLS 1313), American and Texas Government (POLS 2313), The United States Congress (POLS 3374), United States Foreign Policy (POLS 4333), Senior Seminars (POLS 4292, 4293), plus fifteen additional hours of political science, twelve of which must be advanced. All majors are required to take an exit examination in order to graduate.

Political Science majors who plan to teach at the elementary school or high school level must take the following thirty-one hours: Introduction to Political Science (POLS 1313), American and Texas Government (POLS 2313), The United States' Congress (POLS 3374), United States Foreign Policy (POLS 4333), Senior Seminars (POLS 4292, 4293), twelve additional hours of political science (nine of which must be advanced), and History of Texas (HIST 3333).

Political Science majors interested in pursuing internship credit for work related to their field of study should contact the department chairman. Only three hours of internship credit will be counted toward the major.

Pre-Law students are encouraged to take POLS 2343, Public Policy, POLS 3344, The American Court System, POLS 3348, American Political Thought, and POLS 4313, Constitutional Law.

Departmental Honors in Political Science are available.

COMPOSITE SOCIAL STUDIES

This certification option provides content area preparation for students who are preparing to teach social studies in middle grades or high school. It includes economics, history, geography, political science, psychology and sociology. These subjects are taught as an integrated whole in middle grades and as separate subjects in high school. High school composite social studies certification permits a teacher to teach each of these separate subjects.

All composite social studies students complete the social studies core: ECON 2302; GEOG 3300; HIST 1314, 1324, 2313, 2323, 3333, 4363; PHYS 3415; POLS 1313, 2313; PSYC 1313; SOCI 1313, 4310; and two senior seminars chosen from HIST 4292, HIST 4293, and POLS 4292. In addition, students seeking middle grades certification complete EDRF 4310, EDRE 4350 and INDC 4340. Students seeking high school certification complete ECON 2301, 2302; HIST 4333 and 6 hours from POLS 3344, 3375, and 3384.

DEPARTMENT OF LANGUAGES

The Department of Languages comprises five areas: English language, literature, and professional writing; French, Spanish, and German language, literature and cultures; New Testament Greek; and bilingual education and English as a second language.

BILINGUAL EDUCATION

The curriculum in bilingual education prepares students to teach in a bilingual setting in pre-Kindergarten (Early Childhood through Grade 4). Students learn to teach first and second languages and to teach content material in a bilingual context.

To earn bilingual certification in early childhood (EC) through Grade 4, the student completes the EC-4 Bilingual Generalist certificate plan, which includes the basic block of Smith College courses (54 semester hours), the Interdisciplinary Studies major (39 semester hours), the Professional Education component (18 semester hours), and the Bilingual Education major (26 semester hours). For a list of specific course requirements in the Interdisciplinary, Professional Education, and Smith College areas, see the EC-4 Certification requirements in the section of this catalog entitled College of Education and Behavioral Sciences, Undergraduate Programs. The course requirements for the Bilingual Education major are the following EDEC 4306, Language and Concept Development in Young Children; EDBI 4304, Methods of Teaching ESL, EDBI 3387, Teaching School Content Areas in the Bilingual Classroom; EDBI 4305, Second Language Acquisition; EDBI 4314 Survey of Linguistics; EDBI 4315, Integrating ESL with the Content Areas; EDBI 4343 or 4344, Hispanic Cultural Perspectives; EDBI 4350, Developing Literacy in the Bilingual Classroom, and EDBI 4293, Senior Seminar: Foundations of Bilingual Education.

Special Requirements: Basic language study as such is not a part of the bilingual preparation. It is recommended that students take Spanish 2314 and 2324 in the freshman year as preparation for entrance into the bilingual program. To gain admission to the bilingual program, students must achieve a minimum overall score at the eightieth (80th) percentile on the MLA Cooperative Language Proficiency Test (Form M) in Spanish. In addition, students must achieve a minimum score at the eightieth (80th) percentile in each of the four skill areas (listening, speaking, reading, and writing), or take the appropriate course or courses to remove language deficiency in each area where the score is less than the minimum standard. Students who have not passed the MLA Proficiency Test may begin the bilingual courses. However, they are not assured of acceptance in the program until they have completed this requirement. In addition to meeting the English proficiency requirements for all students in the teacher education program, students in bilingual education must demonstrate language proficiency at the teaching level in content areas in Spanish. The special requirements for admission to the bilingual program apply to all students, including special post-baccalaureate candidates.

ENGLISH AS A SECOND LANGUAGE

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.

ENGLISH

The English language and literature courses are designed to develop proficiency in the English language through practice in grammar, composition, rhetoric, and creative writing; 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; to help students better understand writing by

applying critical and analytical techniques; to acquaint students with significant literatures; to develop an understanding of poetry, drama, short fiction and the epic; and to explore relevant themes through literature and film.

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 and Professional Writing areas offer four programs: a liberal arts English major; teacher certification in Language Arts grades 4-8 and Languages Arts grades 8-12; an internship; and a professional writing specialization in creative writing, rhetoric, or technical writing. These courses are offered under the English rubric (ENGL) or the Writing rubric (WRIT).

English and the Smith College Requirements:

Section 2: Communication. ENGL 1313 and 1323. Section 5: Humanities. Non-majors usually take three hours from ENGL 2363-2368, ENGL 3334-3339, ENGL 2353, ENGL 3321, and ENGL 3370. English majors usually take three 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, 3313, 3323, 3331, 3332, six hours selected from ENGL 4311, 4313, 4314, 4315, 4316, 4317, 4318, 4319, 3373, 4323, 4324, 4325; 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 Language Arts:

Students may work toward certification to teach in grades 4-8 or in grades 8-12.

Language Arts-Grades 4-8

The Reading/Language Arts major for certification grades 4-8 requires EDRE 4310*; EDRE 4320*; EDRE 4350*; EDRE 4304; EDRE 4352*; EDRE 4306; EDBI 4304*; ENGL 1313; ENGL 1323; six additional hours of ENGL at the 2000 or 3000 level; WRIT 3383; WRIT 4294; and one of the following 12 hour specializations.

Literature Specialization: ENGL 2353, and nine hours from any 3000 or 4000 level ENGL literature course.

English Specialization: ENGL 2353; nine hours from ENGL 3000 and 4000 literature courses and any WRIT courses, with at least three hours in each area. (May not use WRIT 3383 or 4294)

Foreign Language Specialization: 12 hours from the same language at 2000 or 3000 level

Journalism Specialization: JOUR 2303, and nine hours from JOUR 3314, 3325, 4314, 4315, MASM 3335

Speech Communications Specialization: COMM 2313 and nine hours from COMM 3305, 3323, 3334, 3335, 3345, 3354, 3363, 4304, 4323

Writing Specialization: 12 hours from MASM 3335 and any 2000, 3000, or 4000 WRIT course, excluding WRIT 3383 and 4294

Reading Specialization: EDRB 4351, EDRE 4305, EDRE 4302, EDRE 4315. (EDRE 4310 is prerequisite to all of these courses.)

ESL Specialization: EDBI 4305, EDBI 4306, EDBI 4314, EDBI 4315

Language Arts-Grades 8-12

The English/Language Arts major for certification grades 8-12 requires EDRE 4304; EDRE 4352*; COMM 1313; EDBI 4304*; ENGL 1313; ENGL 1323; ENGL 2353; ENGL 3313; ENGL 3323; ENGL 3331; ENGL 3332; three hours of ENGL from 3373, 4311, 4313, 4214, 4315, 4316, 4317, 4318, 4319, 4323, 4324, and 4325; three hours of multicultural English from 3321 (when appropriate), 3334, 3335, 3336, 3337, 3338, 3339, and 3370; ENGL 4292; ENGL 4293; WRIT 3383; and WRIT 4202.

(*Prerequisites: program admission and EDUC 4311)

Internship in English

The internship, WRIT 4101, 4201, 4301, offers outstanding English majors the opportunity to work as interns in a commercial or academic environment for 40 hours per credit hour for one quarter in order to apply writing and analytical skills that they have developed. Prerequisites: ENGL 1313, 1323; WRIT 3303, 3345; COMM 1313.

Admission to the program will be determined by the English Intern Selection Committee. 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 and have at least a 3.0 QPA in English, and have taken WRIT 3303 and WRIT 3345 before the internship, WRIT 4301. The applicant must submit an application and two letters of recommendation to the Intern Selection Committee at least one quarter in advance of the scheduled internship. If accepted by the committee, the applicant must also be interviewed and accepted by the prospective employer.

Professional Writing

The professional writing courses are designed to develop proficiency in creative writing, technical writing, and writing for other professional needs. Students may choose to study the forms of fiction, drama, poetry, and the essay through creative writing. Students in any major may also elect to pursue the Professional Writing Specialization.

Professional Writing Specialization:

The courses in this program are open to all students and are designed to strengthen students' creative, logical, and critical communication skills in order to make them more marketable in today's competitive work environment. Students may take any individual courses offered in the program, or they may obtain certification in one of three professional writing fields: Creative Writing, Rhetoric, or Technical Writing. To gain certification, students must take a minimum of eight hours of designated courses at Houston Baptist University and earn an average of 3.0 or above for those courses. Upon completion of the program, students will receive a certificate of completion and the Registrar will note the appropriate area of certification on the students' transcripts.

Creative Writing

WRIT 3353, Fiction
WRIT 3353, Poetry

Plus

2-3 hours of electives
from WRIT 3263, 3303,
3334, 3345, 3383, 4202,
or COMMIMASM 3335

Rhetoric

WRIT 3303
WRIT 3383

Plus

2-3 hours of electives
from WRIT 3334 or
4202

Technical Writing

WRIT 3303
WRIT 3345

Plus

2-3 hours of electives
from WRIT 3263, 3334,
3353, 3383, 4202, 4301,
or COMM/MASM 3335

Departmental Honors are available in English. See chair of department for program requirements.

Endorsement for Teachers of English as a Second Language:

Student preparing for Texas teacher certification may add the supplemental certification to teach English as a Second Language (ESL). Those preparing to teach in grades 4-8 or 8-12 take the following courses: EDBI 4304, 4305, 4314, 4315. In addition, part of their student teaching is spent in an ESL setting (EDUC 4386). Those earning the Early Childhood through grade 4 certificate (EC-4) take EDBI 4304, 4305, 4306, and 4314; they also take EDBI 4315 as part of the elementary core of the Multidisciplinary Studies major; and they do part of their student teaching in the ESL classroom (EDUC 4386) (See pages 105 and 243) for description of the program to train teachers for the EC-4 classroom.).

FRENCH, GERMAN, GREEK, HEBREW, AND SPANISH

The foreign language courses are designed to develop proficiency in French, German, and Spanish by developing skills in reading, writing, and conversation; to foster an understanding of other peoples and their cultural and literary traditions; to instill an appreciation of the major literary works in these languages; and to prepare students to use these languages in their careers. The Language Center is available to all students for increasing knowledge of the cultures and improving proficiency in languages by using audio and videocassettes, computer software, CD-ROMs and interactive video. The course offerings in Greek and Hebrew are designed to provide a reading knowledge of the Old and New Testament, and to afford practice in the skills essential to scholarly interpretation. They are especially appropriate for ministerial students and others preparing for church-related vocations.

FRENCH

The course offerings in French are designed to enable students to develop proficiency in understanding, speaking, reading, writing and culture; to appreciate literature written in French; and to use French in their professional and leisure activities. Those wishing to major in French should take FREN 1314, 1324, 2314, 2324, 3314, 3324, 4305 (4306 or 4307); 3 hours from FRENCH 3305, 6, or 7, 3321, 3335 or 3336, 3353, 4363; and the Senior Seminars 4292, 4293 for a total of 28 semester hours.

Secondary education teacher candidates must also take an additional 3 hours in French at the 3000 or 4000 level. 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.

Departmental Honors are available in French. See chair of department for program requirements.

GERMAN

Currently, there is no major in German offered at Houston Baptist University. However, GERM 1314 and 1324 are offered on a regularly scheduled basis. They are especially useful to music majors, business majors, and those preparing for travel. Other courses are offered at the discretion of the Department.

GREEK AND HEBREW

The course offerings in Greek are designed to provide a reading knowledge of the Old Testament and 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; to appreciate literature written in Spanish; and to use Spanish in their professional and leisure activities. 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 3335), 3335, 3360, 4305, 4306, 4307, 4313, 4324, 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.

Departmental Honors are available in Spanish. See department chair for program requirements.

Second Language Proficiency

Students may apply to have their oral proficiency rating in French or Spanish designated on their transcripts if they meet all of the following criteria: 1) Receive credit for French or Spanish 1314, 1324, 2314 and 2324 by successful completion of the courses, by CLEP, or by AP credit; 2) Successfully complete one three-hour course in the same language at the 3000 level or higher (SPAN 3386-90 may not be used); 3) Make application in the Department of Languages for an Oral Proficiency Interview; 4) Receive an Oral Proficiency Interview rating of Intermediate High, Advanced, Advanced-High, or Superior. The rating will follow the standards set by the American Council on the Teaching of Foreign Languages (ACTFL). The ratings are defined as follows: 1) Intermediate-High: Able to handle successfully most uncomplicated communicative tasks and social situations; sustain a general conversation; some connected discourse, particularly for simple narration and description; 2) Advanced: Able to converse in a clearly participatory fashion, sustain a wide variety of communicative tasks including those involving complications; satisfy the requirements of school and work situations; and narrate and describe with paragraph-length connected discourse; 3) Advanced-High: Able to satisfy the requirements of a broad variety of everyday school and work situations; can discuss concrete topics relating to particular interests and special fields of competence; emerging evidence of ability to support opinions, explain in detail, and hypothesize; fluency and ease of speech; 4) Superior: Able to participate effectively in most formal and informal conversations on practical, social, professional, and abstract topics; can discuss special fields of competence and interest with ease: can support opinions and hypothesize; high fluency and ease of speech.

SCHOOL OF MUSIC/COLLEGE OF ARTS & HUMANITIES

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, Bands, and Orchestra, faculty recitals, and smaller vocal and instrumental ensembles all bring opportunity for participation and enrichment. The location of Houston Baptist University near the cultural center of the city of Houston is an added advantage. Students may enjoy noted artists and lecturers, outstanding theater, and performances of World Class Performance Organizations.

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. The School of Music serves 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.

Departmental Honors are available on all music degrees.

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 and Music Literature: Before a student's initial enrollment in the School of Music, placement examinations will be given in music theory and music literature. If the examinations are not passed, Fundamentals of Music (MUTH 0312) and/or Music Appreciation (MUHL 2312) will be required before the student may begin the regular series of music courses. Transfer students will be placed into the curriculum by means of placement exams and/or personal interview with a member of the music faculty. The current School of Music Handbook may be referenced 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 will 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 (MUPL) 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, University Singers, or Schola Cantorum.

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 keyboard 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. Prior to passing the Upper Division Examination, music majors may enroll in no more than twelve (12) upper level credits which are music degree requirements.

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 repeated courses are 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 during their final quarter of enrollment prior to graduation. Music majors must attend all Music Forum meetings and five concerts presented by or sponsored by the School of Music each quarter. 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

Fundamentals of Music (MUTH 0312)	3	*
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 2313, 2323)	6	***
Music History (MUHL 3312, 3322)	6	***

APPLIED AREA

Applied Concentration	12	
(Eight quarters of study - should be taken consecutively, with six hours at the upper level.)		

SENIOR SEMINARS

(Two Required)	4	
Music Electives-upper level	2	

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- * Not applicable toward requirements for Music Major.
- ** May include MUAP 2104 for piano majors.
- *** 3 hours counts as Smith College Fine Arts requirement

Music Major-Jazz Studies Track

THEORY

Fundamentals of Music (MUTH 0312)	3	*
Theory IA, IB, IC (MUTH 1212, 1222, 1232)	6	
Theory IIA, IIB, IIC (MUTH 2212, 2222, 2232)	6	

MUSIC LITERATURE AND HISTOY

Music Literature (MUHL 2313, 2323)	6	***
Music History (MUHL 3312, 3322)	6	***

APPLIED AREA

Applied Concentration, Traditional Study	3	***
(the first three consecutive quarters of study)		
Applied Concentration, Jazz Study	7	
Applied Concentration, Jazz Improvisation	2	

SENIOR SEMINARS

Jazz Influences (MUAP 4292)	2	
Jazz History and Literature (MUAP 4293)	2	
Music Electives-upper level	2	***

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- * Not applicable toward requirements for Music Major.
- ** 3 of the 6 hours count as Smith College Fine Arts requirement.
- *** May include MUAP 2104 for piano majors.
- ****Elective hours may not be Applied Music or Ensemble, and must be upper level.

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	
Fundamentals of Music (MUTH 0312)	3 *
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
20th Century Theory (MUTH 3212)	2
MUSIC LITERATURE AND HISTORY	
Music Literature (MUHL 2313, 2323)	6
Music History (MUHL 3312, 3322)	6
SUPPORT COURSES	
Senior Seminars (two required)	4
Conducting (MUSC 3372, 4372)	6
Ensemble (4 hours must be upper level)	4
MAJOR AREA	
Applied Courses	
Applied Major (six hours must be upper level)	18 **
Recitals (1 in applied area; 1 in conducting)	0
Applied Secondary	3
Cognate Courses	
Choral Literature (MUSC 3212, MUSC 3222)	
Christian Music and Worship (MUHL 3371)	
Choral Arranging (MUSC 3213)	
Organ and the Church Musician (MUSC 3242)	
Hymnody (MUSC 3232)	
Church Music Leadership (MUSC 4232)	
Church Music Internship (MUSC 4211, MUSC 4221)	14
Vocal Techniques for Children and Youth (MUSC 3312)	3
	83
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 1305, 1313 or higher level mathematics course	3
Computer Information Systems 1321	3
Human Kinetics 2200	2
Social and Behavioral Sciences (See Note 16, p. 73)	6
Speech Communications 1313	3
Humanities Elective (See Note 17, p. 73)	3
Freshman Year Experience 1200, if required	2
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* Not applicable to music degree.
** May include MUAP 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

Fundamentals of Music (MUTH 0312).....	3 *
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
20th Century Theory (MUTH 3212)	2

MUSIC LITERATURE AND HISTORY

Music Literature (MUHL 2313, 2323).....	6
Music History (MUHL 3312, 3322)	6

SUPPORT COURSES

Senior Seminars (two required)	4
Conducting (MUSC 3372, 4372-Vocal) or (MUSC 3373, 4373 Instrumental)	6

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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 1305, 1313, or higher level mathematics course	3
Computer Information Systems 1321	3
Human Kinetics 2200	2
Social and Behavioral Sciences (See Note 16, p. 73)	6
Speech Communications 1313	3
Humanities Elective (See Note 17, p. 73)	3
Freshman Year Experience 1200, if required	2

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MAJOR AREA

Organ:	
Applied Major	24
Recitals (Jr. and Sr.)	0
Applied Secondary	3
Cognate Courses	
Christian Music and Worship (MUHL 3371)	
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 4337)	16
Ensembles (must be upper level)	4

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*Not applicable to music degree.

Piano:	
Applied Major	24
Recitals (Jr. and Sr.)	0
Applied Secondary	3
Cognate Courses	
Chamber Music (four hours of MUAP 3112, 3242)	
Piano Laboratory (MUAP 3211, MUAP 3221)	
Piano Literature (MUAP 4214, MUAP 4224)	
Piano Pedagogy (MUAP 4234, MUAP 4244)	16
Ensembles (must be upper level)	4
	47

Voice:	
Applied Major	24
Recitals (Jr. and Sr.)	0
Applied Secondary	3
Cognate Courses	
Diction (MUAP 1146, MUAP 1166, MUAP 2146)	
Vocal Literature (MUAP 3216, MUAP 3226, MUAP 3236)	
Vocal Pedagogy (MUAP 4246, MUAP 4256)	
Opera Workshop (three hours of MUAP 3119)	16
Ensembles (must be upper level)	4
	47

Instrumental:	
Applied Major	24
Recitals (Jr. and Sr.)	0
Applied Secondary	3
Cognate Courses	
Instrumental Chamber Music (three hours of MUAP 3112, 3242)	
Instrumental Pedagogy (MUAP 3246)	
Instrumental Literature (MUAP 4213, 4223)	
Orchestra Repertory (three hours of MUAP 3115, 3125, or 3135)	12
Music Electives to be chosen from the following	4
Instrumental Pedagogy (MUAP 3256)	
Symphonic Literature I, II (MUHL 4212, MUHL 4222)	
Ensembles (must be upper level)	4
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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

Fundamentals of Music (MUTH 0312)	3 *
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
20th Century Theory (MUTH 3212)	2
Instrumentation (MUTH 4332)	3

MUSIC LITERATURE AND HISTORY

Music Literature (MUHL 2313, 2323)	6
Music History (MUHL 3312, 3322)	6

SUPPORT COURSES

Senior Seminars (Two Required)	4
Conducting (MUSC 3372, 4372 - Vocal) or (MUSC 3373, 4373 - Instrumental).....	6
Ensemble (4 hours must be upper level)	4

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 1305 or 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.
 ** May include 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.

Sem. Hrs.

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
29th Century Theory (MUTH 3212)	2
MUSIC LITERATURE AND HISTORY	
Music Literature (MUHL 2313, 2323)	6
Music History (MUHL 3312, 3322)	6
SUPPORT COURSES	
Senior Seminars in Theory (MUTH 4292, MUTH 4293)	4
Conducting (MUSC 3372, 4372-Vocal) or (MUSC 3373, 4373-Instrumental)	6
MAJOR AREA - Composition Track	
Applied Courses	
Composition (with 12 hrs upper level)	18
Recitals: Junior and Senior (See Note)	0
Secondary Piano.....,,,	6
Cognate Courses	
Advanced Keyboard/Aural Skills (MUTH 3222)	
Instrumental Classes (MUSC 3111, 3112, 3113, 3114)	
Scorereading (MUTH 3332)	
Instrumentation (MUTH 4332)	
Advanced Analysis (MUTH 3342)	15
Music Electives (must be upper level)	4
Ensembles (must be upper level)	4

MAJOR AREA - Theory Track

Applied Courses

Composition (six upper level)	9
Recital: Junior (see note)	0
Applied Piano (six upper level)	9
Elective Secondary Applied	6

Cognate Courses

Advanced Keyboard/Aural Skills (MUTH 3222)	
Scorereading (MUTH 3332)	
Instrumentation (MUTH 4332)	
Advanced Analysis (MUTH 3342)	
Senior Thesis (MUTH 4312, 4322)	17
Music Electives (must be upper level)	2
Ensembles (must be upper level)	4

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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 1305, 1313, or higher level mathematics course	3
Computer Information Systems 1321	3
Human Kinetics 2200	2
Social and Behavioral Sciences (See Note 16, p. 73)	6
Speech Communications 1313	3
Humanities Elective (See Note 17, p. 73)	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 Master of Liberal Arts offers students an interdisciplinary panorama of knowledge in art, literature, history, culture, and science. The MLA is designed for those who have completed their formal professional education but who wish to continue intellectual enrichment in an academic environment. Thus, whereas the MLA complements more specialized fields of study, it is not designed to replace them, nor is it intended to prepare one for professional research doctoral studies. 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 5390-92, 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 MATS degree requires 18 hours of core courses as follows: CHRI 5301, 5302, 5303, PHIL 5301, and GREK 5301 and 5302 or HEBR 5301 and 5302 (see Bulletin for course descriptions). These core courses are in addition to the 36 hours for the MATS degree. They require that the student attend undergraduate course lectures and meetings in the subject area of each course, do a major paper in the course subject, read and give a critical review on an assigned book in the subject area, and meet with the professor a minimum of once every other week. Students who have an undergraduate degree in religion, biblical studies, or Christianity, where undergraduate courses taken covered the prerequisite areas of study, would be granted advanced standing and have 36 hours remaining to earn the MATS degree. Where their undergraduate study lacks a subject area, students will be required to take the MATS level prerequisite courses.

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. A student with less than a 3.0 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. A course in which the student received less than a "C-" will not count toward completion of the degree. The grading scale will be the University grading scale as described in this **Bulletin**.

The Accelerated MATS Degree:

The Department of Christianity and Philosophy offers undergraduate Christianity majors an opportunity to enter an Accelerated MATS degree program. By entering this track as an undergraduate, a student may earn a MATS degree with one year of graduate studies after earning the BA or BS degree. Students may apply for the program at the beginning of their last term in their junior year. To enter the program, students must meet the following requirements: 1) Achieve a 3.25 QPA by the beginning of the last term of the junior year; 2) Achieve a 3.5 QPA in the Christianity major by the beginning of the last term of the junior year; 3) Submit application (secured in the Department's office); 4) Complete six hours in Greek or Hebrew (requirement may be in process when application is made); 5) Receive approval for the Accelerated MATS program from department faculty; 6) Transfer students may apply when the detailed requirements are met. The Accelerated MATS program will be completed by achieving the following: 1) Earn 9 hours of credit in 5000/6000 level courses in the undergraduate Christianity major by selection from the MATS course offerings. (students need to choose elective hours carefully); 2) The 9 hours of credit in MATS level courses are in addition to the 34 hours in the undergraduate major; 3) Maintain a grade of "B" or above in the 9 hours taken; 4) Complete and make an acceptable score ("B" or above) on the qualifying exam; the qualifying exam, given at the end of the 9 hours of undergraduate requirement, will cover course work in the Christianity major; 5) The qualifying exam will also be the exit exam in the undergraduate Christianity major for the

person in the accelerated MATS program; 5) Complete the BS or BA degree; 6) Apply for entrance into the Graduate School of Houston Baptist University, and for entrance into the MATS program (application packets available in the Department's office); 7) Complete an additional 12 hours plus 6 hours of thesis, or if the non-thesis option is taken, complete 18 hours in the MATS program. Upon completion of course work according to MATS program requirements, students will have earned a Master of Arts in Theological Studies. For undergraduate students who drop out of the accelerated program, graduate courses taken will count toward the undergraduate degree. Only courses in which the student has made a "C-" or above will count toward the undergraduate degree.

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. For those students in the Accelerated MATS program, application for candidacy for the degree must be filed after completion of 18 hours of course work.

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 2343 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 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 3316 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 3345 Modern Art

This course is an overview of the development of the visual arts during the latter part of the nineteenth through the entire twentieth century. Beginning with the Post-Impressionist movement in Europe and continuing through the multitude of 'isms' of the twentieth century, the study will progress to the present day Avant Garde ideas of the art world. Modern art masters such as Matisse, Picasso, Duchamp, Pollock, and Rothko will be a focus of the course. Movements such as Cubism, Abstract Expressionism, Dadaism, Pop Art, and Avant Gardism will be presented as each flows through the entirety of the modern movement.

ART 3353 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 3363 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 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 Senior Seminar: Studio I

This course provides a format for the production of a body of art works in a studio setting. The student will go through a process in which s/he presents a written document presenting the proposal for the body of works, the process of means by which the works are to be made or produced, and the aesthetic ideas which are the basis of the works. Part of the research includes meeting with the entire Art faculty for the purpose of enriching the possibilities for the chosen media. The final grade will be determined by a jury of the entire Art faculty. Prerequisite: See Note 7 under **Degree Requirements**.

ART 4293 Senior Seminar: Studio II

A continuation of ART 4292, during this course the student will build a body of work based upon the complexity and application of historical sources presented in Studio I. Students will successfully present their work in an official Senior Seminar exhibition, and a portfolio of a visual presentation of photographs, a personal vita, and a written description of the body of works is to be combined into a complete professional styled format. The final grade will be determined by a jury of the entire Art faculty. Prerequisites: ART 4292 and 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 2311 Hermeneutics

A course designed to introduce students to the basic issues, methods, and history of Biblical interpretation. The course will also explore the application of hermeneutical principles to a selected contemporary topic. (Offered also as PHIL 2311).

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. Permission of instructor is required. It is recommended that CHRI 1333 precede the supervised ministry practicum.

CHRI 3310 Introduction to Judaism

An introduction to the faith and practice of Judaism in the United States.

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

CHRI 4320 The Bible and Religion in America

This course surveys the religious history in America from the colonial period to the present. Special emphasis will be given to the publication, interpretation, and proclamation of the Bible in America. The course will utilize the Museum of American Bibles as a resource.

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 5301 Old Testament

Students study the background and history of the Old Testament. Students will study the books of the Old Testament, giving attention to interpretation and to critical issues in the study of selected texts.

CHRI 5302 New Testament

Students study the background and history of the New Testament. Students will study the books of the New Testament, giving attention to interpretation of selected texts and to critical issues in relationship to selected materials.

CHRI 5303 Christian Theology

Students will consider the major doctrines of the Christian faith, and the historical developments and discussions of the church in relation to those doctrines.

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 6392, 6393 Thesis

The thesis component is in lieu of the last six hours in the MATS program. The thesis proposed by the student must be selected under the guidance and approval of the department, and the rendering of the thesis must be in a minimum of 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 purpose of this course is to develop communication skills in a variety of situations including intrapersonal and interpersonal communication, small group communication, and public communication. 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 2313 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 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.

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: COMM 1313.

COMM 3323 Communication Theory

The class examines current and historical information about communication theory. 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 3335 Desktop Publishing

This course will teach students the basic elements of design using desktop publishing software such as QuarkXPress®. Students will learn to use the tools and techniques incorporated into XPress to create several small projects and one long-term project. The long-term project is usually a full color brochure or newsletter. (Also offered as MASM 3335).

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 4394 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 2313.

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 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 3335 Spanish Writing Workshop

This course provides students with strategies to write fluently in Spanish. Techniques emphasize the steps of the writing process. Students use self-editing and peer collaboration to produce a portfolio of their work. (Offered also as SPAN 3335).

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. 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 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 3387 and 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. Emphasis on developing interpersonal communication skills of beginning and intermediate ESL students. Also offered as ENGL 4304, FREN 4304, and SPAN 4304. Prerequisites: EDUC 4301 and 4312 or permission of the instructor.

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. Focus on acquisition of English as a second language.

EDBI 4306 ESL Theory and Practice

A study of research findings in the teaching of English as a Second Language (ESL) and of legal, cultural, linguistic, and educational consideration for ESL teaching. School-based practicum project.

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. Understanding of cultural diversity and its implications for classroom climate. Adapting instruction to the diagnosed needs of the LEP student. Fifteen-hour school-based practicum project. Prerequisite: EDUC 4301, 4312, EDBI 4305 or ENGL 4304, or permission of instructor.

EDBI 4343, 4344 Hispanic Cultural Perspectives

A study of the major cultural aspects of Spanish speaking countries, with a special emphasis on literature, art, history, geography and cultural patterns. (Offered also as SPAN 4343, 4344) Prerequisite: Two 3000 level Spanish courses or the equivalent. Not open to students with language proficiency below Intermediate High.

EDBI 4350 Developing Literacy in the Bilingual Classroom

This course will provide students with the theoretical framework and implementation guidelines for developing literacy in the bilingual classroom. Students will be involved in micro-teaching activities, and they will apply course content in a 15-hour practicum in the bilingual classroom.

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 for second languages and target cultures. Emphasis on developing interpersonal communication skills of beginning and intermediate ESL students. Prerequisites: EDUC 4301, 4312, or teacher certifications, or permission of the instructor.

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. Focus on acquisition of English as a second language.

EDBI 5306 ESL Theory and Practice

A study of research findings in the teaching of English as a Second Language (ESL) and of legal, cultural, linguistic, and educational consideration for ESL teaching. School-based practicum project.

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. Understanding of cultural diversity and its implications to classroom climate. Adapting instruction to the diagnosed needs of the LEP student. Fifteen-hour school-based practicum project. Prerequisite: EDUC 4301, 4312 (or teacher certification), and EDBI 5305 or ENGL/EDBI 5304 or permission of the instructor.

EDBI 5343, 5344 Hispanic Cultural Perspectives

A study of the major cultural aspects of Spanish-speaking countries, with a special emphasis on literature, art, history, geography and cultural patterns. This course will be taught in Spanish. Prerequisites: Two 3000 level Spanish courses or the equivalent. Not open to students with language proficiency below ACTFL Intermediate High.

EDBI 5350 Developing Literacy in the Bilingual Classroom

This course will provide students with the theoretical framework and implementation guidelines for developing literacy in the bilingual classroom. Students will be involved in micro-teaching activities, and they will apply course content in a 15-hour practicum in the bilingual classroom.

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 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

See PROFESSIONAL WRITING (WRIT) for writing courses.

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 480 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. Students must also register for one writing lab, which meets for two hours weekly. 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

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 concentrates on the writing of expository, argumentative and researched essays through the study of the principles of composition, of research, and of literary analysis. Students complete a research paper. ENGL 1313 (or its equivalent) is a prerequisite for ENGL 1323.

ENGL 2353 Continental Literature

This course acquaints students with the significant literature written in continental Europe. All material read is in English translation. No works written in the Americas or in England will be included. Prerequisites: ENGL 1313-1323, or their equivalents.

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. Prerequisites: ENGL 1313 and 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. Prerequisites: ENGL 1313 and 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. Prerequisites: ENGL 1313 and 1323.

ENGL 2366 Masterworks: The Epic

This course takes students 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. Prerequisites: ENGL 1313 and 1323.

ENGL 2367 Masterworks: English Literature

This course acquaints students with selected major works of English literature from various periods. It is designed for non-English majors. Prerequisites: ENGL 1313 and 1323.

ENGL 2368 Masterworks: American Literature

This course acquaints students with selected major works of American literature. It is designed for non-English majors. Prerequisites: ENGL 1313 and 1323.

ENGL 3121, 3221, 3321 Special Topics

Topics to be treated are determined by faculty and interested students with the approval of the Department Chair. Ethnic literature, science fiction, and Christ archetypes in literature are examples of possible areas of interest. Prerequisites: ENGL 1313 and 1323.

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 of the nineteenth and 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 3331 American Literature I

This course examines the beginnings of America's literary self-definition in the Colonial Period and covers the rise of American Romanticism and its culmination in writers such as Emerson, Poe, Hawthorne, Melville, Thoreau, and Dickinson. Prerequisites: ENGL 1313 and 1323.

ENGL 3332 American Literature II

This course examines American literary trends after the Civil War, including Realism, Naturalism, and Modernism. Writers under consideration include Twain, S. Crane, Frost, Stevens, Fitzgerald, Hemingway, and Faulkner. Prerequisites: ENGL 1313 and 1323.

ENGL 3334 Literature and Culture of the Southwest

The course addresses the way the American West has shaped American culture and popular culture. It examines the Frontier Myth, Manifest Destiny, Regeneration through Violence, America's cowboy archetype, the "savage" archetype, and the American dream. Students read literature written by authors from a variety of cultures, including Anglo, Mexican-American, and Native American. Students view television shows and films to examine how popular culture has created and enforced stereotypes. The course is designed for non-majors seeking upper level elective credit or to fulfill Smith College requirements. Prerequisites: 1313 and 1323.

ENGL 3335 African American Literature I

The study of African American literature from the period of slavery to 1900. Includes poetry, folk tales, gospels, spirituals, slave narratives, and essays. 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. Prerequisites: ENGL 1313 and 1323.

ENGL 3337 The Vietnam War in Fiction and Film

This course acquaints 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. Prerequisites: ENGL 1313 and 1323.

ENGL 3338 War in Literature

This course acquaints 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. Prerequisites: ENGL 1313 and 1323.

ENGL 3339 World War II in Literature and Popular Culture

The course addresses the way in which WW II changed the world's view of war and its costs. The course focuses on the impact of WW II on the political and economic landscape, the role of modern technology in warfare, the role of racism in both the way in which the war was fought as well as in the decisions of the major powers to participate in this war, and the ideology of the major powers who participated in WW II, including America, Britain, France, Germany, Italy, and Japan. Students study literature, film, and propaganda. This course is for non-majors seeking upper level elective credit or to fulfill Smith College requirements. Prerequisites: English 1313 and 1323.

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. This course may not be used to fulfill Section 5 of the Smith College requirements. It may be used for elective credit. Prerequisites: ENGL 1313 and 1323 or their equivalents.

ENGL 3370 Hispanic Literature

The study of major periods and masterworks of Hispanic literature, read and discussed in English. Introduces literary/cultural figures of medieval and early modern Spain (El Cid, Don Quixote, Don Juan); and includes major 20th-century writers, as well as literary movements that were propagated from Latin America to the rest of the literary world (e.g., magical realism). The course may be used to fulfill Smith College humanities/literature requirements. Students may not use this course to fulfill requirements for the English or Spanish major. Prerequisites: ENGL 1313 and 1323. (Offered also as SPAN 3370).

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 and 1323.

ENGL 4292, 4293 Senior Seminar

Intensive analytical study of one or two major authors, a genre, or a movement in English or American literature. Flexibility of seminar format allows for combinations of lecture-discussion, preparation and presentation of formal papers, and independent research projects. Students must have completed ENGL 3313, 3323, 3331, and 3332 before enrolling in a Senior Seminar for the English major. Prerequisite: See Note 7 under Undergraduate Degree Requirements.

ENGL 4311 Literary Criticism

A survey of literary theory from Plato to Postmodernism. The course provides an understanding of the different theoretical structures, schools, and methodologies that have influenced our understanding and appreciation of literature. It explores the presuppositions upon which each theoretical system is founded and the special terminology associated with each system. Students planning to pursue a graduate degree are strongly encouraged to take this course. Prerequisites: ENGL 3313, 3323, 3331, and 3332.

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. Prerequisite: ENGL 3313, 3323, 3331, and 3332, or permission of the instructor.

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. Prerequisite: ENGL 3313, 3323, 3331, and 3332, or permission of the instructor.

FRENCH

FREN 1314, X324 Beginning French Proficiency

Focus is on achieving beginning proficiency in communication in French developing the skills of listening, speaking, reading, writing, viewing, and showing in the interpersonal, interpretive and presentational communicative modes and on acquiring an initial knowledge and understanding of cultures of the French speaking world. Students learn to use and understand the language necessary for expressing basic needs, wants, and courtesies. They practice vocabulary and structures for meeting immediate survival needs. 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

Focus is on increasing proficiency in communication in French using the skills of listening, speaking, reading, writing, viewing, and showing in the interpersonal, interpretive and presentational communicative modes and on acquiring a knowledge and understanding of cultures of the French speaking world. 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. They gain insights into the culture of the French speaking world through interactive activities and through discussions and readings in the language. Not open to students with proficiency level above Intermediate. Prerequisites: FREN 1314 and 1324 or the equivalent.

FREN 3121, 3221, 3321 Special Topics

Topics 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

Focus is on increasing proficiency in communication in French using the skills of listening, speaking, reading, writing, viewing, and showing in the interpersonal, interpretive and presentational communicative modes and on acquiring a more comprehensive knowledge and understanding of the cultures of the French speaking world. Students develop individual language proficiencies while using French to make connections with other subject areas and participate in French speaking communities. Not open to students with proficiency level above Intermediate High. May not be used to fulfill the 3000 level course requirement for the transcript designation of proficiency in French. Prerequisites: FREN 1314 and 1324 or the equivalent.

FREN 3314 Advancing French Proficiency I

Focus is on achieving increased proficiency in communication in the language using the skills of listening, speaking, reading, writing, viewing, and showing in the interpersonal, interpretive and presentational communicative modes and on increasing knowledge and understanding of cultures of the French speaking world. Students study the major cultural aspects of French-speaking countries with special emphasis on literature, fine arts, history, geography, work and leisure activities, and cultural patterns. Prerequisites: FREN 2314 and 2324 or the equivalent.

FREN 3324 Advancing French Proficiency II

Focus in on achieving increased proficiency in communication in the language using the skills of listening, speaking, reading, writing, viewing, and showing in the interpersonal, interpretive and presentational communicative modes and on increasing knowledge and understanding of the cultures. Students develop the cultural knowledge and the advanced language skills necessary to function in a broad variety of social, leisure, and work situations which occur in the fields of medicine, commerce, business, government, travel, and translation/interpretation. Prerequisites: FREN 2314 and 2324 or the equivalent.

FREN 3335, 3336 French Writing Workshop

Students engage in culturally appropriate written exchanges to present information, opinions, concepts, and ideas on a variety of topics. They read examples from a) literature and journalistic writing or b) technical writing. They improve their writing strategies by self-editing and peer collaboration and create a portfolio of their work. Prerequisites: FREN 2314 and 2324 or the equivalent.

FREN 3353 An Introduction to Reading French

In this beginning course students interpret and demonstrate understanding of written French such as instructions, reports, descriptions, and narrations from diverse areas in the sciences, humanities, fine arts and the workplace. They complete individualized reading projects in the areas of their majors. No previous knowledge of French is necessary. Students exit course reading with Intermediate proficiency or above.

FREN 4292, 4293 Senior Seminar

Focus in on an in-depth study of several major historical and literary periods and authors in French literature. Topics include but are not limited to nineteenth and twentieth century prose and poetry and seventeenth century drama. Students engage in oral and written exchanges, interpret and demonstrate understanding of literary and historical texts, and present information, concepts, and ideas on literary and historical periods. They complete an independent written research project and present it orally to the class. They improve their language proficiency with the goal of using the language at the Advanced level. 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

Focus in on major historical and literary periods and authors in French literature in preparation for the Senior Seminars. Students engage in oral and written exchanges, interpret and demonstrate understanding of literary and historical texts, and present information, concepts, and ideas on literary and historical periods. They improve their language proficiency with the goal of using the language at the Intermediate High or Advanced level.

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

Students use their oral and written proficiency in a supervised setting in (a) business or consulates, (b) health care, or (c) education or church work. To be eligible, students must be classified as a junior or senior, must be working towards a major in French at Houston Baptist University, and must have at least a 3.0 QPA in French. Interested students must take an oral proficiency test with a member of the French faculty and receive a score of Intermediate High or higher. Students must also submit an application to the Intern Selection Committee at least one quarter in advance of the scheduled internship. If accepted by the committee, the applicant must also be interviewed and accepted by the supervisor in the internship setting. 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.

GEOG 3415 The Lithosphere

This course introduces the physical environment with emphasis on laws and concepts that impact the earth. Students will study the forces and composition of the earth and apply these scientific principles. Topics will include rocks, minerals, landforms, seismology, paleontology, glaciers, and the hydrologic cycle. This course includes one semester hour credit for laboratory sessions. This course does not count towards a chemistry or physics major. (Also offered as CHEM 3415 and PHYS 3415.)

GERMAN

GERM 1314, 1324 Beginning German Proficiency

Focus is on achieving beginning proficiency in communication in German developing the skills of listening, speaking, reading, writing, viewing, and showing in the interpersonal, interpretive and presentational communicative modes and on acquiring an initial knowledge and understanding of culture of the German speaking world. Students learn to use and understand the language necessary for expressing basic needs, wants, and courtesies. They practice vocabulary and structures for meeting immediate survival needs. Not open to students with more than two years of high school German or with proficiency level above Novice level.

GERM 2314, 2324 Continuing German Proficiency

Focus is on increasing proficiency in communication in German using the skills of listening, speaking, reading, writing, viewing, and showing in the interpersonal, interpretive, and presentational communicative modes and on acquiring a knowledge and understanding of cultures of the German speaking world. 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. They gain insights into the culture of the German speaking world through interactive activities and through discussions and reading in the language. Not open to students with proficiency level above Intermediate. Prerequisites: GERM 1314 and 1324 or the equivalent.

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.

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) 19th Century Poetry; (C) 19th Century Drama, (D) 20th Century Novel, and (E) Contemporary German Literature.

GERM 4333 Classical German Writers

A study of readings selected chiefly from Schiller and Goethe.

GREEK

GREK 2312, 2322 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, 3312, 3313, 4311, 4312, 4313 Greek Syntax and Reading

An intensive study of Greek syntax with extensive application to the translation and exegesis of the Greek New Testament. Prerequisite: Six hours of Greek grammar or permission of the instructor.

GREK 5301 Greek I

Greek I is a study of Koine Greek grammar and syntax for reading the Greek New Testament and selected extrabiblical literature.

GREK 5302 Greek II

Greek II is an advanced study of Koine Greek grammar and syntax for reading and exegesis of the Greek New Testament and other selected literature.

HEBREW

HEBR 2312, 2322 Hebrew Grammar

An introduction to the vocabulary, grammar and syntax of biblical Hebrew, designed to give the students the skills necessary for translation and interpretation of the Hebrew Bible.

HEBR 3311, 3312, 3313, 4311, 4312, 4313 Hebrew Reading and Syntax

An intensive study of Hebrew syntax with application to the translation of selected portions of the Hebrew Bible. Prerequisite: Six hours of Hebrew grammar or permission of the instructor.

HEBR 5301 Hebrew I

Hebrew I is a study of Hebrew Grammar and syntax for reading the Old Testament Hebrew text and other selected literature.

HEBR 5302 Hebrew II

Hebrew II is an advanced study of Hebrew Grammar and syntax for reading the Old Testament and other selected literature.

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 1750 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.

HIST 4363 Twentieth Century America

A study of American political, social, and economic history from 1900 to the present.

HIST 4373, 4374, 4375, 4376 Studies in British History

An advanced study of special problems or periods in British history, examined through lectures, discussions, and presentations, in one of the following periods: (a) Tudor-Stuart England, (b) Victorian Britain, (c) the British Empire, (d) Modern Britain.

HIST 4383 Internship in History

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 what they have learned in class in a career-oriented setting. Also provides students with the opportunity to attain applied research experience and develop analytic skills. Prerequisites: permission of instructor.

PRINT MEDIA

JOUR 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: JOUR 2303 and permission of the instructor.

JOUR 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.

JOUR 3314 Advanced Newswriting for Mass Media

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

JOUR 3325 Principles of Public Relations

This course teaches the theory and practice of public relations, how public relations operates in organizations, its impact on publics, and its function in society. The course will also focus on professional development of the field; concepts, issues, and principles in the practice; and models and theories guiding the practice.

JOUR 3326 Public Relations Campaigns

This course is designed to continue the study of public relations introduced in JOUR 3325. The course will focus on public relations case studies and campaign strategies. Students will apply course materials to public relations campaign planning and management by designing a complete public relations campaign for a corporation or non-profit agency. Prerequisite: JOUR 2303 and 3325.

JOUR 4181, 4281, 4381 Special Topics

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

JOUR 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: JOUR 2303.

JOUR 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: JOUR 3314.

JOUR 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).

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 3335 Desktop Publishing

This course will teach students the basic elements of design using desktop publishing software such as QuarkXPress®. Students will learn to use the tools and techniques incorporated into XPress to create several small projects and one long-term project. The long-term project is usually a full color brochure or newsletter. (Also offered as COMM 3335).

MASM 4292, 4293 Senior Seminar

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

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.

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.

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 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 5320 The Golden Age of Children's Literature

The period from 1860 to 1846 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 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 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 5336 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 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 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 5340 Expressionism and the Arts

This course will examine briefly the expressive aspects of the Hellenistic, Baroque, and Romantic eras, but will emphasize the artistic movement of the late nineteenth and early twentieth centuries known as Expressionism. Emphasis will be on the European and American Expressionists. The impact of World War I and totalitarianism on Expressionists will be a major theme.

MLA 5341 Three Cities of the Revolution

The aim of MLA 5341 is to enhance the student's critical understanding of the American republic through studies and readings in Revolutionary War perspectives presented by Williamsburg, Boston, and Philadelphia. Students will be expected to prepare a written work with annotated bibliography and oral report on a key figure of the revolutionary movement. Upon completion of the course, students should be able to identify the ideals of the American Revolution and to appreciate its effect on the cities in question.

MLA 5343 African-American Literature

Students will study slave narratives, spirituals and gospel music, folk tales, sermons, speeches, poetry, drama and fiction and analyze the literature as it relates to and reflects the periods in which it was written.

MLA 5349 The Epic: Homer and Virgil

This course offers a journey through three great epics: Homer's *Illiad* and Odyssey and Virgil's *Aeneid*. During the journey, students will 1) examine the nature of the epic hero, 2) catalog the battery of conventions used by epic writers, 3) explore the complex interrelationships that link the epic to classical history, culture, philosophy, and religion, and 4) address those universal questions we all must answer for ourselves: Who am I? What is my purpose? How do I know I am of value? The student will examine how these four epics helped shape Western culture and why they continue to exert a powerful influence on our psyche.

MLA 5350 Living the Good Life: Reading the Greeks

This course is an introductory review of classical philosophy with a special focus upon ancient ethics. Martha Nussbaum's *The Therapy of Desire* will provide a guided tour through the differences between the ancient and modern ethics regarding solving moral dilemmas by tracking the studies of a young woman, Nike.

MLA 5390, 5391, 5392 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 5390 will cover the years from the time of classical Greece through the medieval period; MLA 5391 will cover the Renaissance, Reformation, and Early Modern period; MLA 5392 will cover from the French revolution through Modern times.

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 6312 The French Enlightenment

This course focuses on the cosmopolitan popularization of ideas and rhetorical strategies for their dissemination that became not only characteristics of the major philosophies of the French Enlightenment but also compelling and normative models for nearly all subsequent philosophical, critical, and scientific thought in the Modern Age.

MLA 6313 18th and 19th Century America through Foreign Eyes

This course is an examination of America as seen through the eyes of visitors from England and the Continent during the eighteenth and nineteenth centuries. The aim of the course is to enhance the student's understanding of American life in the eighteenth and nineteenth centuries. On completion of this course, the student should be able to identify the unique features of American life in those centuries. Topics to be included will be American equality, character, education, women's issues, American law, and the power of the press.

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 6317 The Graying of America

This course is designed to provide the student with sociological approaches to the study of aging. An examination of the emergence of aging as a problem in industrial nations will be undertaken. Consideration of specific problems and programs related to aging will also be addressed.

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 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 6331 Jane Austen and the Brontes

The Jane Austen and the Brontes course is significant in its juxtaposition of both canonical and non-canonical early female novelists who represent both enlightenment and romantic literary and social values. The aim of this course is for the student to develop an appreciation of the authors' contributions to the development of the novel, and to fully understand the cultural periods that influence these novels.

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 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 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 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 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 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, PostImpressionism, 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 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 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 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 II

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 1990. 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-garde music. (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 4244 Piano Pedagogy II

Survey of procedures and materials applicable to group piano teachers. Assigned teaching under supervision is included.

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.

MUAP 4337 Organ Pedagogy

Review of current organ pedagogical methods and special problems of organists and organ teachers. Assigned teaching.

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, 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 English and Italian (1146); the second, German (1166); and the third, 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.

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, 3242 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 3115, 3125, 3135 Orchestra Repertory

These courses allow students to become acquainted with and play a considerable quantity of standard orchestral repertoire for their individual instruments (3115 Woodwinds, 3125-Brass, and 3135-Strings). Classes meet once per week and are taught by a faculty member or affiliate artist who has had considerable professional experience with the repertoire. Three quarters of enrollment are required for BM-Instrumental Performance majors. Prerequisite: passing of the Upper Divisional Examination.

MUAP 3246, 3256 Instrumental Pedagogy

Survey of procedures and materials applicable to the serious instrumental major. Course is research oriented with much emphasis on repertoire. Admission is by permission of the instructor.

MUAP 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 2232. (Offered also as MUHL 4292.)

MUAP 4213, 4223 Instrumental 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.

MUAP 4293 Senior Seminar: Jazz History

This course will provide a survey of the development of jazz music and its flourishing in America. Style periods such as ragtime, Dixieland, swing, bebop cool, hard bop, and free jazz will be analyzed. Masters of the art of improvisation and the influences they had on the development of jazz will be covered at length.

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 2313, 2323 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. Prerequisite: MUHL 2312 or demonstrated equivalent.

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 2313, 2323 or INDC Culture and the Arts.)

MUHL 3181, 3281, 4181, 4281 Special Topics

Directed study in a specialized area of Musicology (literature or history). A minimum of 39 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 3312, 3322, Music History

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 2323 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, 3101 Symphonic Band

The large symphonic grouping of all band instruments for performing the band literature in concert.

MUIE 0121, 3121 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, 3151 Guitar Ensemble

Group performance of the classical guitar literature. For classical guitarists. Non-music majors must have permission of the instructor.

MUIE 0181, 3181 Jazz Ensemble

Jazz-oriented ensemble - open to all students. Providing experience in jazz, rock, swing, bossa nova, disco and ballads.

MUIE 1011 Woodwind Ensemble

A small chamber ensemble rehearsing 3-4 hours per week. Enrollment by permission of the Director of Instrumental Activities.

MUIE 1021 Brass Ensemble

A small chamber ensemble rehearsing 3-4 hours per week. Enrollment by permission of the Director of Instrumental Activities.

MUIE 1041 Saxophone Ensemble

A small chamber ensemble rehearsing 3-4 hours per week. Enrollment by permission of the Director of Instrumental Activities.

MUIE 1051 Pep Band

A small ensemble rehearsing 3-4 hours per week, performing primarily for University basketball games. Enrollment by permission of the Director of Instrumental Activities.

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 1232 or permission of instructor.

MUPL 2219, 3219 Composition

One hour lesson per week. Two hours credit. Prerequisite: completion of MUTH 1232 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. Prerequisite: completion of MUAP 0104 or demonstrated equivalent.

MUPL 1214, 2214, 3214, 4214 Piano

One hour lesson per week. Two hours credit. Prerequisite: completion of MUAP 0104 or demonstrated equivalent.

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. Prerequisite: completion of MUAP 1116 or demonstrated equivalent.

MUPL 1216, 2216, 3216, 4216 Voice

One hour lesson per week. Two hours credit. Prerequisite: completion of MUAP 1116 or demonstrated equivalent.

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 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 I

A study of the history of choral music from Antiquity through the Baroque Era, following its evolution from plainsong through Mass and Motet, Chanson and Madrigal, to the Anthem, Passion and Oratorio. Prerequisite: MUHL 2323.

MUSC 3213 Choral Arranging

Practical study of the techniques of arranging music for small choirs. Prerequisite: MUTH 2232.

MUSC 3222 Choral Literature II

A study of the history of choral music from the Pre-Classical Era to the present beginning with Pre-Classical examples, preceding through Haydn, Mozart and Beethoven and their contemporaries; observing developments in the major forms of Mass, oratorio, Symphonic Choral Composition, Te Deum, Magnificat and modern hybrid forms, to the present. Prerequisite: MUHL 2323.

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 3242 Organ and the Church Musician

The purpose of this course is to introduce the church musician to the organ and is designed to provide the student with an overview of organ construction and design, organ literature, and service playing techniques, as well as provide the non-organist basic instruction in organ playing. Prerequisite: Successful completion of the piano proficiency or permission of the instructor.

MUSC 3312 Vocal Techniques for Children and Youth

The course with present techniques for understanding and developing the young voice, and will survey literature and other resources, for teachers and directors working with young voices. (Also offered as MUSC 4292.)

MUSC 3372 Fundamentals of Choral Conducting

Basic techniques in choral conducting and score reading. Prerequisite: Junior standing (64 hrs.) or permission of the instructor.

MUSC 3373 Fundamentals of Instrumental Conducting

Basic study in baton technique and score reading. Prerequisite: Junior standing (64 hrs.) or permission of the 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 4232 Church Music Leadership

A study of contemporary approaches to the planning for and leading 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 and leadership. The course will be geared toward preparation for work in a Protestant denomination, although a wide range of trends will be studied.

MUSC 4292 Senior Seminar

Advanced study in a topic related to church or school music curricula. Studies are offered as demand warrants or on a rotating basis.

MUSC 4293 Senior Seminar in Instrumental Conducting

Advanced study and instruction in instrumental conducting with emphasis on techniques and application of score study, repertoire development, and application of conducting skills in rehearsal and performance. Prerequisite: MUSC 4373 and permission on instructor.

MUSC 4294 Senior Seminar in Choral Conducting

Advanced study and instruction in choral conducting with emphasis on score study of selected choral compositions and direct application of skills in rehearsal and performance. Prerequisite: MUSC 4372 and permission of the instructor.

MUSC 4372 Advanced Choral Conducting

The conducting of choral groups. A study in advanced technique, style, and interpretation. Prerequisite: MUTH 2322 and MUSC 3372.

MUSC 4373 Advanced Instrumental Conducting

Instrumental conducting techniques, refining communication through gesture, musical interpretation, and error-detection skill development with application to rehearsal and performance. Prerequisite: MUSC 3373.

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 0312 Fundamentals 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 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 1132 and MUTH 1232. May not be taken out of sequence.

MUTH 2212, 2222, 2232 Music Theory IIA, IIB, IIC

18th century counterpoint, 17th-28th 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 3202 Jazz Arranging

This course involves the study of arranging for jazz in its many facets. Arranging for ensembles such as combos, big band, radio and TV jingles and other commercial applications will be studied. Required for BA-Jazz Studies Track students. Prerequisite: completion of MUTH 2222 and permission of instructor.

MUTH 3212 20th Century Theory

A study of new compositional materials and analytical techniques in the 28th 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 2112, 2122, and 2132. Prerequisite: completion of MUTH 2132.

MUTH 3332 Score Reading

Practical application of analysis skills and score reading skills. Prerequisite: permission of the instructor. (Offered also as MUTH 4292.)

MUTH 3342 Advanced Analysis

Advanced study of analytical techniques. Prerequisite: completion of MUTH 3212 or permission of the instructor. (Offered also as MUTH 4293.)

MUTH 4332 Instrumentation

An introduction to the principles of instrumentation and orchestration. Prerequisite: MUTH 2232.

MUSIC: VOCAL ENSEMBLES

MUVE 0101, 3101 University Chorus

Rehearsal and performance of a varied repertoire for chorus and instruments; open to all students, faculty members and spouses.

MUVE 0141, 3141 University Singers

Rehearsal and performance of the finest music written for the select choral ensemble. By audition only.

MUVE 2101, 4101, Schola Cantorum

A chamber ensemble which may be divided into smaller groups of quartets, sextets, and octets, studying and performing chamber choral literature. Prerequisite: permission of the Director of Choral Activities.

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 2311 Hermeneutics

A course designed to introduce students to the basic issues, methods, and history of Biblical interpretation. The course will also explore the application of hermeneutical principles to a selected contemporary topic. (Offered also as CHRI 2311).

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

(Offered also as CHRI 4363).

PHIL 5301 Introduction to Philosophy

This course engages students in the study of philosophical issues, the theories in response to those issues, the people behind the theories, and key historical events in the history of philosophy.

PHOTOGRAPHY

PHOT 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: PHOT 3322 and permission of instructor.

PHOT 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.

PHOT 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.

PHOT 4181, 4281, 4381 Special Topics

Special courses designed to respond to rapidly evolving issues in media and media technology. Additional lab fee may be required. Prerequisite: permission of the instructor.

PHOT 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: PHOT 3322.

PHOT 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: PHOT 4321 and permission of instructor.

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 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 2334 Campaigns and Elections

An analysis of the American electoral system and political campaigns. Course focuses on political parties, campaign strategy, the electoral process, public opinion, and voter turnout.

POLS 2343 Public Policy

This course will examine policy issues at the national level including crime, welfare, healthcare, the environment, taxation, immigration, defense, and education. The course will not only emphasize policy content, but also will focus upon the policy process, the influence of various political personalities on shaping public policy, and policy evaluation.

POLS 3324 State and Urban Politics

A study of contemporary issues and problems facing state and metropolitan governments. Analysis of key political institutions, community power structures, urban affairs, trends in social and economic programs, and issues related to state and city governance in a federal system.

POLS 3344 The American Court System

Survey of state and federal court systems, the U.S. Supreme Court, introduction to civil and criminal law, the role of lawyers, judges, and juries in the American court system. This course is basic to pre-law.

POLS 3345 Ancient and Medieval Political Thought

An examination of classic dilemmas and recurrent problems in political theory and how they are dealt with by ancient Greek, Roman, and feudal thinkers. The course will focus on the original writings of philosophers who have made a substantial contribution to political theory, from Plato to Machiavelli. Prerequisites: POLS 1313.

POLS 3348 American Political Thought

Through the colonial experience, the Revolution, the drafting of the Constitution, the Civil War, the Civil Rights movement, to the present - an analysis of ideas that shaped the American political system. Prerequisite: POLS 2313.

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 3374 The United States' Congress

An analysis of the institutional behavior, procedures, and organization of Congress. Special attention paid to the roles of representatives, senators, lobbyists, and the legislative process.

POLS 3384 The Presidency

Analysis of the nation's chief executive, including the origins of the office, electoral process, powers and duties of the office, organization and staffing of the White House, and influence on national and world politics.

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

(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.

POLS 4383 Internship in Political Science

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 what they have learned in class in a career-oriented setting. Also provides students with the opportunity to attain applied research experience and develop analytic skills. Prerequisite: permission of instructor.

SPANISH

SPAN 1314, 1324 Beginning Spanish Proficiency

Focus is on achieving beginning proficiency in Spanish, developing the skills of listening, speaking, reading, writing, viewing, and showing in the interpersonal, interpretive and presentational modes. 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

Focus is on increasing proficiency in Spanish using the skills of listening, speaking, reading, writing, viewing, and showing in the interpersonal, interpretive and presentational modes. 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 interactive 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 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 and 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

Focus is on increasing proficiency in Spanish using the skills of listening, speaking, reading, writing, viewing, and showing in the interpersonal, interpretive and presentational modes and on acquiring a more comprehensive knowledge and understanding of the cultures of the Spanish speaking world. Students develop individual language proficiencies while using Spanish to make connections with other subject areas and participate in Spanish speaking communities. Not open to students with proficiency above Intermediate. Prerequisites: SPAN 1314 and 1324.

SPAN 3314 Advancing Spanish Proficiency I

Focus is on increasing proficiency in Spanish using the skills of listening, speaking, reading, writing, viewing, and showing in the interpersonal, interpretive and presentational modes and on increasing knowledge of the cultures of Spain and the Spanish speaking world. Topics which may included are literature, the arts, history, and work and leisure activities. Students review the grammar of Spanish as needed to increase proficiency. Prerequisites: SPAN 2314 and 2324 or the equivalent.

SPAN 3324 Advancing Spanish Proficiency II

Focus is on increasing proficiency in Spanish using the skills of listening, speaking, reading, writing, viewing, and showing in the interpersonal, interpretive and presentational modes and on developing cultural knowledge. Students increase their expertise in the analysis and interpretation of the literature of Spain and the Spanish speaking world. Prerequisites: SPAN 2314 and 2324 or the equivalent.

SPAN 3335 Spanish Writing Workshop

This course provides students with strategies to write fluently in Spanish. Techniques emphasize the steps of the writing process. Students use self-editing and peer collaboration to produce a portfolio of their work. (Offered also as EDBI 3335.)

SPAN 3360 Spain in the Americas

This course presents historical and cultural information about the three dominant cultures in south America at the time of the first encounter with Spain-the Mayas, Aztecs, and Incas-and the events and perspectives of that initial encounter between two worlds, as recorded by eyewitnesses. Course is taught in Spanish. Prerequisite: SPAN 3314 or 3324.

SPAN 3370 Hispanic Literature

The study of major periods and masterworks of Hispanic literature, read and discussed in English. Introduces literary/cultural figures of medieval and early modern Spain (El Cid, Don Quixote, Don Juan); and includes major 20th-century writers, as well as literary movements that were propagated from Latin America to the rest of the literary world (e.g., magical realism). The course may be used to fulfill Smith College humanities/literature requirements. Students may not use this course to fulfill requirements for the Spanish/English major. Prerequisites: ENGL 1313 and 1323. (Offered also as ENGL 3370).

SPAN 3386, 3387, 3388, 3389, 3390 Spanish Conversation

Intensive training in current idiomatic Spanish with emphasis upon oral practice in (a) Medical Spanish, or (b) Business Spanish. Not open to students with proficiency above Intermediate except by permission of the instructor. May not be used to fulfill the 3000 level course requirement for the transcript designation of proficiency in Spanish or the Spanish major. Prerequisite: SPAN 1314 or the equivalent or special 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 4324 Contemporary Spanish-American Literature

A study of the selected works of the foremost contemporary Spanish-American writers.

SPAN 4343, 4344 Hispanic Cultural Perspectives

(Offered also as EDBI 4343, 4344).

SPAN 4385, 4386, 4387 Work Internship in Spanish

Students use their oral and written proficiency in a supervised setting in (a) business or consulates, (b) health care, or (c) education or church work. To be eligible, students must be classified as a junior or senior, must be working towards a major in Spanish at Houston Baptist University, and must have at least a 3.0 QPA in Spanish. Interested students must take an oral proficiency test with a member of the Spanish faculty and receive a score of Intermediate High or higher. Students must also submit an application to the Intern Selection Committee at least one quarter in advance of the scheduled internship. If accepted by the committee, the applicant must also be interviewed and accepted by the supervisor in the internship setting. Prerequisites: SPAN 3314 and 3324 or the equivalent.

ELECTRONIC MEDIA

TELE 1324 Fundamentals of Broadcasting

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

TELE 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.

TELE 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. Additional lab fee required. Prerequisite: TELE 1324.

TELE 3366 Television Production II

Advanced applications of television production including scriptwriting, directing, and the development of television programs. Additional lab fee required. Prerequisite: TELE 3365.

TELE 4181, 4281, 4381 Special Topics

Special courses designed to respond to rapidly evolving issues in media and media technology. Additional lab fee may be required. Prerequisite: permission of the instructor.

TELE 4367 Non-Linear Editing

This advanced course in video production will offer students experience in non-linear editing. Students will develop projects to be used in a variety of applications from tape to multimedia. Additional lab fee required. Prerequisite: TELE 3366 or consent of instructor.

PROFESSIONAL WRITING

See ENGLISH (ENGL) for all other English language and literature courses.

WRIT 3121, 3221, 3321 Special Topics

Topics are determined by the needs and interests of students in the areas of advanced and specialized writing. They include topics not covered in creative or professional writing courses such as advanced creative writing, advanced rhetoric, advanced expository writing, advanced argumentative and persuasive writing, and writing for specific markets. Prerequisites: ENGL 1313 and 1323.

WRIT 3263 Creative Writing Seminar

This seminar, which is offered in either fiction or poetry, is designed to build upon the groundwork established in WRIT 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: WRIT 3353 or permission of the instructor. NOTE: WRIT 3263 does not satisfy requirements for the English major, but students may select this course for credit towards the Professional Writing Specialization in Technical Writing or Creative Writing or for elective credit towards the Professional Writing Specialization in Technical Writing. Prerequisites: ENGL 1313 and 1323.

WRIT 3303 Elements of Professional Writing

This course offers students an overview of different types of writing and the role writing plays in the modern work place. Students evaluate examples of professional writing and selections from mass media, identify fallacious reasoning, use and recognize correct grammatical usage, write and revise a variety of papers. Each student compiles a portfolio representing his or her best work. Each student also interviews a person who writes on the job. NOTE: Students may select this course for credit towards the Professional Writing Specialization in Technical Writing or Rhetoric, and for elective credit towards the Professional Writing Specialization in Creative Writing. Prerequisites: ENGL 1313, 1323; COMM 1313.

WRIT 3334 Life Writing

An introduction to the writing of personal history. Students read individual journals, autobiography and autobiographical fiction by a variety of authors from different time periods and of different nationalities, genders, and races. In their own expository writing students incorporate advanced techniques in the areas of description, narration, and analysis and compile a collection of their best works. Students may select this course for elective credit towards the Professional Writing Specialization in Creative Writing and in Rhetoric. Prerequisites: ENGL 1313 and 1323.

WRIT 3345 Technical Writing

This course trains students to write effectively in the modern workplace. Students study audience analysis, document design, graphics and web design. They apply what they have learned by creating a variety of written documents, including email messages, memos, letter, resumes, and reports. Some group work is required as students need to practice collaborative writing and peer review. Students may select this course for credit towards the Professional Writing Specialization in Technical Writing and for elective credit towards the Professional Writing Specialization in Creative Writing. Prerequisites: ENGL 1313, 1323, and COMM 1313.

WRIT 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. NOTE: WRIT 3353 does not satisfy requirements for the English major, but students may select this course for credit towards the Professional Writing Specialization in Technical Writing or Creative Writing or for elective credit towards the Professional Writing Specialization in Technical Writing. Prerequisites: ENGL 1313 and 1323.

WRIT 3383 Advanced Grammar and Writing

The course includes an overview of the history of the English language. It emphasizes descriptive grammar using sentence diagramming and analysis. The course includes the in-depth study of construction, forms, and usage of words, phrases, clauses, and sentences. Required for teacher certification in Language Arts grades 4-8 and 8-12. Prerequisites: ENGL 1313 and 1323.

WRIT 4202 Writing Practicum

Students learn the principles and practices of the basic writing strategies, editing skills, literary analysis, and how these can best be taught on the secondary level according to current theory and practice. Students may select this course for elective credit towards the Professional Writing Specialization in Creative Writing. Required for teacher certification in Language Arts grades 8-12. Prerequisite: WRIT 3383.

WRIT 4101, 4201, 4301 Writing Internship

This course provides students the opportunity to apply the principles of effective and correct written and oral communication in a professional or academic environment. Students will design, write and edit various documents while working in an approved position on or off campus. Students must complete 40 hours per credit hour. Prerequisites: ENGL 1313, 1323; COMM 1313, at least 3 hours from WRIT 3303, 3345, 3353, or 3263. Students who excel in English may also enroll at the discretion of the Director of the Writing Specialization Program.

WRIT 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: WRIT 3263, 3353, and permission of the instructor. NOTE: WRIT 4353, 4354, 4355, 4356, 4357, and 4358 do not satisfy requirements for the English major.

COLLEGE OF BUSINESS AND ECONOMICS

COLLEGE OF BUSINESS AND ECONOMICS

Undergraduate Programs

The College of Business and Economics offers four undergraduate degree programs: the Bachelor of Business Administration (BBA), the Bachelor of Arts (BA), the Bachelor of Science (BS), and the Bachelor of General Studies.

A student who chooses two majors within the College of Business and Economics is studying for a Bachelor of Business Administration (BBA) degree. The first major of all BBA students is business administration. As a second major, the student may choose among the following majors: accounting, accounting information systems, computer information systems, economics, entrepreneurship, finance, management, and marketing.

Students working toward a BA or BS degree have one major within the College of Business and Economics and one major within another college. BAIBS students choose between two options. In the first option, the student chooses one of the seven Business-Area *Concentrations* as a major. These 7 majors are: Business-Accounting, Business-Computer *Information Systems*, Business-Economics, Business-Entrepreneurship, Business-Finance, Business-Management, and Business-Marketing. In the second option, the student chooses the Business BAIBS as a major. For the Bachelor of General Studies, please see page 78.

MFAT Policy

For all degree plans, graduating seniors with a major in the College of Business and Economics must take the Educational Testing Service Major Field Achievement Test in Business II in the quarter in which they graduate.

IT Policy

Students taking courses offered in the College of Business and Economics will be expected to use E-mail, use the intra-university system, access the World Wide Web, and use word processing, spreadsheets, databases, and presentation software. Details of these requirements change from time to time and current statements are available on the undergraduate or graduate web sites as well as from program or departmental offices.

BACHELOR OF ARTS/BACHELOR OF SCIENCE

These degrees are available to students who choose one major within the College of Business and Economics and one major within another college.

Students may choose a major within the College of Business and Economics that provides specific study within a particular business field or the Business BA/BS which provides a broad business base. Often, this concentrated study compliments the other non-business major a student has chosen to study. These area-specific

majors provide general business knowledge as well as field-specific study. Students electing this option must complete MATH 1314, Finite Math, or MATH 2434, Calculus. 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.

OPTION ONE: BUSINESS -AREA CONCENTRATION

The Business major with a concentration in a field of business is designed for the student who wants one major in a business field and another major outside of the College of Business and Economics. 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. Students electing this option must complete MATH 1314, Finite Math, or MATH 2424, Calculus. 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 Principles of Accounting I
ACCT 2303 Principles of Accounting II
ACCT 3311 Intermediate Accounting I
ACCT 3312 Intermediate Accounting II
ACCT 3313 Intermediate Accounting III

Choose 9 hrs/three electives from:

ACCT 3303 Cost Accounting
ACCT 3304 Individual Income Tax
ACCT 3317 Accounting Systems
ACCT 4301 Advanced Accounting
ACCT 4302 Auditing
ACCT 4304 Corporation Income Taxes
ACCT 4306 Government and Nonprofit Accounting

BUSA 2320 Legal Environment of Business

BUSA 3320 Business Ethics

ECON 2302 Microeconomics

FINA 3320 Corporate Finance

Choose 2 from the following: ACCT 4298, BUSA 4292, 4294, or 4299

BUSINESS-COMPUTER INFORMATION SYSTEMS

The Business-Computer Information Systems major requires the following courses:

ACCT 2301 Principles of Accounting I
CISM 2313 Computer Concepts
CISM 3302 Visual Basic Programming
CISM 3311 System Analysis and Design
CISM 3341 Business Network Technologies
CISM 4326 Database Program Development

Six hours of upper level CISM electives from:

CISM 3305 Programming in C++
CISM 4311 Enterprise-wide Systems Architecture
CISM 4333 Business Productivity Technologies
CISM 4336 Help Desk & Hardware Mgmt
CISM 4340 Internship

ECON 2301 Principles of Macroeconomics or ECON 2302 Principles of Microeconomics
Six hours of business electives at the 2000 level or higher, excluding CISM (all prerequisites must be met)
CISM 4292 Senior Seminar
Choose one from BUSA 4292, 4294, or 4299

BUSINESS-ECONOMICS

The Business-Economics major requires the following courses:
ACCT 2301 Principles of Accounting I
BUSA 2311 Quantitative Methods I
ECON 2301 Principles of Macroeconomics
ECON 2302 Principles of Microeconomics
ECON 3315 Security Markets and Financial Institutions
ECON 3325 Personal Financial Planning
ECON 4312 Global Economy
ECON 4329 eEconomics
FINA 3320 Corporate Finance
MGMT 3305 Organizational Behavior and Management
Any three-semester hour business elective at the 2000 level or above (prerequisites must be honored for all courses taken)
Choose two from: BUSA 4292, 4294, or 4299

BUSINESS-ENTREPRENEURSHIP

The Business-Entrepreneurship major requires the following courses:
ACCT 2301 Principles of Accounting I
ACCT 2303 Principles of Accounting II
ECON 2301 Principles of Macroeconomics
ENTR 2311 Entrepreneurship and New Venture Management
ENTR 3325 Innovation and Entrepreneurship
ENTR 3335 Financing New Ventures
ENTR 3345 Building the Leadership Team
ENTR 3355 Law and Ethics for the Entrepreneur
ENTR 4321 New Venture Strategy
ENTR 4292 Senior Seminar
ENTR 4293 Senior Seminar

BUSINESS-FINANCE

The Business-Finance major requires the following courses:
ACCT 2301 Principles of Accounting I
BUSA 2311 Quantitative Methods I
ECON 2301 Principles of Macroeconomics
ECON 2302 Principles of Microeconomics
FINA 3315 Security Markets and Financial Institutions
FINA 3320 Corporate Finance
FINA 3325 Personal Financial Planning
FINA 3330 International Finance
FINA 4307 Investment Principles
FINA 4318 Corporate Financial Management
Three hours of upper level business electives (excluding FINA)
FINA 4292 Senior Seminar
Choose one from BUSA 4292, 4294, or 4299

BUSINESS-MANAGEMENT

The Business-Management major requires the following courses:

ECON 2301 Principles of Macroeconomics

MGMT 3305 Organizational Behavior and Management

Choose six hours from:

ACCT 2301 Principles of Accounting I

ACCT 2303 Principles of Accounting II

ECON 2302 Principles of Microeconomics

BUSA 2311 Quantitative Methods I

Choose six hours from:

ENTR 2311 Entrepreneurship and New Venture Management

FINA 3320 Corporate Finance

MGMT 4311 Production and Operations Management

MGMT 4312 Human Resources Management

MKTG 3301 Principles of Marketing

Choose twelve hours from:

MGMT 3333 Leadership Development

MGMT 3334 Issues in Environmental Management

MGMT 3335 Managing the Global Enterprise

MGMT 3336 Organizational Theory

MGMT 3337 Organizational Development and Change

MGMT 4313 Technology, Organization, and Economics

MGMT 4315 Power and Negotiation

Three hours of upper level business electives (excluding MGMT)

Choose one from: BUSA 4292, 4299

BUSA 4294 Senior Seminar: Current Issues in Business

BUSINESS-MARKETING

The Business-Marketing major requires the following courses:

ECON 2301 Principles of Macroeconomics

ECON 2302 Principles of Microeconomics

MGMT 3305 Organizational Behavior and Management

MKTG 3301 Principles of Marketing

MKTG 3310 Consumer Behavior

MKTG 4360 Marketing Strategy

Choose six hours from:

MKTG 3380 Online Marketing

MKTG 4330 International Marketing

MKTG 4340 Internship

MKTG 4336 Principles of Advertising

MKTG 4350 Marketing Research

MKTG 4292 Senior Seminar

Nine hours of business courses from any 2000 level or above (excluding MKTG)

Choose one from: BUSA 4292, 4294, or 4299

MKTG 4292 Senior Seminar

OPTION TWO: BUSINESS - BA/BS

The Business major requires the following courses:

ACCT 2301 Principles of Accounting I

ACCT 2303 Principles of Accounting II

BUSA 2311 Quantitative Methods I

BUSA 2320 Legal Environment of Business

ECON 2301 Principles of Macroeconomics

ECON 2302 Principles of Microeconomics

BUSA 3320 Business Ethics

FINA 3320 Corporate Finance
MGMT 3305 Organizational Behavior and Management
MKTG 3301 Principles of Marketing
BUSA 4292 Senior Seminar
BUSA 4299 Senior Seminar

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 eight academic areas. The second major is chosen from accounting, accounting information systems, computer information systems, economics, entrepreneurship, 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.

First Major:

BUSINESS ADMINISTRATION - BBA

This major consists of courses that encompass a general body of business knowledge that is necessary for the study and practice of all business principles.

The Business Administration major requires the following courses:

ACCT 2301 Principles of Accounting I
ACCT 2301 Principles of Accounting II
BUSA 2311 Quantitative Methods I
BUSA 2320 Legal Environment of Business
BUSA 3311 Quantitative Methods II
BUSA 3320 Business Ethics
CISM 3330 Management Information Systems
ECON 2301 Principles of Macroeconomics
ECON 2302 Principles of Microeconomics
ENTR 2311 Entrepreneurship and New Venture Management
FINA 3320 Corporate Finance
MGMT 3305 Organizational Behavior and Management
MGMT 4311 Production and Operations Management
MGMT 4312 Human Resources Management
MKTG 3301 Principles of Marketing
MATH 1314 Finite Mathematics or MATH 2434 Calculus I

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 3311 Intermediate Accounting I
ACCT 3312 Intermediate Accounting II
ACCT 3313 Intermediate Accounting III
ACCT 3303 Cost Accounting
ACCT 3304 Individual Income Tax
ACCT 4302 Auditing
ACCT 3317 Accounting Systems
ACCT 4301 Advanced Accounting
ACCT 4304 Corporation Income Tax
ACCT 4306 Government and Nonprofit Accounting
BUSA 4299 Business Strategy and Policy
ACCT 4298 Senior Seminar

ACCOUNTING INFORMATION SYSTEMS - BBA

The undergraduate major in accounting information systems is designed to combine the areas of accounting and information technology. The demand for expertise in the use of information systems has created a gap in the academic preparation provided in the traditional accounting major. The AIS major is designed to integrate these two highly sought after business needs. Students completing this major will find careers in accounting, auditing, or information systems as professionals in public accounting, large corporations, and consulting firms.

In addition to the Business Administration major, the Accounting Information Systems major requires:

ACCT 3303 Cost Accounting
ACCT 3311 Intermediate Accounting I
ACCT 3312 Intermediate Accounting II
ACCT 3317 Accounting Information Systems
ACCT 4302 Auditing
CISM 2313 Computer Concepts
CISM 3302 Visual Basic Programming
CISM 3311 Systems Analysis & Design
CISM 4311 Enterprise-wide Systems Architecture
CISM 4326 Database Program Development
ACCT 4298 Senior Seminar
BUSA 4299 Business Strategy and Policy

COMPUTER INFORMATION SYSTEMS - BBA

The undergraduate major in computer information systems is designed to acquaint students with current concepts and processes. 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 Computer Concepts
CISM 3302 Visual Basic Programming
CISM 3305 Programming in C++
CISM 3311 Systems Analysis & Design
CISM 3341 Business Network Technologies
CISM 4311 Enterprise-wide Systems Architecture
CISM 4326 Database Program Development
CISM 4333 Business Productivity Technologies

CISM 4336 Help Desk and Hardware Management
or CISM 4340 Internship
CISM 4292 Senior Seminar
BUSA 4299 Business Strategy and Policy

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:

ECON 4312 Global Economy
ECON 4329 eEconomics
ECON 3325 Personal Financial Planning
ECON 3315 Security Markets and Financial Institutions
Any twelve-semester hours of business electives
(prerequisites must be honored for all courses taken)
Choose two from: BUSA 4292, 4294, or 4299

ENTREPRENEURSHIP - BBA

The undergraduate major in entrepreneurship is designed to prepare students to start their own business, to take over a family-owned business, or to start a career in an entrepreneurial organization. Emphasis is placed on a business interdisciplinary approach that will focus on learning and applying entrepreneurial concepts while using appropriate technologies. Content centers on family-owned businesses, venture creation, and growth of the entrepreneurial venture.

In addition to the Business Administration major, the Entrepreneurship major requires:

ENTR 3325 Innovation and Entrepreneurship
ENTR 3335 Financing New Ventures
ENTR 3345 Building the Leadership Team
ENTR 3355 Law and Ethics for the Entrepreneur
ENTR 3365 Leveraging Technology for New Ventures
ENTR 4321 New Venture Strategy
ENTR 4331 Entrepreneurship in the Global Economy
ENTR 4340 Internship
ENTR 4292 Senior Seminar
ENTR 4293 Senior Seminar

FINANCE - BBA

The undergraduate major in finance is designed to prepare students for a career in financial management, banking, financial planning, and investment management. 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:
FINA 3315 Security Markets and Financial Institutions
FINA 3325 Personal Financial Planning
FINA 3330 International Finance

FINA 4307 Investment Principles
FINA 4318 Corporate Financial Management
FINA 4322 Options and Futures
Three hours of upper level business electives (Excluding FINA)
Six hours of upper level Accounting electives
FINA 4292 Senior Seminar
Choose one from BUSA 4292, 4294, or 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:

MGMT 3334 Issues in Environmental Management
MGMT 3335 Managing Global Enterprise
MGMT 3336 Organizational Theory
MGMT 3337 Organizational Development and Change

Choose six hours from:

MGMT 4313 Technology, Organization, and Economics
MGMT 4315 Power and Negotiation
MGMT 4340 Internship

ECON 4312 Global Economy or any Upper Level Business Elective

MGMT 4294 Senior Seminar

BUSA 4299 Business Strategy & Policy

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:

MKTG 3310 Consumer Behavior
MKTG 3360 Professional Selling
or MKTG 3380 Online Marketing
or MKTG 4336 Principles of Advertising
MKTG 4350 Marketing Research
MKTG 4360 Marketing Strategy

Choose 6 hrs/two electives from:

MKTG 4330 International Marketing
MKTG 4340 Internship
JOUR 3325 Principles of Public Relations
MKTG 3360, 3380, 4336 (if not taken previously)

Three hours of upper level business electives

BUSA 4299 Business Strategy and Policy

MKTG 4292 Senior Seminar or BUSA 4294 Senior Seminar: Current Issues in Business

Graduate Programs

MASTER OF BUSINESS ADMINISTRATION: PROFESSIONAL MBA

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).

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 Professional MBA.

Leveling Courses

Students who have received program admission with deficiencies in prerequisite work may satisfy the requirements with the following courses: ACCT 4288, ACCT 4289; ECON 4288, ECON 4289; MGMT 4397, 4398, and 4399.

Core Courses

The following courses must be completed by all students in the Professional MBA program: CISM 6360; FINA 6330; MGMT 6150, 6151, 6152, 6310, 6318, 6333, 6341; MKTG 6310.

Diversification Courses

The student selects 18 hours from extensive course offerings in accounting, finance, human resources management, information technology, international management, and management. Course offerings include; Acct 5302, 5304, 5306, 5311, 6360, 6361, 6362, CISM 6364, 6365, 6366, 6367, FINA 6331, 6332, 6333, 6334, 6335, MGMT 5361, 5365, 6309, 6336, 6337, 6345, 6364, 6367, 6376, 6380, 6382, 6387, 6393, 6395, 6396, MKTG 6333, 6376.

The Professional MBA 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 Professional MBA 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 twelve courses: MGMT 5361, 5362, 5365, 6313, 6333, 6364, 6367, 6378, 6379, 6382, 6385, and 6387.

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 Professional MBA course offerings. Course selections include: ACCT: 5302, 5304, 5306, 5311 6360, 6361, 6362; CISM: 6360, 6364, 6365, 6366, 6367; FINA: 6330, 6331, 6332, 6333, 6334, 6335; MGMT 5361, 5365, 6309, 6310, 6318, 6333, 6336, 6337, 6345 6341, 6364, 6367, 6376, 6382, 6387, 6393, 6395, 6396; and MKTG: 6310,6333, 6373. 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 prerequisite requirements, the Master of Science degree in Management, Computing, and Systems requires the following courses: FINA 6320, MGMT 6320, 6323, 6327, 6333, CISM 6310, 6314, 6321, 6322, 6326, 6328, 6331, 6332, and 6341.

COLLEGE OF BUSINESS AND ECONOMICS

Course Descriptions

ACCOUNTING

ACCT 2301 Principles of Accounting I

An introduction to the identification and analysis of business transactions and the financial accounting information system that captures them. Included is the flow of activities within the system culminating in the four basic financial statements of a for-profit business (i.e., the corporate annual report). Emphasis is placed on the use of these financial statements to make business credit and investment decisions.

ACCT 2303 Principles of Accounting II

An introductory course designed for managers throughout the organization and the tools they use in performing the planning and controlling of operations. Students will be introduced to internal use reporting developed from the accounting information system; to budgeting; to determining product costs; and to analyzing costs as to function and behavior. Interesting questions are discussed such as: How does a manager use accounting goals to motivate employees? How does a marketing department determine price? How does an organization determine what data to capture in the accounting information system? Prerequisite: ACCT 2301.

ACCT 3303 Cost Accounting

An in-depth study of the accounting tools managers use in performing the planning and controlling of operations. Students will develop and analyze internal reports for service as well as manufacturing companies; determine how the cost of a product is determined under several cost flow systems; allocate the costs of support departments; prepare detailed variances and interpret the results. 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; CISM 1321; ECON 2301, 2302; BUSA 2311, 2320.

ACCT 3317 Accounting Systems

An active, hands-on class that equips the accounting and AIS major with both knowledge and skills to evaluate and create an accounting information system; work with a relational data base; evaluate and implement control systems; and assess and implement an accounting reporting system. Also included are current uses of technology in accounting utilizing several software applications. Prerequisite: ACCT 3312.

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 4288 Survey of Financial Accounting

An introduction to corporate financial statements, their preparation, and their use in decision making by persons outside the organization. The course focuses on the relationships between business events and financial statements. To be taken by students to satisfy prerequisite requirements for the graduate programs. May not be used to satisfy graduate degree requirements. Graduate tuition rates apply. Not available to undergraduate business majors. Professional MBA, MS-MCS, or MS-HEM Programs only.

ACCT 4289 Survey of Managerial Accounting

Managerial uses of accounting information and reports. Coverage includes budgeting and costing, variance analysis, margin analysis and cost-volume relationships. To be taken by students to satisfy prerequisite requirements for graduate programs. May not be used to satisfy graduate degree requirements. Graduate tuition rates apply. Not available to undergraduate business majors. Professional MBA, MS-MCS, or MS-HRM Programs only.

ACCT 4292 Senior Seminar

An integrated, interactive, evolving course designed to exploit cutting-edge business topics and issues such as e-commerce, business processes, leadership, entrepreneurship, and technology. 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. 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 4298 Senior Seminar in Advanced Accounting Information Systems

A capstone course. Students gain hands-on experience and proficiency in a major accounting package such as Peachtree, Great Plains, or SAP; the architecture of accounting systems; decision support systems from an accounting perspective; and the impact of e-commerce on accounting information systems. 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.

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 work papers; the content and forms of qualified and unqualified auditor's opinions; kinds of audits; ethics of the profession. Prerequisite: ACCT 3312.

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. Requires proficiency in Microsoft® Excel. Prerequisites: ACCT 2301, 2303.

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: See the College of Business and Economics Internship Coordinator for current prerequisite information.

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 6181, 6281, 6381 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 6343 Auditing Accounting Systems

The concepts and procedures for audit of electronic accounting systems are presented in this course. The student is expected to demonstrate skill in the development, application, and validation of audit procedures for computer based accounting systems. MS-ACCT program only.

ACCT 6353 CPA Review

An industry standard CPA review course. A simulated CPA exam is taken at the conclusion of the course and must be passed to receive credit for the course. Parts (or all) of the course may be retaken as necessary until a passing grade is achieved on the examination. Credit by examination may be received (see program office for details), but the course must be taken if the exam is not passed.

ACCT 6360 Financial Statement Analysis

Study and application of analytical tools and techniques for analyzing corporate financial statements and related information. Financial statement analysis enables the user to assess the operating, investing, and financing activities of the corporation in an industry context to make inferences regarding historical success as well as prospective profitability and cash flows. Professional MBA Program only.

ACCT 6361 Tax Issues in Business Decisions

An introduction to US corporate taxation to understand the effect that taxation has on business operations, on investment decisions, and on financial statements including earnings per share and the effective tax rate of the firm. The impact of the environment on tax strategies will also be discussed. Professional MBA Program only.

ACCT 6362 Business Information Process Framework and the Audit

Identify the information needs of stakeholders given an organization's strategy, the underlying business processes and the activities that comprise them. Information technology is covered to the extent it is used as an enabler of organization strategy, processes and activities. The course includes the audit approach in terms of auditor collections and processing of information about the client's strategies, supporting business process, and the external forces that threaten the viability of its strategies. Professional MBA Program only.

BUSINESS ADMINISTRATION

BUSA 2311 Quantitative Methods I

Computation of statistical measures and applications to business including averages, dispersion, statistical inferences, linear regression and correlation. Requires a working knowledge of Microsoft® Excel or CISM 1321 or 2303. 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 3302 Creating Personal Wealth

This course will focus on how to make money and increase personal wealth. Primary emphasis will be given to creating a personal financial plan, stock investing, and understanding long-term financial growth. Other topics include investing online, day trading, short and long-term investing, investment clubs, buying a home, insurance, and 401 (k) and other retirement savings (Also offered as FINA 3302).

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

The goal of the Business Ethics class is to prepare students for success in global business. This will be achieved by helping students develop and apply a framework for identifying the ethical implications - personal, corporate, and social - of the various business practices they will encounter in an international market. A balance will be given to the Universal issues raised when adopting an ethical system and the Particular issues involved in applying the ethical system to business issues. Topics include: philosophical and cultural foundations of Business Ethics, applying ethical principles in the market place, and how to set up and carry out an effective Business Ethics program in an organization.

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 4292 Senior Seminar

An integrated, interactive, evolving course designed to exploit cutting-edge business topics and issues such as e-commerce, business processes, leadership, entrepreneurship, and technology. 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. 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.

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 of 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 problem 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.

BUSA 4320 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.

BUSA 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: See the College of Business and Economics Internship Coordinator for current prerequisite information.

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, database management, and spreadsheet programs. Requires a working knowledge of Microsoft® Windows.

CISM 2303 Web Design

An introductory study of the concepts, technologies, and methodologies of designing and implementing effective web sites. Topics include stages of web site development and an introduction to current web site development and an introduction to current web development and scripting languages. Current leading edge technologies will be applied to web development. Each student will create a personal Web page, present it to the class and post it on a server. Requires a working knowledge of Windows® and word processing.

CISM 2313 Computer Concepts

An introductory programming course to develop programming and logic skills. Provides a foundation in computer algorithms and information systems concepts. Students apply concepts of structured design, data representation, and programming logic structures in developing problem solving applications.

CISM 2314 Programming in C

(Offered also as MATH 2314.)

CISM 3302 Visual Basic Programming

Practical application of programming concepts in developing business applications in the Windows environment. Visual Basic is used to design forms, menus and control program logic. Internal and external data structures are utilized to program arrays; sequential, random file processing; and databases. Prerequisite: CISM 2313.

CISM 3305 Programming in C++

Introduces the concepts of procedural and object-oriented programming (OOP) in C++ with special emphasis on OOP. Data types, control structures, functions, classes, constructors, destructors, objects, inheritance, polymorphism, templates and exception handling will be thoroughly studied. Good programming practice will be emphasized throughout the course. Prerequisite: CISM 2313.

CISM 3311 Systems Analysis and Design

Introduces the systems concepts, system development life cycle (SDLC), feasibility studies, project management, structured design methodology, computer aided software engineering (CASE), object oriented analysis and design. Provides a foundation in selecting, managing and executing information systems projects in a business environment. Prerequisites: CISM 2313 and ACCT 2301.

CISM 3330 Management Information Systems

Provides a basic understanding of the value and uses of information systems for business operation, management decision-making, and strategic advantage. Concentrates on providing the tools needed for mastery of the information systems concepts and terms important to non-technical business managers. Prerequisite: ACCT 2301

CISM 3341 Business Network Technologies

An in-depth study of network architectures, methodologies, and technologies used in developing networked business information systems. Develops a working knowledge of network design and implementation. Network concepts and principles are applied to business information system implementation. Prerequisite: CISM 3311.

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

The Senior Seminar integrates principles, concepts, and skills learned in previous courses. Provides hands on experience in business systems development. Students complete projects augmented by research on current information technologies. Prerequisites: CISM 3302 and CISM 3311, and 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 4293 Senior Seminar

An integrated, interactive, evolving course designed to exploit cutting-edge business topics and issues such as e-commerce, business processes, leadership, entrepreneurship, and technology. 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. 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 4311 Enterprise-Wide Systems Architecture

This course deals with both the technology and the management issues of Enterprise Resource Planning (ERP) software designed to automate the entire enterprise, including such areas as accounting, production, quality management, sales and distribution, and human resource management. Management issues include: organizational obstacles to the effective use of ERP's, business process redesign, and training. Technical issues include client-server architecture, databases, and hardware platforms. Utilizing current ERP software students simulate business processes, entering transactions and doing data analysis in a live ERP system. Prerequisites: ACCT 2301; CISM 2313.

CISM 4326 Database Program Development

Provides a foundation in both database design and development and implementation and operational concepts. Database design topics include data and database models, logical and physical structures, and table normalization. Development topics include transaction processing, data concurrency, and enforcing data integrity. Implementation and operational topics include backup and recovery, distributed databases, and clients-server architectures. Prerequisite: CISM 3311.

CISM 4333 Business Productivity Technologies

Provides the students with practical hands-on experience using the features of Microsoft® Office Visual Basic for Applications in a laboratory setting. Builds upon the foundation of knowledge the students acquired from Visual Basic. Students design objects, such as forms, menus and buttons in the Windows 2000 Office environment extending the functionality of Microsoft® Office applications. Requires a working knowledge of Microsoft® Office applications. Prerequisites: ACCT 2301; CISM 3302

CISM 4336 Help Desk and Hardware Management

This course deals with the design and management of the IS Help Desk in large organizations. The course has three major themes: 1) Help Desk - policies, procedures, staffing, costs, and benefits; 2) hardware-workstations, networks and peripherals; and 3) software - operating systems, generic applications, and specialized application software. Students set up and manage the operation of a Help Desk and perform the functions of help desk analysts, using a leading software package. Prerequisite: CISM 2313.

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: See the College of Business and Economics Internship Coordinator for current prerequisite information.

CISM 4399 IT Bootcamp

An intense review of the four major areas in computing: 1) computer architecture, 2) programming, 3) database technology, and 4) networking technology. In order to reinforce the concepts, students will use two different programming languages, write database queries with SQL, and use network commands. May not be used to satisfy undergraduate degree requirements. Graduate tuition rates apply.

CISM 5399 IT Bootcamp

(Also offered as CISM 4399.)

CISM 5399 IT Bootcamp

(Also offered as CISM 4399.)

CISM 6310 Information Resource Management

Managing the data resources of large organizations. The architecture of large database management systems. Methodologies for data modeling, data administration, database integration, and database sizing. Solving business problems with SQL and a major database management system like Oracle and SQL Server. Course contains many hands-on exercises and projects to illustrate the theory and concretize the management issues. MCS Program only.

CISM 6314 Network Design and Management

The design and management of computer networks in large corporations. The architecture of LANs and WANs - protocols, hardware, cabling, operating systems. Methods for requirements analysis and network design. Solving business problems that require networks. Course contains many hands-on exercises and projects to illustrate the theory and concretize the management issues. MCS Program only.

CISM 6321 Modeling the Business

The modeling of business processes and data in large organizations. Methodologies for analyzing and structuring a company's requirements. Course makes use of software tools for analysis and development, to illustrate the theory and concretize the management issues. Course also contains many hands-on exercises and projects. MCS 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. MCS Program only.

CISM 6331 Societal, Legal, and Ethical Aspects of Information Systems

The framing and management of social, legal, and ethical aspects of information systems, with particular attention paid to large organizations. Contractual issues of leasing, outsourcing, consulting, and part-time employees. Social issues of telecommuting, business teleconferencing, and e-government. Legal/ethical issues of privacy, data integrity, censorship and intellectual property. Course contains many cases and research exercises to illustrate the theory and concretize the management issues. MCS Program only.

CISM 6332 IS Management Methods

The responsibilities of IS management in large organizations. Methodologies for managing the hardware and software inventory, the development process, system performance, end-user support, as well as project control. Course makes use of software tools, case studies, and speakers from industry, to illustrate the theory and concretize the management issues. MCS Program only.

CISM 6341 The Automation of Business Processes

The redesign of business process in large organizations through automation. Course makes extensive use of programming tools for developing database, workstation, and network applications. Course also contains many hands-on exercises and projects. MCS Program only.

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. Professional MBA program only.

CISM 6364 Emerging Business and Technology Trends

Analyze and evaluate the impact of current and emerging technologies and business practices. Focus is on emerging trends in technology and applications and the business issues associated with each. Emphasis is placed on the accumulation and distribution of the firm's intellectual capital. PMBA program only.

CISM 6365 e-Business Concepts and Strategies

Course objectives are to understand the unique aspects of e-business and e-commerce. Topics include Internet and web related technology concepts, e-business/commerce types, and the role of technology in e-business/commerce. PMBA program only.

CISM 6366 Strategic Information Technology: Creating Business Value from Technology

Analyzes IT from the viewpoints of senior executives. Topics include aligning IT with the business strategy, creating competencies in IT and leveraging organizational resources, delivering business value from IT, creating an IT effective infrastructure, and strategic planning for information systems. PMBA program only.

CISM 6367 Global Business and Technology Strategies

Focuses on information technology management issues that must be addressed for a company to succeed in the intensely competitive global marketplace. Specific topics include models and paradigms of global information systems, national information technology infrastructure, technical and managerial information technology issues in different parts of the world, and technology transfer. PMBA 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; BUSA 2311; ECON 2301, 2302.

ECON 3315 Security Markets and Financial Institutions

An introduction to the US financial system. Topics include interest rate theory, financial markets such as money markets and capital markets including stock and bond markets, and financial institutions such as banks and other depository institutions, finance companies, insurance companies, investment companies, pension funds, securities firms. Also offered as FINA 3315. Prerequisite: FINA 3320.

ECON 3325 Personal Financial Planning

A comprehensive introduction to the field of personal finance which includes the following topics: the development of financial plans, economic risks and insurance, savings, credit (consumer credit, home purchases, etc.), investments and trading, and retirement and estate planning. After completing the course students should be able to advise and help other individuals to determine whether and how they can meet their life goals through the proper management of their financial resources. Prerequisite: FINA 3320. If BUSA 3302 has been completed, an upper level business elective must be substituted for ECON 3325 (Also offered as FINA 3325).

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 3320. (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 4288 Survey of Microeconomics

The development of price and output theory and the theory of markets. Emphasis is given to market economies. Topics include demand and supply, production and cost, perfect competition, monopoly, monopolistic competition, oligopoly, and game theory. To be taken by students to satisfy prerequisite requirements for graduate programs. May not be used to satisfy graduate degree requirements. Not available to undergraduate business majors. Graduate tuition rates apply. Professional MBA, MS-MCS, or MS-HEM Programs only.

ECON 4289 Survey of Macroeconomics

A study of the theory and application of economic principles relating to the behavior of aggregate economic activity and the price level. Topics include aggregate economic variables and their measurement, economic growth, economic fluctuations, inflation, unemployment, government deficits, monetary policy, fiscal policy, and international finance. To be taken by students to satisfy prerequisite requirements for graduate programs. May not be used to satisfy graduate degree requirements. Not available to undergraduate business majors. Graduate tuition rates apply. Professional MBA, MS-MCS, or MS-HEM Programs only.

ECON 4292 Senior Seminar

An integrated, interactive, evolving course designed to exploit cutting-edge business topics and issues such as e-commerce, business processes, leadership, entrepreneurship, and technology. 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. 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 3320. (Also offered as FINA 4307.)

ECON 4312 Global Economy

This course examines international trade beginning with an evaluation of the gains of trade, types of restrictions on trade and their impacts, and policies regarding trade. The effects of the movement of resources across national boundaries are also examined. The discussion of international monetary theory includes balance of payments and the functions and impacts of the foreign-exchange markets. The course is structured around case studies that require the student to analyze and apply knowledge gained from the course. Prerequisites: MGMT 3305, ECON 2301, 2302.

ECON 4329 eEconomics

A study of the new economy and how eBusiness has affected and continues to affect markets and macroeconomic policy decisions. The course will examine many current topics such as B2C, B2B, buying and selling on the Internet, pricing decisions, branding and product differentiation, labor markets and on-line auctions. The course also examines the effects of eBusiness on international competition, inventories, and central bank decisions to control inflation in the new economy. Prerequisites: ECON 2301, 2302.

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: See the College of Business and Economics Internship Coordinator for current prerequisite information.

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.

ENTREPRENEURSHIP

ENTR 2311 Entrepreneurship & New Venture Management

Introduction to principles of Entrepreneurship and the tools used in managing emerging and growth businesses. Students are introduced to business planning and participate in a small business strategy game.

ENTR 3325 Innovation & Entrepreneurship

This course focuses on innovation and how entrepreneurs and intrapreneurs develop “the big idea”. Through readings, discussion, and innovation exercises students are called upon to develop their creative thinking to become entrepreneurs within an organization, or to create their own business venture. Prerequisite: ENTR 2311.

ENTR 3335 Financing New Ventures

Students will apply the concepts of accounting to small business situations and examine various ways to finance a new business enterprise. Topics included in this course include capital budgeting, managing receivables, cash management, and financial forecasting. Prerequisites: ACCT 2301, 2303, ENTR 2311.

ENTR 3345 Building the Leadership Team

The central focus of this course is leadership, with an emphasis on team building and issues surrounding family owned businesses, Prerequisites: ENTR 2311, 3325, MGMT 3305.

ENTR 3355 Law & Ethics for the Entrepreneur

This course examines legal and ethical issues of the small business owner including forms of business ownership, intellectual property, contract law, employment issues, and buy/sell agreements. Prerequisites: BUSA 2320, ENTR 2311, and MGMT 3305.

ENTR 3365 Leveraging Technology for New Ventures

In this course, students will examine the technology needs of small business and develop technology recommendations for a typical small business. Web page development, technology lease/buy scenarios, and human resources impact will be examined. Prerequisites: CISM 1321, ENTR 2311, 3325.

ENTR 4292 Senior Seminar

Students develop a professional quality business plan ready for presentation to a venture capitalist or other lender and present their plan to a team of evaluators. Weekly seminars on business plan topics with selected guest speakers assist the student in this process using a step-by-step approach. 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.

ENTR 4293 Senior Seminar

Students are assigned to consulting teams to assist local businesses and nonprofit groups facing real world business situations. Students will prepare a consulting report and present findings to the client.

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.

ENTR 4321 New Venture Strategy

Students are introduced to strategic planning for small businesses and compare various strategy options. Through the use of computer simulation, students will apply strategy concepts in an entrepreneurial scenario. Prerequisites: At least 9 hours in major.

ENTR 4331 Entrepreneurship in the Global Economy

Introduces the entrepreneur to techniques for entering the world market. Students will examine the problems the typical entrepreneur faces when assuming this challenge and identifies various strategies to overcome barriers to success, Prerequisites: ENTR 2311, MGMT 3305, MKTG 3301.

ENTR 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: See the College of Business and Economics Internship Coordinator for current prerequisite information.

FINANCE

FINA 3302 Creating Personal Wealth

This course will focus on how to make money and increase personal wealth. Primary emphasis will be given to creating a personal financial plan, stock investing, and understanding long-term financial growth. Other topics include investing online, day trading, short and long-term investing, investment clubs, buying a home, insurance, and 401 (k) and other retirement savings (Also offered as BUSA 3302).

FINA 3315 Security Markets and Financial Institutions

An introduction to the US financial system. Topics include interest rate theory, financial markets such as money markets and capital markets including stock and bond markets, and financial institutions such as banks and other depository institutions, finance companies, insurance companies, investment companies, pension funds, securities firms. Also offered as ECON 3315. Prerequisite: FINA 3320.

FINA 3320 Corporate Finance

Introduction to the basic concepts, principles, and analytical techniques of financial management. Topics include financial planning and analysis, risk and return, time value of money, valuation and capital budgeting. The following key aspects of finance will be emphasized - net present value, cash flows, and the tradeoff between risk and return. Prerequisites: ACCT 2301, BUSA 2311, ECON 2301, 2302.

FINA 3325 Personal Financial Planning

A comprehensive introduction to the field of personal finance which includes the following topics: the development of financial plans, economic risks and insurance, savings, credit (consumer credit, home purchases, etc.), investments and trading, and retirement and estate planning. After completing the course students should be able to advise and help other individuals to determine whether and how they can meet their life goals through the proper management of their financial resources. Prerequisite: FINA 3320. If BUSA 3302 has been completed, an upper level business elective must be substituted for FINA 3325 (Also offered as ECON 3325).

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. Prerequisite: FINA 3320. (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 4292 Senior Seminar

Readings from current finance journals. Topics will include corporate governance, corporate finance, international finance, and investments. Prerequisites: FINA 4307, 4318 and 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 4305 Public Finance

Prerequisite: FINA 3320. (Also offered as ECON 4305).

FINA 4307 Investment Principles

Prerequisite: FINA 3320. (Also offered as ECON 4307).

FINA 4318 Corporate Financial Management

This course will examine the theories and practice of corporate finance and provide practical solutions to the problems faced by financial managers and analysts. This course will demonstrate the problems of utilizing financial decision making tools under uncertainty, establish a framework for the analysis of financial problems, and illustrate the breadth of financial decision making. Prerequisite: FINA 3320.

FINA 4322 Options and Futures

The objective of this course is to give students an understanding of the wide range of derivative financial securities, including options and futures, and better prepare them for the types of careers available in today's complex financial world. Students will learn how these securities are priced and used in risk management and speculative strategies by individuals and companies. Prerequisite: FINA 4307.

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: See the College of Business and Economics Internship Coordinator for current prerequisite information.

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. Professional MBA 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. Professional MBA 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. Professional MBA 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. Professional MBA 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. Professional MBA program only.

FINA 6335 Risk Management

Decision making under uncertainty and the management of risk by corporations, recognizing the relationship between risk management and the overall goals of the firm. Emphasis is placed upon the identification, measurement and management of corporate risks. Risk exposures due to complex financial structures are also covered in this course. Professional MBA Program only.

MANAGEMENT

MGMT 3305 Organization Behavior and Management

An introduction to problems and decision making processes of organizations from a behavioral theory viewpoint. The level of analysis of the material is that of the individual manager and groups within the organizations. Topics include personality, motivation and attitude effects on organizational effectiveness, decision making models, leadership traits and behaviors, stress management, and group and team behavior. The integration of these concepts occurs within the organizational structures and processes. Emphasis is on effective management leading to effective organizations. Prerequisites: One of the following: ACCT 2301, ECON 2301 or ECON 2302.

MGMT 3333 Leadership Development

In depth overview of the behaviors and characteristics of an effective leader conducted through current readings from experts on management, leadership, and business and through the study of the habits of visionary companies. Emphasizes the importance of innovation while studying various ways of leading people and organizations to become innovative. Examines common misconceptions about leadership and provides a practical understanding of leadership by analyzing great leaders and their organizations. Prerequisite: 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 3336 Organizational Theory

This course provides the student with a foundation in the area of organizational theory. The focus of the course is on the structure of organizations and the interrelationship of organizations and their environments. Emphasis will be given to theoretical development, comparison of theoretical foundations, the assessment of empirical support for the theories, current perspectives of management, and current frontiers in organizational research. Applications of the theoretical perspectives to management and to current organizational events will be discussed. Prerequisite: MGMT 3305.

MGMT 3337 Organizational Development and Change

This course examines the issues of designing and implementing organizational change. Organizational learning, value creation, and strategic change theory are addressed. Changes due to environmental change, technological change, merger and acquisition, as well as internal change are explored. Multinational and transnational organizational strategy and structure are heavily emphasized. Prerequisite: MGMT 3305.

MGMT 4181, 4281, 4381 Special Topics

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

MGMT 4292 Senior Seminar

An integrated, interactive, evolving course designed to exploit cutting-edge business topics and issues such as e-commerce, business processes, leadership, entrepreneurship, and technology. 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. 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 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 of which must be in the field to be studied.

MGMT 4311 Production and Operations Management

This course explores the design, management and improvement of productive processes and projects associated with services and the manufacture of products including the fast delivery to end customers. Continuous improvement processes, systems, work design and project management are described. Attention is given to four important topics in the global business community: Global Supply Chain and e-Procurement, e-Operations, Six Sigma and Service Operations. The course seeks to develop the student's critical thinking and ability to analyze real problems and synthesize all factors. 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 4313 Technology, Organization, and Economics

This course addresses the challenges of coordination and interoperability in innovation. The focus is on the tools used to manage complex interactions of innovation and organizational structure and strategy. The concepts of disruptive and sustaining technologies, the recognition of new markets for technology, and the strategy processes for building the capability to innovate in the organization are all addressed. Prerequisite: MGMT 3305.

MGMT 4315 Power and Negotiation

This course examines the art and science of management negotiation. The use of power to affect outcomes is explored. Students are exposed to cooperation theory, as well as multiple perspectives and analytical skills, in power management with a firm and between firms. Labor relations negotiations is also discussed. The course heavily depends upon cases that stimulate decision-making in the real business setting. Prerequisite: MGMT 3305.

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: See the College of Business and Economics Internship Coordinator for current prerequisite information.

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. Professional MBA, MS-MCS, or MS-HRM Programs only.

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. Professional MBA, MS-MCS, or MS-HRM Programs only.

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 degree requirements. Graduate tuition rates apply. Not available to undergraduate business majors. Professional MBA, MS-MCS, or MS-HRM Programs only.

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 Professional MBA 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

Examines strategic approaches for determining staffing requirements. Focuses on the overall staffing process including identifying innovative recruitment sources, candidate evaluation/selection methods, legal framework, interviewing techniques and strategies for attracting the best candidates. Reviews contemporary performance management processes, and coaching. The influence of business strategy and organizational culture on the staffing and performance management processes is emphasized. HRM and PMBA only.

MGMT 5362 Human Resources Information Technology

Examines the application of technology to human resource administrative processes and management information requirements. Applications include resume management, training, interviewing and selection, performance management, compensation administration, governmental reporting, payroll and benefits administration. The theory is reinforced through a series of real-world exercises using current software technologies. Topics also include defining technology needs based on business requirements, selecting technology vendors, outsourcing and preparing cost/benefit analyses for proposed projects. HRM only.

MGMT 5365 Labor Relations

Reviews the history and development of the labor movement and the contemporary issues impacting labor relations today. Compares and contrasts the labor movement in the United States to those in Asia and Europe. Topics include the labor law, negotiations, preventive labor relations, maintaining a non-union environment and establishing positive relationships between labor and management. HADM, HRM and PMBA only.

MGMT 6150 Preparation for Management

An introduction to the Professional MBA program at Houston Baptist University and to the University. MBA program design to meet individual needs is explained. A variety of profiling tests is administered and results are explained. The management simulation is introduced and the first round of competition completed. An introduction to strategic analysis is presented. PMBA students should complete this course with prerequisites. PMBA only. Must be completed prior to taking the third program course.

MGMT 6151 Leadership Development

Topics in managerial leadership are presented and skill-developing exercises are undertaken. The second round of play of the management simulation is completed. PMBA only. Eighteen hours of program courses must be complete prior to taking this course.

MGMT 6152 Career Development

The career progression of managers in the context of the strategic positioning of the organization is explained. Alternative career paths are presented and individual strategies and positioning are explored. The third round of play in the management simulation is completed. PMBA only. Thirty-six hours of program courses must be complete prior to taking this course.

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 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. Professional MBA program only.

MGMT 6310 Legal and Ethical Environment of Business

This course is a functional study of the legal environment of business, examining the role of law in the business environment. Emphasis is given to the legal process and substantive legal areas of torts, strict liability, product liability; business related crimes, contracts, agency and employment law. Professional MBA and HEM programs only.

MGMT 6313 Legal and Ethical Environment of Human Resources Management

Examines the legal framework that impacts the management of employees and the employment relationship. Topics include current and practical information on discrimination legislation, sexual harassment, FMLA, Americans With Disabilities Act, violence in the workplace, handling discrimination charges and development of affirmative action plans. Focuses on the ethical considerations influencing the employment relationship in the context of the legal, political and social environment. Students analyze various case studies and apply the rules of law. HRM 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. Professional MBA 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 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 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

Provides a strategic overview and integrated perspective of all the primary human resources functions. Emphasis is on the integration of HR practices and programs with the business strategy and culture of the organization. Topics include, formulating HR strategy, staffing, performance management, strategic compensation, managing change, benefits, policy development, embracing diversity, employee development and HR technology. HRM and PMBA only.

MGMT 6336 Organizational Theory

This course will provide you with a firm foundation in the area of organizational theory. The focus will be on the structure of organizations and the interrelationship of organizations and their environment. Emphasis will be given to theoretical development, comparison of theoretical foundations, the assessment of empirical support for the theories, and current perspectives to management and to current frontiers in organizational research. Applications of the theoretical perspectives to management and to current organizational events will also be discussed. PMBA and HRM programs only.

MGMT 6337 Organizations in Change and Development

This course examines the issues of organizational development and designing and implementing organizational change. Organizational learning, value creation, and strategic change theory are addressed. External and internal change events are explored as to the impact of strategies used. Global organizational strategy and structure are heavily emphasized. PMBA 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. Professional MBA program only.

MGMT 6345 Service Management

This course focuses on managing services for global competition, service quality, project management, managing queues, service productivity and measurement of performance. Other topics include managing service delivery systems, management of public and private non-profit service organizations, leadership, and international service management. PMBA only.

MGMT 6364 Training and Development

Focuses on creating learning designs and delivery approaches to meet employee development needs and business priorities. Topics include needs analysis, methods of instruction, consulting skills to determine performance issues and potential training solutions. Students are exposed to new learning technologies and authoring tools and the broader issues of employee development, including career and succession planning. HRM and PMBA only.

MGMT 6367 Compensation

Proves an in-depth understanding of the principles of strategic compensation design. Illustrates the impact of compensation design on organizational performance and human behavior. Considers the role of compensation design and administration within the larger context of human resources management and business strategy. Topics include, job classification methods, salary structures, long-term incentive plan design, executive compensation programs, deferred compensation and the financial implications of compensation programs. HRM and PMBA 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. HRM, and Professional MBA 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. The 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. PMBA 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. Professional MBA program only.

MGMT 6378 Management of Global Human Resources

Examines the HR issues facing multi-national organizations and foreign invested and joint venture businesses. Typical areas covered include the stages of international involvement, selecting employees for expatriate assignments and managing their transitions, expatriate compensation programs, and the approaches for developing global policies, ethical business conduct policies, and compensation programs, including incentives and benefit coverage. HRM and PMBA only.

MGMT 6379 Strategic HRM Change Interventions

Examines the techniques and strategies for managing change at the individual and organizational unit level of analysis. Focuses on the development of consulting and diagnostic skills and the design and implementation of effective interventions. Change management models are discussed and the principles for producing change that endures. The role of organizational leadership in successful change initiatives is highlighted. HRM and PMBA only.

MGMT 6380 Seminar: Selected Topics

Directed study. Involves specification and approval of a study design; development of data; and analysis and reporting results. HRM, Professional MBA only.

MGMT 6382 Strategic Planning and HRM Challenges

Focuses on the integration of business strategy and human resources strategy. Prepares students to understand the linkages and impact of HR programs on the successful execution of business strategy and to develop HR strategies that are aligned with business strategy, culture and employee motivation. Includes examination of contemporary political, social and economic and environmental issues that impact the development of HR strategy. HRM and PMBA 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. HRM program only.

MGMT 6385 Organizational Diagnosis and Transformation

Focuses on the role of HRM in large-scale organizational transformations. Emphasis is on the role of HR as change agent and consultant in transforming change, such as mergers and acquisitions, culture change, major technology initiatives such as ERP's and restructuring. HRM and PMBA only.

MGMT 6387 Benefits and Policies

Examines benefit plan design concepts and "best practices" in communicating the value of benefits to employees. Reviews the legal framework that determines many aspects of benefit plan design. Focuses on understanding the role of benefit plan design in reinforcing organizational culture, retention objectives and business strategy. HRM and PMBA 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 that 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 Professional MBA Program. Professional MBA 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.

MGMT 6396 The Washington Experience

This course consists of several days of intensive experience in Washington, DC, 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. Time in Washington is combined with preparatory and summary classroom work to produce a comprehensive understanding of business-government interaction. PMBA program only.

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: ECON 2301, 2302.

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 3380 Online Marketing

A study of marketing on the Internet. Emphasizes marketing's role in e-commerce. Applications for effective web site design, Internet advertising principles, proper usage of information technology in designing and implementing marketing strategy, and how to do marketing research via the Internet are demonstrated and discussed. 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 4292 Senior Seminar

In order to meet the changing market needs brought about by the shift to an electronic marketplace, this senior seminar is designed to be a flexible study of contemporary topics and issues that impact the marketing function. Topics will include (but are not limited to) Web communities and networks, challenges of the electronic marketplace, hybrid distribution models, integrated communication techniques, and new market paradigms. 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 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: See the College of Business and Economics Internship Coordinator for current prerequisite information.

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: senior standing.

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. Professional MBA 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. Professional MBA program only.

MKTG 6373 Changing Markets and Organizations

This course is designed to provide insight into how new markets are formed. Study centers around new business paradigms created by organizations to respond to these new and changing markets. Insights into how marketing management strategies are formulated with respect to diverse market segments, e-commerce, and innovations is also provided. Information technology from a marketing perspective is tied to the newly emerging business structures. PMBA program only.

**COLLEGE OF EDUCATION &
BEHAVIORAL SCIENCES**

COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES

Undergraduate Programs

NOTE: Teaching certificates are issued by the state of Texas, not the university. The State is currently changing certification levels and requirements. In order to meet new guidelines from the State Board for Educator Certification (SBEC), the university may change requirements described in this Bulletin of Information. Students should check with the College of Education Office for current requirements.

EDUCATION AND KINESIOLOGY

Houston Baptist University considers professional education a vital component in its total program. The purpose of the undergraduate education program is the preparation of teachers for public and private schools from preschool through high school. The University offers programs which lead to teacher certification in early grades (early childhood through grade four), middle grades (grades four through eight), high school (grades eight through twelve), all-level art, all-level kinesiology, all-level music, bilingual education, English as a Second Language, and generic special education

An undergraduate student whose goal is to become a teacher must complete requirements in academic foundations (Smith College), a teaching field, and professional teacher education. All of the requirements were developed cooperatively by the University faculty, the interdisciplinary Teacher Education Committee, and the Advisory Board of the HBU Center for the Professional Development of Educators. All programs which lead to certification are accredited and approved by the State Board for Educator Certification (SBEC).

TEACHER PREPARATION PROGRAMS

Definitions:

Certification

Certification is granted by the State to officially qualify a person for a particular area of professional practice, such as high school teaching or administration.

Supplemental Certification

A supplemental certificate is an additional certification area that is added to another certification. For instance, generic special education certification can be added to an EC-4 certification with the successful completion of required course work and the appropriate state certification exam.

Specialization

A specialization is a concentration of 12 or more hours of course work in a content area. The specialization requirements may or may not coincide with certificate requirements. The designation of "specialization" may be important as a qualification for employment, for a supplemental certification, or for advancement in certain instances.

APPROVED TEACHER CERTIFICATION PROGRAMS

Early Childhood through Grade Four Generalist Certification

Elementary certification, which previously included grades one through six, has been changed by the state of Texas to an early childhood through grade four (EC-4) generalist certification. Undergraduate students seeking this certification complete the Multidisciplinary Studies major, an area of specialization, and professional education course work. Specializations are available in reading, generic special education, ESL (English as a Second Language), and specific subject areas. Graduate students complete the M.Ed. in Curriculum and Instruction with EC-4 Certification.

Early Childhood through Grade Four Bilingual Generalist Certification

This certification permits one to teach all subjects in bilingual classrooms from early childhood through grade four. Undergraduate students seeking this certification complete the Interdisciplinary Studies major, the Bilingual Education major, and professional development course work. Information about Bilingual Education is included in the College of Arts and Humanities section of this Bulletin.

English as a Second Language (ESL)

This is available as a supplemental certification area that may be added to any teaching certificate. It may also be granted as an initial EC-4 Generalist Certificate by choosing the ESL Specialization within the Multidisciplinary major in the undergraduate program.

Generic Special Education

This is available as a supplemental certification area that may be added to any teaching certificate. In the undergraduate program, it may be obtained simultaneously with the EC-4 certificate by choosing the Generic Special Education Specialization within the Multidisciplinary major.

Middle Grades Certification

This leads to grade four through eight teacher certification in a chosen teaching field. In the undergraduate program, it requires completion of a major chosen from the following teaching fields and the Pedagogy major. On the graduate level, it requires completion of an M.Ed. in Curriculum and Instruction with grades four through eight certification and teaching field course work (which may have been completed on the undergraduate level).

- | | |
|--------------------------|-----------------------------------|
| Composite Science | English Language Arts and Reading |
| Composite Social Studies | Mathematical Studies |

High School Certification

This leads to grades eight through twelve teacher certification in a chosen teaching field. In the undergraduate program, it requires completion of a major chosen from the following teaching fields and the Pedagogy major. On the graduate level, it requires completion of an M.Ed. in Curriculum and Instruction with high school

certification and teaching field course work (which may have been completed on the undergraduate level)

Communication*	Journalism (Mass Media) *
Composite Science	Life Science
Composite Social Studies	Mathematical Studies
English Language Arts	Physical Science
French*	Spanish*
History	

*These programs may continue to lead to grades 6-12 certification until new content area certification tests are developed for these areas.

All-Level Certification

1. All-level Art or Kinesiology Certification (Grades PK-12). In the undergraduate program, completion of a major in either art or kinesiology and the pedagogy major is required. On the graduate level, completion of the M.Ed. in Curriculum and Instruction with All-Level Teacher Certification and teaching field course work (which may have been completed on the undergraduate level) is required.
2. All-level Music Certification (Grades PK-12). In the undergraduate program, this requires completion of a Bachelors of Music Degree with Teacher Certification which includes course work in music and in pedagogy. On the graduate level, it requires completion of the M.Ed. in Curriculum and Instruction with All-Level Teacher Certification and teaching field course work (which may have been completed on the undergraduate level).

Procedures and Policies for HBU Teacher Certification Programs

I. Admission to Teacher Education

- A. Applicants must complete an application and receive approval prior to beginning the program. Undergraduates may begin the program during the Fall, Winter and Spring quarters. Graduates may begin the program during any quarter.
 1. Undergraduate applications should be submitted by the third week in March to begin the program in the fall quarter, by the third week in September to begin the program in the winter quarter, and by the second week in January to begin the program in the spring quarter. Graduate applications should be submitted before registering for any graduate course work.
 2. Students will receive written confirmation of their admission status (including an explanation of requirements that still need to be met if admission is denied).
 3. Only students who have been approved to enter the program will be allowed to register for certification classes with the EDUC rubric or any course which has EDUC 4301/ 4311/5313/5314 or EDUC 6302/6312 as a prerequisite.
- B. Admission to the program is determined by the Teacher Education Committee. To be admitted to the program, applicants must meet the following requirements:
 1. A completed application on file in the College of Education Office.
 2. An official documentation of required course work: If undergraduate, a degree plan on file in the Registrar's Office and in the College of Education

Office. If post-baccalaureate or graduate, a deficiency plan on file in the Education Office.

3. A minimum grade point average to be met in one of the following ways:
 - a. a cumulative QPA of 2.5 or higher on all university course work attempted.
 - b. if undergraduate: a 2.5 on all Smith College requirements.
 - c. if post baccalaureate or graduate: a 2.75 on the last 60 hours of University course work.
4. Demonstration of basic skill proficiency in critical thinking, oral communication, reading, writing, and math.
 - a. Demonstration of critical thinking and reading proficiency requires a reading score of 260 or higher on the TASP test.
 - b. Writing proficiency must be demonstrated through writing samples on the application and any of the following means:
 - (1) A passing TASP writing score
 - (2) A verbal SAT score of 500 or higher no more than five years prior to application to the program.
 - (3) An ACT no more than five years prior to application to the program with a minimum of 19 on the English section of the test.
 - (4) TAAS no more than three years prior to application to the program with a minimum TLI (Texas Learning Index) score of 89 on the TAAS writing test.
 - (5) A collegiate level writing class with a grade of “B” or better completed at an accredited U.S. university no more than five years prior to the application to the program.
 - c. Demonstration of math proficiency may be met in any of the following ways:
 - (1) A passing TASP math score.
 - (2) A math SAT score of 500 or higher no more than five years prior to application to the program.
 - (3) An ACT no more than five years prior to application to the program with a minimum of 19 on the math section of the test.
 - (4) TAAS no more than three years prior to application to the program with a minimum Texas Learning Index (TLI) score of 86 or higher on the TAAS math test.
 - (5) A collegiate level math class (MATH 1305 Math for Critical Thinking, MATH 1313 College Algebra, or higher) with a grade of “B” or better, completed no more than five years prior to the application to the program.
 - d. Oral language proficiency must be demonstrated through a “C” or better in an oral communication course or through an interview. If possible oral communication problems are noted in the interview, successful completion of an additional oral language screening assessment will be required.
5. For undergraduates, at least 54 hours completed before beginning the program.

6. For bilingual education certification, a minimum overall score at the eightieth (80th) percentile on the MLA Cooperative Language Proficiency Test and a minimum score at the eightieth (80th) percentile in each of the four skill areas. Students who do not meet these minimums must successfully complete prescribed course work in each area where the minimum standard is not achieved.
7. A genuine desire to enter and follow a career in teaching.
8. A personal and social orientation which shows promise of contributing to success in the teaching profession.
9. A physical and mental fitness which indicates potential classroom leadership.
10. Application for a state criminal history review and documented criminal clearance prior to beginning professional development course work and initial field experiences.

II. Retention in the Program

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

- A. The 2.50 cumulative quality point average must be maintained through graduation.
- B. Undergraduate students must earn a “B” or better in EDUC 4301 or 4311 to take additional courses in the professional education sequence or to count it as a prerequisite for other courses.
- C. The attitudinal qualities that qualified the student for admission to the program must be maintained.
- D. The student must demonstrate acceptable levels of performance of the state adopted teacher proficiencies (Learner-Centered Knowledge, Learner-Centered Instruction, Equity in Excellence for All Learners, Learner-Centered Communication, and Learner-Centered Professional Development.)

If students fail to demonstrate an acceptable level of performance on one or more proficiencies during any class or field experience, a form is filed in the College of Education Office. If two such forms occur, a conference is held in which difficulties are identified and means for improvement are explored. [Sometimes specific interventions will be required.] A third form results in a committee hearing to review difficulties and means for improvement and to determine conditions for continuance in the program.

III. Approval for Student Teaching

- A. Student teaching is among the final requirements for a teaching certificate. It is part of the professional education requirements. It must be done during one of the last two quarters in the program.
- B. EDUC 4340/6340 Action Research is an extension of student teaching and must be completed the quarter immediately prior to spring or winter student teaching and during August immediately prior to fall student teaching. EDUC 4340 and 6340 involve a minimum of 60 clock hours of fieldwork in the student teaching placement. Graduate students may substitute full-time teaching in an accredited school for student teaching and complete the EDUC 6340 field requirements in classrooms where they are teachers of record.
- C. Admission to student teaching is not automatic upon completion of required courses. It is contingent upon approval by the Teacher Education Committee. All course work listed below must be completed with a grade of “C” or better

with the exception of EDUC 4301, 4311, 5313, 5314, 6302, and 6312 which require a “B” or better for satisfactory completion. The following requirements must be met:

1. Satisfaction of all requirements for admission to and retention in the teacher education program.
2. For undergraduate and post baccalaureate students, completion of EDUC 4301 or 4311, 4312, 4345, and EDRE 4330 (if it is required in the program) in addition to those teaching field requirements listed below.
3. For graduate students, completion of EDUC 6301, 6302 or 6312, 6304; EDSP 5302; and EDRE 5330, in addition to those teaching field requirements listed below.
4. If undergraduate, completion of at least 21 semester hours with a QPA of 2.5 or above in each teaching field. If graduate or post baccalaureate, successful completion of the ExCET content test in each field or at least 21 semester hours in each teaching field with a QPA of 2.5 or above in each teaching field.
5. A QPA of 2.5 or higher on all professional education course work (EDUC courses) with no grade lower than a “C” and a “B” or better in EDUC 4301, 4311, 5313, 5314, 6302, 6312.
6. A completed “Application for Student Teaching” form on file in the College of Education office by the second week in January of the prior school year for fall student teaching, by the second week in April of the prior school year for winter student teaching, and by the second week in September for spring 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 seeking Bilingual Education, Spanish, or French certification, a passing score on the appropriate Language Proficiency Examination administered by the Department of Languages.
9. If EC-4, completion of all required EDEC courses and the following courses, at least two of which must be taken during the academic year in a field-based setting: EDRE 4310/5310, 4350/5350, and EDUC 5430 or INDC 4330 and EDUC 4331.
10. If ESL, completion of 9 hours of ESL.
11. If Generic Special Education, completion of all required EDSP courses.
12. If All-Level, Middle Grades, or High School, completion of EDUC 4354/5354.

IV. Approval for State Certification Exams

- A. To receive state certification, prospective teachers must successfully complete the required state certification exams in both pedagogy and content areas. Bilingual education students and students with a teaching field in French or Spanish must also pass the TOPT (Texas Oral Proficiency Test).
- B. Houston Baptist students are not allowed to take these exams prior to their action research and student teaching quarters. Students in programs which do not require student teaching must be in their last quarter of course work and must attend a review session.

C. To apply to take state certification exams, students must:

1. Have met all requirements for teacher education admission and retention, and for student teaching.
2. Submit a completed ExCET registration form to the Education Office two weeks prior to the state application deadline. ExCET registration forms will be mailed by the College of Education Office.

D. 1. To apply to take the TOPT, students must meet all requirements listed in A-C. French and Spanish majors/certification students must successfully complete the Oral Interview (FOI/SOI) which is part of the French/Spanish Proficiency Exam.

2. Bilingual education certification/endorsement students must achieve a minimum overall score in each of the four skill areas (listening, speaking, reading, and writing) on the Bilingual Education Language Proficiency Exam.

E. In order to retake a certification exam after a failure, a student should attend a review session and be granted a written clearance after a conference with the appropriate program director.

CERTIFICATION REQUIREMENTS

NOTE: Teaching certificates are issued by the state of Texas, not the University. The state is currently changing certification levels and requirements. In order to meet new guidelines from the State Board for Educator Certification (SBEC), the University may change requirements described in this Bulletin of Information. Students should check with the Education Office for current requirements.

Teaching certificates are not automatically conferred upon graduation. In order for Houston Baptist University to recommend a student for certification, that student 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 in both pedagogy and in content areas. Preparation manuals are available on the Web at www.sbec.state.tx.us. Registration booklets can be obtained in the College of Education Office.
3. Submit a completed application for certification to the College of 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.

Smith College Requirements

To become certified as a teacher at the baccalaureate level, the student must complete the following hours as the Smith College requirements: HIST 2313, HIST 2323, POLS 2313, PSCY 3313, SOCI 2311, 3 hours of literature and 3 hours of writing in addition to the Christianity, Communications, Computer Science, Fine Arts, Freshman English, Math, Natural Science and Wellness requirements for all undergraduate students. Some teaching fields may require specific science courses as part of Smith College requirements.

Professional Education Requirements

Students seeking EC-4 certification at the baccalaureate level must complete EDUC 4301, 4312, 4340, 4345, and student teaching in addition to the Multidisciplinary Major. For the student teaching requirement, those with a reading or subject area specialization complete EDUC 4670. Those with an ESL Specialization complete EDUC 4370 and EDUC 4368. Those with a generic special education specialization complete EDUC 4370 and 4372. Those seeking bilingual certification complete EDUC 4671.

Undergraduate students who elect to prepare for middle grade or high school certification must complete a major in their teaching field and the pedagogy major which includes EDRE 4330, EDSP 4302, EDUC 4294, 4306, 4311, 4312, 4340, 4345, 4354, and student teaching. The middle grades student teaching requirement is EDUC 4693, and the high school student teaching requirement is EDUC 4694.

All-Level art and physical education certification programs require that students complete the pedagogy major. A content area methods course is substituted for EDRE 4330. For the student teaching requirement, music students complete EDUC 4394, and 4397 or 4398. Art students complete EDUC 4393 and 4396. Kinesiology students complete EDUC 4384 and 4385.

MAJORS IN THE DEPARTMENT OF EDUCATION AND KINESIOLOGY

Available certification majors include Child Development, Kinesiology, Interdisciplinary Studies, Multidisciplinary Studies, and Pedagogy. All emphasize a blend of theory and practice.

CHILD DEVELOPMENT

The Child Development major provides extensive knowledge about physical, emotional, social, language and cognitive development in young children as well as skills in facilitating development. Child Development may be combined with any non-teaching major at the university. It does not lead to teacher certification. Required Child Development courses include CDEV 4292, 4294, 4304, 4306, 4310, 4311, and 4351; EDUC 2311; and three hours chosen from EDRE 4320, KINE 3325, 4323, PSYC 3313, 4330, 4332, SOCI 3393, 4310.

GENERIC SPECIAL EDUCATION

Generic special education is not a major. It is a supplemental certification that may be added to another certification. It is included as a specialization option within the Multidisciplinary Studies major.

KINESIOLOGY

The kinesiology curriculum is designed to introduce the student to basic understandings and skills in the areas of kinesiology and wellness. It fosters the total development of the individual: physically, mentally, and socially.

Every student who receives a baccalaureate degree is required to successfully complete KINE 2202, Creating a Wellness Lifestyle, which provides information about physical fitness, nutrition, disease control, management of stress, and proper diet. Physically challenged students who enroll in KINE 2202 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 Kinesiology: Specialization in Teacher Certification (which leads to all-level teacher certification) or Kinesiology: Specialization in Wellness Management (which does not lead to teacher certification). BIOL 2404, Human Anatomy and Physiology I is required as part of Smith College requirements for all kinesiology majors. For a Bachelor of Science degree, four additional hours of science are required.

Kinesiology: Specialization in Teacher Education (which leads to teacher certification) requires completion of KINE 2230, 2332, 2334, 2335, 3336, 3393, 3397, 4130, 4323, 4326, 4327, 4290, and 4292 for a total of 34 hours. This program requires the pedagogy major as the second major in addition to the Kinesiology major and Smith College course work.

Kinesiology: Specialization in Wellness Management (which does not lead to teacher certification) requires completion of KINE 2230, 2232, 2332, 3336, 3393, 3397, 3398, 4290, 4292, 4323, and 8 hours of Kinesiology electives not required in the specialization in wellness management major. Two hours of lifetime physical activity courses may be included in the eight hours of electives; however, extra assignments will be required in these classes to qualify them for inclusion into the kinesiology major.

INTERDISCIPLINARY STUDIES

EC-4 Bilingual Generalist Certification (early childhood through grade four) requires this major, abilingual education major, and professional education course work. The Interdisciplinary Studies Major requires completion of EDEC 4304, 4310, 4311; EDRE 4310, 4320, 4350; EDSP 4302; INDC 3310 or 3320, 4160, 4294, 4330, 4331, 4340, and 4350.

MULTIDISCIPLINARY STUDIES

This certification major, which is required for Early Childhood through Grade 4 Certification, requires completion of:

- (1) an elementary core (EDBE 4310, 4320, 4350, 4351, EDSP 4302, INDC 4160, 3310 or 3320, 4330, 4331, 4340, 4350 and EDSP 4311 if specializing in generic special education, EDRE 4330 if specializing in reading or a subject area, and EDBI 4315 if specializing in ESL);
- (2) an early childhood specialization (EDEC 4304, 4306, 4310, 4311);
- (3) an additional 12-hour specialization chosen from ESL, generic special education, reading, or a subject area; and
- (4) two senior seminars (EDEC 4293 and INDC 4294).

The English as a Second Language (ESL) Specialization can lead to supplemental certification in ESL. It requires completion of EDBI 4304, 4305, 4306, and 4314.

The generic special education specialization can lead to supplemental certification in generic special education. It requires completion of EDSP4304, 4312, 4319, and 4335.

The reading certification does not result in supplemental certification but provides much needed expertise for the EC-4 teacher and could provide some of the course work necessary to expand the EC-4 certification to middle grades certification. It requires completion of EDRE 4301, 4304, 4305 and 4315.

The subject area specialization may be chosen from any major at the university. It requires 12 hours in that major beyond course work included in Smith College requirements for a BA degree. The student may select the courses included. This specialization does not result in supplemental certification but could provide some of the course work necessary to expand the EC-4 certification to middle grades certification.

PEDAGOGY

This certification major blends theory and practice. Students learn to effectively facilitate learning and prepare for careers as teaching professionals. All level art, all level physical education (Kinesiology), middle grade and high school certifications require completion of the Pedagogy major. EDUC 4294, 4306, 4311, 4312, 4340, 4345, 4354, EDRE 4330, EDSP 4302 and student teaching are required. The requirement for student teaching in high school is EDUC 4694. The requirement for student teaching in middle grades is EDUC 4693. Students seeking all-level art certification substitute ART 3310 for EDRE 4330 and complete EDUC 4393 and 4396 for the student teaching requirement. Students seeking all-level physical education (Kinesiology) certification substitute KINE for EDRE 4330 and complete EDUC 4384 and 4385 for the student teaching requirement.

MAJORS IN THE DEPARTMENT OF BEHAVIORAL SCIENCES

The undergraduate student is offered an opportunity to select from two areas of concentration: psychology and sociology. Both majors emphasize a blend of theory and practice.

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. 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.

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, 3343, 4292, 4295, 4310, 4353, and two other advanced psychology courses 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.

Program Requirements

The student who selects an undergraduate major in sociology in preparation for entrance into another profession, teacher certification, or for entrance into graduate school is required to complete the following courses: SOCI 1313, 2301, 3303, 3323, 4292, 4293, 4332, and three additional upper-level sociology courses for a minimum of 28 semester hours.

Graduate Program

MASTER OF EDUCATION DEGREE

The College of Education and Behavioral Sciences offers M.Ed. degree programs in Bilingual Education, Counselor Education, Curriculum and Instruction, Educational Administration, Educational Diagnostician, and Reading Education. As part of the Curriculum and Instruction program, a student may acquire the following: (1) initial teacher certification (EC-4, 4-8, 8-12 or all-level), (2) supplemental certification in ESL (English as a Second Language) or Generic Special Education, (3) a specialization in Instructional Technology, or (4) increased expertise in the areas of curriculum and instruction (without an additional certification or specialization). Each program is described in detail in the section of this Bulletin headed Graduate Degree Programs.

Requirements

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. The required courses must be completed with a quality point average of 3.00 or higher on a 4-point scale with no grade less than "C".
3. The student must receive the recommendation of his or her 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 add supplemental certifications to their original certificates, may enroll at the University as post-baccalaureate students or master's degree students. They must apply to and be accepted by the Teacher Education Program. After analysis of previously earned credits, a "deficiency plan," which lists the necessary requirements for the initial certification or supplemental certification is prepared on an individual basis. Upon completion of all requirements, students are recommended to the state Board for teacher education for certification.

To be approved for the provisional teacher's certificate, all students, including those holding a valid out-of-state certificate, are required to achieve a satisfactory level of

performance on a certification examination prescribed by the State Board for Educator Certification.

The state will not certify a person who has been convicted of a felony.

Upon completion of any program requiring certification, the student must complete an application for certification and return it to the Education Office. This step is required for the student to be recommended to the state for certification.

BILINGUAL EDUCATION

NOTE: Teaching certificates are issued by the state of Texas, not the University. The State is currently changing certification levels and requirements. In order to meet new guidelines from the State Board for Educator Certification (SBEC), the university may change requirements described in this Bulletin of Information. Students should check with the College of Education Office for current requirements.

To gain admission to Bilingual Education programs, the prospective student must 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 (60th) 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.

Degree in Bilingual Education

To earn a degree in Bilingual Education a student must complete the following 36 semester hours: EDUC 6304, 6310, 6320; EDBI 5304, 5305, 5343 or 5344, 5350, 6304, 6305, 6307, and six semester hours of approved graduate electives. This program permits students who possesses valid Texas teacher certification in an area other than bilingual education to add a supplemental bilingual certification. It also strengthens the skills of currently certified bilingual teachers.

Upon approval of the advisor, students who already possess Texas Bilingual Education Teaching Certification may, through presentation of appropriate undergraduate equivalent courses, substitute other graduate courses for required courses in the Bilingual M.Ed. Program.

Supplemental Certification in Bilingual Education

Students possessing valid Texas teacher certification in an area other than bilingual education may add a supplemental bilingual certification without completing an M.Ed. in Bilingual Education.

- a. The student must complete the following courses with no grade less than "C": EDBI 5304, 5305, 5350, 6307; and must demonstrate proficiency on certification tests required by the state.
- b. Before receiving the University's recommendation for supplemental certification, 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 for Educator Certification.

For course descriptions, see the College of Arts and Humanities section in this Bulletin.

COUNSELOR EDUCATION

- A. To earn the M.Ed. degree in Counselor Education, a student must complete the following 36 semester hours with no grade less than “C”: EDSP 5302, EDUC 6301, 6310, 6320; EPSY 5363, 6191, 6306, PSYC 5251, 5313, 5323, 5330, 6302, and 6305. The student is required to show satisfactory performance on an oral comprehensive examination, A 350-clock hour practicum must be completed satisfactorily in an accredited, university-approved school.
- B. For persons without a background in psychology, a specific course, General Psychology (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.
- C. For a person to be certified as a school counselor, the State Board for Educator Certification requires that the student have a valid teacher’s certificate, have three years of successful teaching in an accredited school, earn the M.Ed. degree described above, and successfully complete the required state certification exam.

Note: In order to meet new guidelines from the State Board for Educator Certification, the University may change requirements described in this Bulletin.

CURRICULUM AND INSTRUCTION

The M.Ed. in Curriculum and Instruction provides expertise related to curriculum content and instructional methodology. It allows prospective teachers to acquire initial certification and certified teachers to increase their professional knowledge and skills and add supplemental certifications and specializations. The program requires a core of courses which includes EDUC 5306 or 6303, 6304, 6310; a Curriculum and Instruction course (EDUC 5313, 5314, 6302, 6312 or 6322); a research course (EDUC 6340 or 6320); a methodology course (EDEC 5310 or 5311 or one of the following: EDUC 5305, 5354, 6330 or EDSP 5319); and 18 or more additional hours of graduate course work. Certified teachers who are not adding a Generic Special Education Supplemental Certification or a Technology Specialization complete EDUC 6330 as their methodology course.

Students who are not seeking initial or additional certification or a technology specialization complete EDUC 5306, 6304, 6310, 6322, 6330, 6340 and 18 hours of graduate electives.

Curriculum and Instruction with All-Level Teacher Certification

NOTE: Teaching certificates are issued by the state of Texas, not the University. The State is currently changing certification levels and requirements. In order to meet new guidelines from the State Board for Educator Certification, the University may change requirements described in this Bulletin of Information. Students should check with the College of Education Office for current requirements.

This option leads to both an M.Ed. degree in Curriculum and Instruction and All-level Texas state teacher certification in art, physical education, 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. Based on an analysis of previous course work and ExCET scores, this deficiency plan may require additional hours in the teaching field.

The following courses must be completed: EDUC 5306, 5354, 6301, 6302, 6304, 6310, 6340, EDSP 5302, 6 hours of approved graduate electives in M.Ed. or the teaching field, 6 hours of student teaching (or an approved alternative), and teaching field requirements as specified on a deficiency plan. Students who substitute two years of full-time teaching in an accredited school for the student teaching requirement must complete six additional hours of electives for the degree.

EDUC 5345 is strongly recommended as the elective choice. For all-level kinesiology, 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 (EDSP 5302; EDUC 5306, 5354, 6302, 6301, 6303, 6304, 6310, 6340) and 27 hours if kinesiology (EDSP 5302; EDUC 5354, 6301, 6302, 6304, 6310, 6340 and EDRE 5330); (2) student teaching or two years successful teaching in an accredited school; (3) any subject area requirements specified on the deficiency plan; and (4) the required state certification exams. Students may not begin courses until they are accepted into the teacher education program.

Curriculum and Instruction with EC-4 Generalist Certification

NOTE: Teaching certificates are issued by the state of Texas, not the University. The state is currently changing certification levels and requirements. In order to meet new guidelines from the State Board for Educator Certification (SBEC), the University may change requirements described in this Bulletin of Information. Students should check with the College of Education Office for current requirements.

This option leads to both an M.Ed. degree in Curriculum and Instruction and state EC-4 Generalist certification. 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: EDEC 5306, 5310 or 5311, 5351; EDRE 5310, 5320, 5350; EDSP 5302; EDUC 5340, 5350, 5430, 6301, 6302, 6304, 6310, and 6340. In addition to this course work, certification requires student teaching or an approved equivalent and successful completion of state certification exams.

Curriculum and Instruction with High School Certification

NOTE: Teaching certificates are issued by the state of Texas, not the university. The State is currently changing certification levels and requirements. In order to meet new guidelines from the State Board for Educator Certification (SBEC), the university may change requirements described in this Bulletin of Information. Students should check with the College of Education Office for current requirements.

This option leads to both an M.Ed. degree in Curriculum and Instruction and high school certification (grades 8-12). 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 completion of the following courses: EDRE 5330, EDSP 5302, EDUC 5306, 5345, 5354, 6301, 6304, 6310, 6312, 6340 and 6 additional hours of graduate course work. For English Language Arts certification, EDRE 5352 is required. Additional course work (undergraduate or graduate) in the teaching field

is also required and is determined on an individual basis by the certification officer and documented in a “deficiency plan.” Certification also requires student teaching or an approved equivalent and successful completion of content area and pedagogy state certification exams.

Curriculum and Instruction with Middle Grades Certification in English, Language Arts, and Reading

NOTE: Teaching certificates are issued by the state of Texas, not the University. The State is currently changing certification levels and requirements. In order to meet new guidelines from the State Board for Educator Certification (SBEC), the University may change requirements described in this Bulletin of Information. Students should check with the College of Education Office for current requirements.

This option leads to both a M.Ed. degree in Curriculum and Instruction and middle grades (4-8) certification in English Language Arts and Reading. 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: EDBI 5304; EDRE 5306, 5310, 5320, 5330, 5350, 5351, 5352, EDSP 5302; EDUC 5354, 6301, 6304, 6312, and 6340. Certification also requires student teaching or an approved equivalent and successful completion of content area and pedagogy state certification exams.

Curriculum and Instruction with Middle Grades Certification in Math, Science or Social Studies

NOTE: Teaching certificates are issued by the state of Texas, not the University. The state is currently changing certification levels and requirements. In order to meet new guidelines from the State Board for Educator Certification (SBEC), the University may change requirements described in this Bulletin of Information. Students should check with the College of Education Office for current requirements.

This option leads to both an M.Ed. degree in Curriculum and Instruction and middle grades (4-8) certification in math, science or social studies. 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: EDRE 5310, 5330, 5350; EDSP 5302; EDUC 5306, 5354, 6301, 6304, 6310, 6312, 6340. If math is the teaching field, EDUC 5430. If science, EDUC 5350. If social studies, EDUC 5340. Additional course work (undergraduate or graduate) in the teaching field is also required and is determined on an individual basis by the certification officer and documented in a deficiency plan. Certification also requires student teaching or an approved equivalent and successful completion of content area and pedagogy state certification exams.

Curriculum and Instruction with a Specialization in Instructional Technology

Students may obtain the Specialization in Instructional Technology by completing the requirements for an M.Ed. degree in Curriculum and Instruction with a Specialization in Instructional Technology or by completing the 27 hours of

instructional technology course work included in the degree if they already possess a graduate degree.

This program requires the following 39 hours: the Curriculum and Instruction core of EDUC 5305, 6303, 6304, 6310, 6320 and 6322, and additional specialization courses. The additional specialization courses include EDAD 5319, 5320, EDUC 5302, 5303, 6307, 6308 and 6309. The program is offered through distance learning with technical aid of Masters Online in Phoenix Arizona. The program is available on campus and through a cohort program in sponsoring school districts. The on campus program is not a cohort program.

To receive the Master of Education degree in Curriculum and Instruction with a specialization in Instructional Technology, a student must complete the following requirements:

- a. The student must complete the 39 semester hours listed above.
- b. In lieu of a comprehensive examination, the student must complete EDUC 5303, Instructional Technology Project, with a grade of “B” or better. The student may take EDUC 5 303 after completion of at least 21 hours of degree course work.
- c. Students participating in the program through the cohort program in sponsoring districts must work for and be recommended by the school district sponsoring the program. They must meet all cohort group requirements. All cohort members will have an identical degree plan that will be produced in the Education Department.

The Instructional Technology Specialization without the M.Ed. requires completion of the following 27 hours: EDAD 5319, 5320, EDUC 5302, 5303, 5305, 6303, 6307, 6308 and 6309.

Curriculum and Instruction with Supplemental Certification in Generic Special Education

NOTE: Teaching certificates are issued by the state of Texas, not the University. The state is currently changing certification levels and requirements. In order to meet new guidelines from the State Board for Educator Certification (SBEC), the University may change requirements described in this Bulletin of Information. Students should check with the Education Office for current requirements.

This option leads to both a M.Ed. degree in Curriculum and Instruction and a supplemental certification in Generic Special Education which can be added to any valid Texas teaching certificate. It will prepare educators to teach students with virtually all-handicapping conditions except the most severe handicaps.

The following courses must be completed: EDSP 5302, 5306, 5311, 5319, 5335, 5351, 6344; EDUC 5306 or 6303; EDUC 6304, 6310, 6320, and 6322. Additionally, students must already have a valid Texas teaching certificate and successfully complete the appropriate certification exams required by the State Board for Educator Certification in order to be recommended for supplemental certification.

A teacher may choose to acquire the supplemental Generic Special Education certification without obtaining an M.Ed. degree. This would require a valid Texas teaching certificate, completion of EDSP 4302/5302, 4306/5306, 4311/5311, 4319/5319, 4335/5335, 4351/5351 and 6344 and successful completion of the required state certification exams.

Supplemental Certification in ESL

NOTE: Teaching certificates are issued by the state of Texas, not the University. The State is currently changing certification levels and requirements. In order to meet new guidelines from the State Board for Educator Certification, the University may change requirements described in this Bulletin of Information. Students should check with the College of Education Office for current requirements.

This option leads to a supplemental certification in ESL (English as a Second Language) which can be added to any valid Texas teaching certificate. It will prepare teachers to help speakers of other languages learn English. It can be included as part of an M.Ed. in Curriculum and Instruction or simply added to an existing certificate without obtaining an M.Ed. degree.

The following courses must be completed: EDBI 5304, 5305, 5314, 5315, and EDUC 5386. Certified Texas teachers may teach for one year in an SBEC-approved ESL or bilingual classroom in lieu of completing student teaching in ESL. Additionally, students must have a valid Texas teaching certificate and successfully complete the appropriate certification exam required by the State Board of Educator Certification in order to be recommended for supplemental certification. For course descriptions, see the College of Arts and Humanities section in this Bulletin.

EDUCATIONAL ADMINISTRATION

To earn a degree in Educational Administration, a student must complete the following 37 semester hours: EDUC 6300, 6310; EDAD 5306, 6291, 6293, 6301, 6302, 6303, 6304, 6308, 6309, 6310, and 6313.

To earn the Texas Standard Principal Certificate, the student must complete the 37 semester hours above, earn the M.Ed. degree, have a valid Texas teaching certificate, have completed two years of successful teaching in an accredited school, and successfully complete the certification examination required by the Texas State Board for Educator Certification.

Note: In order to meet new guidelines from the State Board for Educator Certification, requirements described in this Bulletin may change.

EDUCATIONAL DIAGNOSTICIAN

To earn a degree as an Educational Diagnostician the student must complete the following 39 semester hours with no grade less than "C": EDUC 5306, 6304; EDSP 5302, 5306, 5311, 5319, 5335, 6305, 6315, 6344, 6345; EDBE 5304; and 5351.

To earn professional certification as an Educational Diagnostician, the student must complete the 39 graduate hours listed above, earn the M.Ed. degree, have a valid Texas teaching certificate, have completed three years of successful teaching in an accredited school, and show satisfactory performance on the certification exam required by the State Board for Educator Certification.

Note: In order to meet new guidelines from the State Board for Educator Certification, the University may change requirements described in this Bulletin.

READING EDUCATION

To earn a degree in Reading Education, a student must complete the following 36 semester hours: EDUC 6304, 6310, 6320, EDRE 5301, 5304, 5330, 5352, 6304, 6305, and nine additional hours which depend on the student's existing certification. A student already possessing an elementary education or EC-4 certificate must complete EDUC 6371 and six hours of approved graduate electives (ESL courses strongly recommended). A student already possessing a secondary education middle grades or high school certificate must complete EDUC 63 70, EDRE 5310 and 5320. If courses equivalent to EDRE 5310 and 5320 have been taken for middle grade certification, approved electives may be substituted.

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 of successful teaching experience in an accredited elementary or secondary school, and a passing score on the appropriate state certification examination. 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 5301, 5304, 5330, 5352, 6301, 6304, and 6305. The student who already possesses elementary or EC-4 teacher certification must also complete EDUC 6371. The student who already possesses all-level, secondary, middle grades, or high school teacher certification must also complete EDRE 5310, 5320, and EDUC 6370.

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(6192, 6193, 6194 as necessary), 6301, 6302, 6305, 6308, 6310, 6320, 6324, 6343, EPSY 6306, and three semester hours of approved graduate electives. To receive the MAP 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), and Abnormal Psychology (PSYC 2364).

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.

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, 5313, 5323, 5326, 5334, 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 will be required to have completed nine hours of theology courses from an accredited university prior to admission. 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, and 2364 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 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 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, 4310, 4311 and 4351 or permission of the Program Director. (Offered also as EDEC 4293.)

CDEV 4294 Senior Seminar: Classroom Management

This course involves an exploration of means for creating and maintaining optimal learning environments and helping children and adolescents develop into considerate, responsible adults. It includes independent research which must be completed during student teaching or the CDEV practicum. (Offered also as INDC 4294 and EDUC 4294/5294.)

CDEV 4302 Survey of Exceptional Children

This course is an in-depth study in all areas of exceptionalities. (Offered also as EDEC 4302/5302, EDSP 4302/5302, and EDUC 5304.)

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 EDEC 4304/5304.)

CDEV 4306 Language and Concept Development in Young Children

Study includes the relationship between language and thought; theories of language and learning; changes in the young child's intellectual structure; role of the teacher, and practical application. Prerequisites: CDEV 4304 or permission of the instructor. (Offered also as EDEC 4306/5306, EDSP 4306/5306.)

CDEV 4310 Preschool Curriculum and Instruction

This course is designed to provide an in-depth study of developmentally appropriate curriculum and instruction for three and four year old children. Fieldwork is required. Prerequisites: EDEC 4304, 4306 or permission of the instructor. (Offered also as EDEC 4310, 5310.)

CDEV 4311 Kindergarten Curriculum and Instruction

This course includes the study of and experiences with instructional strategies; planning and evaluation of learning activities; selection and planning of physical facilities; and the skills necessary for management of kindergarten programs. This course requires field experience. Prerequisites: CDEV/EDEC 4304, 4306 or permission of the instructor. (Offered also as EDEC 4311, 5311.)

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, EDRE 43511/5351, and EDSP 4351/5351.)

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 5306. Instructional Applications of Technology

(Offered also as EDUC 4306/5306)

EDAD 5319 Internet Resource Management

Information acquisition focuses on organizational structure of electronic information resources, search engines, and text and graphic user 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 5320 Systems Thinking: Theory and Application

This class will provide an overview, background, and foundation in systems theory and performance technology. This focus will assist in developing a vision of teaching and learning with technology as a major component. Topics covered include performance technology, general systems theory, needs assessment, and change management. A class project, including a needs assessment and final report of potential solutions, is required of all students. Prerequisites: EDUC 5301, 6303.

EDAD 5345 Student Evaluation Techniques

(Offered also as EDUC 4345/5345 and EDSP 5345.)

EDAD 6291 Internship in the Principalship

This course provides for administrative internship at the home campus of the student with the supervision of a campus-based administrator and a university supervisor. Prerequisite: Completion of at least 27 hours in the EDAD program or permission of the instructor.

EDAD 6292 Internship in the Principalship

This is the second course in the Internship and is recommended for the summer term. The student shadows an administrator in a summer school session. The internship is scheduled in a district other than the employing district of the student. Prerequisite: EDAD 6291 and completion of at least 27 hours in the EDAD program or permission of the instructor.

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. Development of 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

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 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. (Offered also 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

Abroad spectrum of technology applications is explored including use of word processing, spreadsheet and database applications; multimedia; and telecommunications. Technology is used for communication, management, teaching, and learning. Software is reviewed and evaluated. (Offered also as EDUC 6303.)

EDAD 6315 The School in a Multicultural 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. (Offered also as EDUC 6310.)

BILINGUAL EDUCATION

Courses in Bilingual Education may be found listed in the section of this Bulletin for the College of Arts and Humanities.

EARLY CHILDHOOD

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 4283 Senior Seminar: Practicum in Early Childhood

Prerequisites: EDEC 4304, 4306, 4310, 4311, and 4351 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, and EDUC 5304.)

EDEC 4304 The Young Child

(Offered also as CDEV 4304, EDEC 5304.)

EDEC 4306 Language and Concept Development in Young Children

Prerequisite: EDEC 4304 or permission of the instructor. (Offered also as CDEV 4306, EDEC 5306, and EDSP 4306/5306).

EDEC 4310 Preschool Curriculum and Instruction

Prerequisites: CDEV/EDEC 4304, 4306 or permission of the instructor. (Offered also as CDEV 4310, EDEC 5310.)

EDEC 4311 Kindergarten Curriculum and Instruction

Prerequisites: CDEV/EDEC 4304, 4306 or permission of the instructor. (Also offered as CDEV 4311, EDEC 531.)

EDEC 4351 Emergent Literacy

(Offered also as CDEV 4351, EDSP 4351/5351, EDRE 4351/5351, and EDEC 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, and EDUC 5304).

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, and EDSP 4306/5306). Prerequisite: EDEC 4304/5304 or permission of the instructor.

EDEC 5310 Preschool Curriculum and Instruction

Prerequisites: EDEC 4304, 4306 or permission of the instructor. (Offered also as CDEV 4310 and EDEC 4310.)

EDEC 5311 Kindergarten Curriculum and Instruction

Prerequisites: CDEV/EDEC 4304, 4306 or permission of the instructor. (Offered also as CDEV 4311 and EDEC 4311.)

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. Prerequisite EDRE 4310 (Must be taken simultaneously with EDGE 4304).

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 EDGE 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 EDBE 4193. Students 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 4301 Advanced Developmental Reading

This course examines developmental reading programs for grades pre-school through college. Skill in recognizing various stages in the development of reading processes and an analysis of the total reading program, emphasizing procedures for improvement, is developed. Prerequisite EDRE 4310. (Offered also as EDRE 5301)

EDRE 4304 Diagnosis 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 EDGE 5304. Prerequisites: EDRE 4310, and EDUC 4301. (Offered also as EDRE 5304.)

EDRE 4305 Literacy Management and Technology

Literacy instructional concerns such as grouping, diversity, portfolios, study skills, and test-taking strategies are addressed along with practical applications for using technology in the classroom. Prerequisites: EDUC 4301, 5313 or 6302 and EDRE 4310. (Offered also as EDRE 5305.)

EDRE 4310 Reading for Pre-Adolescents

Included in this course are methods and materials for teaching developmental reading to children in elementary school settings. The course emphasizes 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 a way that learning is maximized. 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 4310-L1, except in summer. Prerequisites: EDUC 4301. (Offered also as EDRE 5310.)

EDRE 4315 Writing and Prescriptive Teaching in the Literacy Classroom

Students investigate and experience the parallel stages between reading and writing processes as well as assuming a diagnostic prescriptive role in working individually with an elementary student. Must be taken simultaneously with EDRF, 4304. Prerequisite EDUC 4301, 5313 or 6302 and EDRE 4350 or 4310. (Offered also as EDGE 5315.)

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. (Offered also as EDRE 5320).

EDRE 4330 Teaching Content Area Reading Skills

This is a course designed to acquaint the elementary and secondary school teachers, 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. Students are required to write formal lesson plans. Prerequisites: EDUC 4301 or 4311. (Offered also as EDRE 5330.)

EDRE 4350 Reading and the Language Arts

An analysis of the development of reading, speaking, listening, thinking and writing visualizing, and visually representing abilities. Both on-campus and field experiences are included. Students taking this course must simultaneously register for EDRE 4350-L1, except in summer. Prerequisites: EDUC 4301. (Offered also as EDRE 5350.)

EDRE 4351 Emergent Literacy

Prerequisite: EDUC 4301. (Offered also as CDEV 4351, EDEC 4351, EDRE 5351 and EDSP 4351/5351.)

EDRE 4352. Literacy in the Secondary Schools

This course provides students with opportunities to use literacy as a tool to meet a broad range of personal, social, and curricular functions as well as real-world applications. It stresses comprehension strategies, metacognition, reflection and positive attitudes toward literacy. (Offered also as EDBE 5352.)

EDRE 5181, 5281, 5381, 6181, 6281, 6381 Special Topics

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

EDRE 5301 Advanced Developmental Reading

(Offered also as EDRE 4301.)

EDRE 5304 Diagnosis and Correction of Reading Difficulties

(Offered also as EDGE 4304.)

EDRE 5305. Literacy Management and Technology.

Prerequisites: EDUC 4301, 5313 or 6302 and EDRE 4310/5310. (Offered also as EDRE 4305.)

EDRE 5310 Reading for Pre-Adolescents

Prerequisite: EDUC 4301, 5313, or 6302. (Offered also as EDRE 4310.)

EDRE 5315 Writing and Prescriptive Teaching in the Literacy Classroom

Prerequisite EDUC 4301, 5313 or 6302 and EDRE 4350/5350 or 43310/5310. (Offered also as EDRE 4315.)

EDRE 5320 Teaching Reading Through Children's Literature

Prerequisite: EDUC 4301 or EDUC 5313. (Offered also as EDRE 4320.)

EDRE 5330 Content Area Reading

Prerequisite: EDUC 5313, 5314, 6302, or 6312. (Offered also as EDRE 4330.)

EDRE 5350 Reading and the Language Arts

Prerequisite: EDUC 5313, 5314, 6302, or 6312 (Offered also as EDRE 4350.)

EDRE 5351 Emergent Literacy

(Offered also as EDRE 4351/5351, CDEV 4351, EDEC 4351, and EDSP 4351/5351.)

EDRE 6304 Clinical Practice in Reading Education

Activities are 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

This course examines reading within the framework of literacy development. Linguistic and psychological 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 fieldwork in a generic special education setting. This course must be completed prior to student teaching. Prerequisites: EDSP 4302, 4306, 4311, 4319, 4335, and EDSP 4351.

EDSP 4302 Survey of Exceptional Children

This course is an in-depth study in all areas of exceptionalities. (Offered also as CDEV 4302, EDEC 4302/5302, EDSP 5302, and EDUC 5304.)

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 for Educator Certification will be taught in this course. (Offered also as EDSP 5311.)

EDSP 4312 Generic Special Education: Theory and Practice

This course has two components. The field-based component consists of a field-based practicum spent observing and working in a special education program. The university-based component includes a review for the Special Education state certification exam. This course should be taken immediately prior to student teaching. Prerequisites: permission of the instructor or EDSP 4311, 4319, and 4335. (Offered also as EDSP 5312)

EDSP 4319 Teaching Strategies in Special Education

Students 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. Fieldwork is required. (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

(Offered also as CDEV 4351, EDEC 4351, EDSP 4351, 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, and 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 5312 Generic Special Education: Theory and Practice

Prerequisites: permission of the instructor or EDSP 4319, 4335 & 4304. (Offered also as EDSP 4312.)

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

Prerequisites: Teaching experience and/or a course in instructional design, ie. EDUC 4301/5313/6302, 4311/5314/6312 or 6322). (Offered also as EDUC 4345/5345 and EDAD 5315.)

EDSP 5351 Emergent Literacy

(Offered also as CDEV 4351, EDEC 4351, EDSP 4351, and EDRE 4351/ 5351.)

EDSP 6305 Individual Psychological Evaluation

Review of theory underlying individual ability test, supervised practice in test administration, scoring, and interpretation. Skills in report preparation are addressed. The Wechsler scales are emphasized. Prerequisite: EDUC 6304.or permission of the instructor. (Offered also as EPSY 6305, PSYC 6305.)

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: all other diagnostician certification courses or permission of the instructor.

EDSP 6344 Educational Appraisal of Handicapped Students.

(Offered also as EPSY 6344.)

EDSP 6345 Advanced Assessment in Special Education

This course addresses the explosion of information related to assessment in special education and to the diverse populations served by special education. It examines advanced assessment techniques currently used by educational diagnosticians. The course will focus on developing proficiency in the administration and interpretation of instruments such as the following: The Stanford-Binet Intelligence Scale, the KABC, the KETA, the Leiter Intelligence Scale, the Wechsler Achievement Test, the Bender Gestalt, the Test of Nonverbal Intelligence, the Diagnostic Assessment Battery, the Clinical Evaluation of Language Function, and the Vineland Social Maturity Scale. Prerequisites: EDSP 5302, 5335, and 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/SOCI 2311.)

EDUC 3324 Sociological Analysis: Race, Ethnicity, Class, and Gender

(Offered also as SOCI 3324.)

EDUC 4000 Student Teacher Seminar

Student teachers meet once a week on campus to discuss and receive instruction with regard to various issues of interest and value to preservice teachers, such as the writing of resumes, interviewing skills, discipline concerns, portfolio preparation, and the ExCET exam preparation. (Offered also as EDUC 5000.)

EDUC 4160 Wellness and Fitness for Children

This course provides an overview of wellness and fitness program planning for children at both early childhood and elementary school levels. Principles for curriculum design, class organization, activity development, special programs, classroom management, and development of physical fitness are included. Prerequisites: EDUC 4301, 5313 or 6302. (Offered also as INDC 4160 and KINE 4160.)

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 4294 Senior Seminar: Classroom Management

(Offered also as CDEV 4294, INDC 4294, and EDUC 5294.)

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 4306 Educational Applications of Technology

The goal of this course is to provide a combination of hands-on and student-centered experiences with administrative and instructional technology applications. These experiences will provide students with a working knowledge of electronic systems that manage student data, curriculum, assessment instruments, and on-line resources. (Offered also as EDUC 5306.)

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 examines the dynamic nature of education in the United States. It is designed to introduce students to the historical influence of schools in the United States as well as help them understand current issues that are impacting the education of students in an increasingly diverse country. Multicultural understanding and the appreciation of cultural differences is a focus in this course. Practical application of theories to promote success for all students (bilingual, special education, regular education, and gifted) is emphasized in both classroom instruction and in the required fieldwork. This course must be taken with EDUC 4301 or 4311. Prerequisite: Teacher Education Program Admission (Offered also as EDUC 5312.)

EDUC 4330 Psychology of Learning

This course stresses 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 attainment. (Offered also as PSYC 4330, EPSY 5330, and PSYC 5330.)

EDUC 4340 Action Research

In a K-12 practicum context, students design, conduct, and report research. A portfolio is developed, and ExCET competencies are reviewed. Field experience in what will become the students teaching placement is required. This course must be taken immediately preceding student teaching.

EDUC 4345 Evaluation and Accountability

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 or EDUC 6302 or 6312)..(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 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 4376 Student Teaching in the EC-4 Classroom

This course is a field-based student teaching experience in grades EC-4 for students working on EC-4 certification. 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 5370.)

EDUC 4372 Student Teaching in Special Education

This course is a field-based student teaching experience consisting of placement in a special education classroom. (Offered also as EDUC 5372.)

EDUC 4384 Student Teaching in Elementary Kinesiology

This course is a field-based teaching experience in elementary school kinesiology for the student preparing for all-level kinesiology 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 Kinesiology

This course is a field-based teaching experience in secondary school kinesiology for the student preparing for all-level kinesiology 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 ESL 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 completion of all early childhood courses.

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 4670 Student Teaching in the EC-4 Classroom

This course is a field-based student teaching experience in grades EC-4 for students working on EC-4 certification. A student teacher works with an experienced teacher for an academic quarter. Prerequisite: Approval of the Teacher Education Committee. (Offered also as EDUC 5670.)

EDUC 4671 Student Teaching in the Bilingual EC-4 Classroom

This course is a field-based student teaching experience in a bilingual classroom, where instruction is delivered in two languages. . A student teacher works with an experienced teacher for an academic quarter. Prerequisite: demonstration of second language proficiency and approval of the Teacher Education Committee. (Offered also as EDUC 4671.)

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. (Offered also as EDUC 5692.)

EDUC 4693 Student Teaching in Middle Grades

This course is a field-based student teaching experience in a middle grade (4-8) for students seeking grade 4-8 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 5693.)

EDUC 4694 Student Teaching in High School Grades

This course is a field-based student teaching experience in grades 8-12 for students seeking grade 8-12 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 5694.)

EDUC 5000 Student Teacher Seminar

(Offered also as EDUC 4000.)

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 5294 Senior Seminar: Classroom Management

(Offered also as CDEV 4294, INDC 4294 and EDUC 4294.)

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 5305 Technology Enhanced Instructional Design

This course is designed to provide integrated and in-depth understanding of the principles and processes of technology-enhanced instructional design and curriculum development. Learning will be focused on the application of learner, instructional, and resource analyses with an emphasis on technology-enhanced resources, assessment, and computer-based curriculum management. Prerequisite: EDUC 6303.

EDUC 5306 Educational Applications of Technology

(Offered also as EDUC 4306.)

EDUC 5312 The School in U.S. Society

Must be taken simultaneously with EDUC 5313 or 5314. (Offered also as EDUC 4312.)

EDUC 5313 Curriculum and Instruction in the Elementary School

(Offered also as EDUC 4301.)

EDUC 5314 Curriculum and Instruction in the Secondary School

(Offered also 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 4349.)

EDUC 5345 Student Evaluation Techniques

Prerequisites: Teaching experience and/or a course in instructional design, i.e., EDUC 4301/5313 or EDUC 4311/5314 or EDUC 6302 or 6312. (Offered also as EDUC 4345, EDAD 5345, and EDSP 5345.)

EDUC 5350 Science for Pre-Adolescents

(Offered also as INDC 4350.)

EDUC 5354 Advanced Applications of Curriculum and Instruction in Secondary schools

(Offered also as EDUC 4354.)

EDUC 5370 Student Teaching in the EC-4 Classroom

(Offered also as EDUC 4370.)

EDUC 5372 Student Teaching in Special Education

(Offered also as EDUC 4372.)

EDUC 5384 Student Teaching in Elementary Kinesiology

(Offered also as EDUC 4384.)

EDUC 5385 Student Teaching in Secondary Kinesiology

(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 4387.)

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 School Art

(Offered also as EDUC 4393.)

EDUC 5394 Student Teaching in Elementary School Music

(Offered also as EDUC 4394.)

EDUC 5396 Student Teaching in Secondary School Art

(Offered also as EDUC 4396.)

EDUC 5397 Student Teaching in Secondary School Choral Music

(Offered also as EDUC 4397.)

EDUC 5398 Student Teaching in Secondary School 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 six. Essential knowledge and skills are emphasized. Field-based experiences and technology applications are required. (Offered also as INDC 4339 and EDUC 4130.)

EDUC 5670 Student Teaching in the EC-4 Classroom

(Offered also as EDUC 4670.)

EDUC 5671 Student Teaching in the Bilingual EC-4 Classroom

(Offered also as EDUC 4571.)

EDUC 5690 Student Teaching in Elementary School Grades

(Offered also as EDUC 4690.)

EDUC 5691 Student Teaching in Secondary School 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

(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

(Offered also 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 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 6309 Interactive Design for the Classroom

This course will provide students with the skills and resources to develop interactive instructional units and resources for their classroom. Students will develop their own home pages rich in multimedia resources to address tomorrow's student. The following topics will be investigated: multiple intelligence, constructivism, the Internet and instruction, web page design and development, interactive design, and application and software authoring applications. Prerequisites: EDUC 5301, 6303.

EDUC 6310 The School in a Multicultural Society

(Offered also 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

(Offered also as PSYC 6320 and EDAD 6310.)

EDUC 6322 Curriculum and Instruction: Grades K-12

This course provides a study of influencing factors and guiding principles for curriculum and instruction in grades K-12. It includes practical experience in instructional design as well as first-hand teaching experiences. It is designed to provide integrated and in-depth understandings of principles and processes for curriculum and instruction, as well as practical experiences in planning and facilitating learning (instructional design, media/technology usage, and classroom teaching). The role of the student and teacher in the teacher-learning process as well as current Texas curriculum requirements, including Essential Knowledge and Skills, are explored.

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 M.Ed. with Generic Special Education Supplementary Certification

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. For students who are currently teaching, field assignments are done in their own classrooms.

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. (Offered also 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. (Offered also as PSYC 4326/5326.)

EPSY 5330 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 PSYC 4330, EDUC 4330, PSYC 5330.)

EPSY 5363 Principles of Guidance

(Offered also 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, 6192 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. (Offered also 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 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 two-hour course that counts toward the undergraduate degree as a designated elective. All first term freshmen as well as students with less than 15 hours of college course work must enroll in the Fall quarter. New freshmen or transfers with less than 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. (Offered also as ART 3310)

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 4160 Wellness and Fitness for Children

Prerequisites: EDUC 4301, 5313 or 6302. (Offered also as KINE 4160, EDUC 4160.)

INLK 4292 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 4263 immediately prior to student teaching.

INDC 4293 Senior Seminar: Research in the Humanities, Fine Arts, and Kinesiology

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 4294 Senior Seminar: Classroom Management

Must be taken during student teaching or the CDEV practicum. (Offered also as CDEV 4394, EDUC 4294, 5294.)

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 4331 during the summer and before INDC 4331 during the school year. Prerequisite: EDUC 4301. (Teacher certification students and teachers only.)

INDC 4331 Mathematics for Pre Adolescents

This course emphasizes the use of manipulative materials and active learning strategies to develop mathematical concepts and skills as well as higher order thinking and communication abilities. Students gain practical teaching experience in an elementary school classroom. Must be taken simultaneously with INDC 4330 during the summer or after INDC 4330 during the school year. Prerequisites: EDUC 4301, 5313 or 6302.

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 content and skills at preschool through grade 6 levels. Essential knowledge and skills are emphasized. Field-based experiences and technology applications are required. Prerequisites: EDUC 4301, 5313 or 6302.

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 content and skills at preschool through grade 6 levels. Essential knowledge and skills are emphasized. Technology applications are required. Prerequisite: EDUC 4301, 5313 or 6302.

KINESIOLOGY**KINE 2102 Lifetime Physical Activities**

Provides opportunities for students to learn individual or team skills in an activity they choose. Possible selections are bench aerobics, combination aerobics, golf, jogging, walking, tennis, weight-training, individualized fitness, badminton, volleyball, basketball, and swimming.

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.

KINE 2202 Creating a Wellness Lifestyle

Provides information regarding the components of physical fitness: cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition. In addition, nutrition, disease control, stress management, proper diet and exercise procedures are emphasized. Pre-selected physical activities will be conducted during most of the class sessions to allow the application of principles taught in the lecture sessions. Students are expected to design and implement a wellness plan during the class. Required for all baccalaureate degrees.

KINE 2230 Foundations of Kinesiology

Students will study the various areas of kinesiology and will learn basic information concerning each discipline studied. Students will also study the history and philosophy of kinesiology, and will develop their own philosophy or goals regarding the kinesiology field. Field trips, guest speakers, class projects, and lectures are utilized to highlight the different fields such as biomechanics, teaching, coaching, sports psychology, and sports media.

KINE 2232 Wellness for Special Populations

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 for specific populations based on information learned and tests results.

KINE 2332 Prevention and Treatment of Sports 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 2334 Tests and Measurements in Kinesiology

Introductory course in the area of measurement and evaluation in kinesiology. Fundamental statistics and practical experiences of administering and taking physical education skills tests are included. Students also learn how to construct knowledge tests.

KINE 2335 Sports and Fitness Activities

Methods and materials are provided in the areas of teaching team and individual activities to elementary and secondary students, church recreation programs, or summer recreation programs. A variety of activities will be presented such as archery, golf, horseshoes, table tennis, bowling, pickleball, and badminton. Students will also be required to develop an activity and teach it to the class as well as take tests, and learn the rules of the sport activities that are taught.

KINE 2336 Strategies and Principles of Coaching

An overview of strategies and principles involved in coaching are emphasized. In addition, organization and administration of practices and games is discussed. The student will learn to develop drills and teach students in the proper developmental sequences appropriate for both junior and senior high school age students.

KINE 3230 Administration in Sports and Kinesiology

Students will learn leadership, management, communication, and motivation skills necessary for dealing with sports and kinesiology programs. In addition, the class will cover human resource issues, public relation opportunities, how to develop partnerships and also market physical education and sport programs. Other areas also covered are risk management, facility management, finances, transportation, and law issues. The course is an elective for the Kinesiology: Specialization in Wellness Management major or any interested student.

KINE 3336 Standard 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 infant, child, and adult. Role-playing, and outside class and in class assignments are used to demonstrate and teach the necessary skills. Certification is received in both CPR and first-aid from the American Red Cross.

KINE 3393 Physiology of Exercise

A course concerning human physiology and its relationship to exercise. All systems in the body are studied with regard to how each system reacts and adapts to the stress of exercise. Prerequisite: BIOL 2404.

KINE 3397 Kinesiology

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 and BIOL 2404.

KINE 3398 Foundations of Health Instruction

The class emphasizes the dimensions of wellness and how to teach school age children (K-12) and or adults. Areas that will be covered involve the health components (cardiorespiratory endurance, muscular strength and endurance, flexibility and body composition), proper hygiene, sex education, disease prevention, drug use prevention, mental health stability, environmental health management, and stress management. In addition to learning details about the health components, students will learn how to teach, develop, and present health lessons to a class of students of individual with whom a student is developing a wellness program.

KINE 4160. Wellness and Fitness for Children

This course is designed to teach the developmentally appropriate movement education methods for pre-K through second grade students. Methods taught include how to present math, reading, and writing using movement activities as the basic method for children learning academic and movement skills. Prerequisite: KINE 4326. (Offered also as INDC 4260 and EDUC 4160.)

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 4290 Senior Seminar: Research in Kinesiology

Research in current issues of kinesiology will be addressed to provide information regarding the field of kinesiology. Students will be expected to research and give a presentation addressing the issues. Additional research projects will be assigned as deemed necessary.

KINE 4292 Senior Seminar: Field Experience in Kinesiology

A field experience in kinesiology involving supervised experiences working in either an on-campus or off-campus learning experience that must be approved by the department. Both the kinesiology major being certified to teach and the wellness management kinesiology major will be required to complete a specified number of field experience hours. In addition, the class will complete a portfolio of work assigned by the professor.

KINE 4293 Advanced Wellness Programming

An upper level elective class designed to enhance the student's ability to develop wellness activities appropriate for specific populations, such as senior citizens, pre-school students, fitness classes, day care students, or other individuals with special needs.

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 and 3397.

KINE 4326 Wellness and Fitness in the Elementary School

This course provides an overview of program planning activities for elementary students. Activities will include daily and unit lesson plans, class organization, special programs, classroom management, evaluation techniques, and physical fitness techniques appropriate for elementary children. The field experiences will involve working with elementary students in a physical education class or health classroom. Students who plan to become teacher certified must take this class prior to student teaching.

KINE 4327 Wellness and Fitness in the Secondary Schools

This course provides an overview of program planning methods and activities for junior and senior high students. Activities will include daily and unit lesson plans, class organization, special programs, classroom management, evaluation techniques, and physical fitness techniques appropriate for 6-12 grade students. Field experiences within secondary schools will be a component of the class. The field experiences will involve working with junior and high school students in a physical education class or health classroom. Students who plan to become teacher certified must take this class before student teaching.

KINE 4363 Sports Sociology

Sport Sociology is designed to thoughtfully examine and analyze the role of sports in modern society. Understanding sports as a part of our American culture is appropriate in analyzing the many subcultures involved in the world of sport. (Offered also as SOCI 4363.)

PSYCHOLOGY**PSYC 1313 General Psychology**

An introductory course dealing with the major content areas in psychology. Topics may include heredity and environment, emotions and motivation, perception, learning, personality, and intelligence. This course may be taken to meet Smith College requirements and as an elective by non-psychology majors. It is required for psychology majors.

PSYC 2301 Introductory Statistics for the Behavioral Sciences

The course provides an introduction to descriptive and inferential statistics, correlation, probability, and regression-with applications in behavioral sciences. Prerequisite: MATH 1305, 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 substance abuses. 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. Prerequisite: PSYC 2301 or permission of instructor. (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, 2301, and WRIT 3303 or 3345.

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 proposal which describes the problem, the hypotheses, the review of literature, techniques to be used, and other components normally found in research proposals. Prerequisites: PSYC 3343, WRIT3303 or 3345, and 15 hours 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 and WRIT 3303 or 3345.

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, WRIT 3303 or 3345, or permission of the instructor. (Offered also 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. Prerequisite: WRIT 3303 or 3345. (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. Prerequisite: WRIT 3303 or 3345. (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 social cognitions are some of the topics addressed. Prerequisite: WRIT 3303 or 3345. (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 various expressions of religion. Prerequisite: WRIT 3303 or 3345. (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, BIOL 1404, 2404, or 2414 and WRIT 3303 or 3345. (Also offered as PSYC 5353.)

PSYC 4363 Principles of Guidance

Introduction to philosophical and historical foundations of guidance and counseling, stressing practical problems of organizing and implementing guidance programs in the 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. (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.

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.)

PSYC 5326 Psychology of Death and Dying

(Offered also as PSYC 4326, EPSY 5326.)

PSYC 5330 Psychology of Learning

(Offered also as EDUC 4330, PSYC 4336, 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 6101, 6102, 6103, 6104, 6105, 6106 Licensed Specialist in School Psychology 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 the LSSP Practicum. The internship experience is a minimum of 1200 contact hours, of which 600 must be in a public school supervised by an individual qualified in accordance with TSBEP 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.

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

(Offered also as EPSY 6301.)

PSYC 6302 Measurement and Appraisal

(Offered also as EPSY 6302.)

PSYC 6305 Individual Psychological Evaluation

Prerequisite: EPSY/PSYC 6302. (Offered also as EPSY 6305 and EDSP 6305.)

PSYC 6308 Methods of Group Process

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.

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

Prerequisite: MATH 1305, 1313 or equivalent. (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. Prerequisite: SOCI 2301, WRIT 3303 or 3345, or permission of instructor. (Offered also as PSYC 3303.)

SOCI 3323 History of Sociological Thought

A study of the development of social thought, including a critical analysis of theories of leading social thinkers. Prerequisite: WRIT 3303 or 3345.

SOCI 3324 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. Prerequisite: WRIT 3303 or 3345. (Offered also as EDUC 3324.)

SOCI 3325 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. Prerequisite: WRIT 3303 or 3345.

SOCI 3326 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. Prerequisite: WRIT 3303 or 3345.

SOCI 3374 Urban Sociology

A social systems approach to the analysis of the emerging problems of urban-suburban areas, with special consideration of the development of alternative solutions for these problems and strategies of intervention. Prerequisite: WRIT 3303 or 3345.

SOCI 3383 Social Deviance and Disorganization

A study of the major theories of deviance and disorganization in current times. This course examines a variety of forms of deviant behavior and the cultural context of divorce. Prerequisite: WRIT 3303 or 3345.

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. Prerequisite: WRIT 3303 or 3345.

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 proposal which describes the problem, the hypotheses, the review of literature, techniques to be used, and other components normally found in research proposals. Prerequisites: WRIT 3303 or 3345, SOCI 2301, 3303, and 15 hours 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 4319 Cross-Cultural Understanding

A course grounded in the body of knowledge of cultural anthropology which is designed to create in the student an awareness of the concepts of cultural relativity, cultural integration, and variation in cultural values, organization, institutions, and concept of time, space, and symbols. Prerequisite: WRIT 3303 or 3345.

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. Prerequisite: WRIT 3303 or 3345. (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. Prerequisite: WRIT 3303 or 3345.

COLLEGE OF NURSING

COLLEGE OF NURSING

Undergraduate Programs in Nursing:

Accredited by the National League for Nursing Accrediting Commission,
61 Broadway-33rd Floor, New York, NY 10006
Telephone: 800-669-1656, Extension 153
Fax: 212-812-0390
Website: www.nlnac.org

Accredited by the Board of Nurse Examiners for the State of Texas,
Box 140466, Austin, TX 78714
Telephone: (512) 305-6818.
Website: www.bne.state.tx.us

NURSING

The College of Nursing offers an innovative curriculum for the undergraduate programs. A main theme for the curriculum is “making clock builders, not time tellers.” In other words, our goal is to educate nurses to create health care delivery systems to meet the needs of individuals, families and groups in society, not just function within the current health care system. Nursing is a performance based profession. Like performers who sing or play an instrument, students need to be involved in becoming proficient over most of their time in college instead of during the last two years of college work. Thus, students may enter the nursing courses early in the sophomore year. Health care is focusing on health promotion and disease prevention, as well as community based care. The curriculum reflects this focus and includes opportunities for service-based learning. The nursing curriculum is designed to prepare nurses who function well within acute care and specialty settings. We believe this is a result of the number of clinical hours required, faculty supervision of the clinical experiences, and limited observational experiences. All courses required for either the ADN or BSN degrees are offered at HBU.

The ADN program is designed to prepare RNs for practice within a short timeframe to increase accessibility of RNs for the health care industry. The ADN program prepares graduates who are capable of promoting health and healing for individuals and families as nurse generalists. The BSN program prepares graduates to promote health and healing through direct care and management and coordination of care for individuals, families, groups, and communities. There is a core curriculum required of all undergraduate nursing students. The ADN students graduate upon successful completion of the core curriculum. The BSN students take additional courses designed to develop the proficiencies for baccalaureate level practice. Both programs prepare graduates to take the examination for Registered Nurse (R.N.) licensure offered by the Board of Nurse Examiners for the State of Texas. Students are required to declare their majors and must file a degree plan prior to entering the nursing courses.

Most of the nursing courses are offered during the academic year from September through May. Students will need to take the Smith College of General Studies program courses concurrently with nursing and during the summers to progress through the program in a timely manner.

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 or she may be ineligible for the R.N. license may petition the Board of Nurse Examiners for the State of Texas 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, hours completed toward the degree, and 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 faculty and clinical experiences.

Standardized exams are given at checkpoints throughout the curriculum and a comprehensive exam is administered at the end of the 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

To enter the first courses with clinical components involving direct patient care (NURS 2323, **Health Assessment** and NURS 2404, **Art and Science of Nursing**), 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 2.0 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 2.5.
4. Have achieved satisfactory performance on the Written English Proficiency Exam and the Reading Proficiency Examination.

5. Demonstrate math proficiency on a departmentally administered examination.
6. Attend an orientation session on the College of Nursing.

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 degree 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 with a QPA of 2.5 or higher.
2. Demonstrated proficiency in the required competencies at the Novice Level, Advanced Beginner Level, and Graduating Level Curriculum Checkpoints by passing an examination, demonstrating safe practice and critical thinking while performing nursing skills, and providing a professional portfolio at each level.
3. Candidates for the Associate Degree in Nursing are expected to have earned a prescribed number of points in the Nursing Student Association and/or demonstrated professionalism
4. Prior to graduation, ADN students are expected to make application to take the State Board Examination for RN licensure.

Degrees with Distinction

Honors at graduation are awarded to Associate Degree nursing students who have completed a minimum of 35 hours in residence at HBU (excluding developmental courses) and have earned the appropriate number of quality points to be eligible for the honors indicated. An average standing of 3.5 entitles the student to graduate with high honors and an average of 3.6 to 3.49 entitles the student to graduate with honors.

Courses Required for ADN Program Entry*

BIOL 1414, 2404, 2414, ENGL 1313, 1323	18
PSYC 1313 and 3313 and behavioral science elective (SOCI 1313, POLS 2313, or ECON 2301 or 2302)	9
Math Proficiency Exam (MPE), Written English Proficiency Exam (WEPE) and Reading Proficiency Exam	

Nursing Courses

NURS 2222, 2323, 2404, 3202	11
Novice Level Curriculum Checkpoint	
NURS 3404, 3424, 3434	12
Advanced Beginner Curriculum Checkpoint	
NURS 4414, 4434, 4444,	12
Graduating Level Curriculum Checkpoint	
NURS 4454	124

Total: 66

Required for Graduation

CHRI 1313 or 1323	3
CISM 1321	3

* Meeting minimal entry requirements does not guarantee program admission.

Challenge Program For LVN's, Returning, Or Transfer Nursing Students

The challenge program at HBU ADN Program is designed to give LVN's, previous HBU nursing students, or transfer students a chance to document their knowledge base and nursing skills in specified courses of the ADN curriculum.

Who is eligible to receive credit by challenge process?

- LVN with current unencumbered Texas license and recent (within past 5 years) work experience.
- Generic nursing students who are transferring from another NLNAC accredited RN program in which they are in good standing.
- A HBU ADN student who has been out of the ADN program for more than 6 months and wishes to challenge previously completed courses in order to return to the program.

Transfer students can only challenge those courses, which are similar to HBU courses that they successfully completed with a grade of "C" or higher at another NLNAC accredited ADN or diploma program. To be allowed to challenge the nursing courses, the student must meet the following requirements:

- Be admitted to the University and the ADN program;
- Have completed the prerequisite courses;
- Have a minimum overall quality point average of 2.5
- Have approval of the ADN department chair;
- Present evidence of professional liability insurance, CPR healthcare provider training, health insurance, completed physical examination within 3 months prior to entry and current vaccination record; and
- Pass with a grade of 90% or higher the math for nurses exam offered by the College of Nursing
- Students whose transcripts reflect more than 2 grades of "D" or "F" in required science courses will not be eligible to enter the nursing program, even if the courses have been retaken to raise the grades.

BACCALAUREATE DEGREE IN NURSING

To enter the initial courses in the baccalaureate (Bachelor of Science in Nursing degree) program which have laboratories that do not involve direct patient care (NURS 2222, 3202, 3212, and 3303), applicants are to have:

1. An overall quality point average (QPA) of 2.0 in courses taken at other universities as well as those taken at HBU. For the courses required for program entry (pre-requisite courses), a quality point average of 2.0 is required, and no grade less than a "C" in any required course.
2. A satisfactory performance on the Written English Proficiency Examination (EPE), and the Reading Proficiency.

To progress into the beginning courses that involve direct patient care (NURS 2323 and 2404), the students are to have:

1. Completed prerequisite courses with grades of "C" or above.
2. Have a cumulative QPA on all course work and at HBU of 2.5 or above.
3. No grade less than a "C" in the nursing courses.

4. A satisfactory performance on the Written English Proficiency Exam (EPE), the Reading Proficiency, and Math Proficiency Exam for Nurses.

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 Bachelor of Science in Nursing degree 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 132-134 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 and/or demonstrated professionalism as required for the portfolio.
3. Graduating seniors are expected to make application to take the State Board Examination for RN licensure.

Advanced Standing Program (RN to BSN Degree Program)

The purpose of the Advanced Standing Program is to allow a Registered Nurse (R.N.) in the state of Texas who is a graduate of an accredited associate degree or diploma nursing program to obtain a baccalaureate degree in nursing (BSN) by building on previous knowledge, skills, and experience. The philosophy, objectives, and the progression and graduation requirements for the Advanced Standing Program are the same as for the non-RN student in the BSN Program.

Program Entry

Students must meet entrance requirements for the University and are to manifest positive qualities of health, character, personality, and academic ability.

Eligibility

Additional Requirements for Registered Nurses

- Have an unencumbered license to practice as a Registered Nurse (RN) from the Board of Nurse Examiners for the State of Texas.
- Have a minimum of six (6) months of professional experience as a RN within the past five years.
- Have an advising session with the Dean of the College of Nursing or a designated advisor. The requirements for degree completion will be reviewed at that time.
- Give evidence of current CPR for Health Care Provider training, current health insurance coverage, and completed physical exam within 3 months prior to entry into the Advanced Standing Program.
- Meet the additional eligibility requirements for the BSN program.
- Demonstrate/validate prior knowledge of nursing and nursing skills in specified courses in the core curriculum.

BACHELOR OF SCIENCE DEGREE IN NURSING

Program Entry Requirements* (Prerequisite Courses)	Sem. Hrs.
ENGL 1313, 1323 plus Written English Examination and Reading Proficiency	6
COMM 1313	3
PSYC 1313	3
PSYC 2301	3
PSYC 3313	3
MATH 1313, MATH 1305, or higher level course	3
Math Proficiency Exam demonstrating abilities to safely administer medications and IV fluids	
SOCI 1313, POLS 2313, ECON 2301 OR 2302	3
NURS 2222, 3202, 3212, 3303	9
BIOL 1414 or 3414 and 2404, 2414	12 **
CHEM 1404	4
FSYE 1200 if required	2
	49-51

Courses Required for Graduation (Core Courses)

Humanities (See Note 17, p. 73)	12
Fine Arts (See Note 17, p. 73)	3
KINE 2200	2
CHRI 1313, 1323 plus 3 additional hours (See Note 14, p. 72)	9
CISM 1321	3
	29

Nursing Courses

NURS 2323	3
NURS 2404	4
Novice Level Curriculum Checkpoint	
NURS 3404, 3424, 3434	12
NURS 3414 or BIOL 4481	4
NURS 4212 and 4424	6
NURS 4392 and 4294	5
Advanced Beginner Curriculum Checkpoint	
NURS 4414, 4434, 4444	12
Graduating Level Curriculum Checkpoint	
NURS 4454 and 4464	8
	54

* Meeting minimal 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 hours credit for graduation.

**BACHELOR OF SCIENCE DEGREE IN NURSING: REQUIREMENTS FOR
ADVANCED STANDING (RN) STUDENTS**

Program Entry Requirements* (Prerequisite Courses) and Courses Required for Graduation (Core Courses) are the same as for non-RN students.

Nursing Courses

Advanced Standing Credit

All graduates of accredited associate degree or diploma nursing programs who meet eligibility requirements for the Advanced Standing Program will receive 35 credit hours for these core nursing courses upon successful completion of a standardized comprehensive examination given to validate prior knowledge of nursing:

NURS 2222	Perspectives on Health Care Delivery Systems.....	2
NURS 2323	Health Assessment.....	3
NURS 2404	Art and Science of Nursing.....	4
NURS 3202	Care of Families	2
NURS 3404 and 3424	Care of Individuals I and II.	8
NUFS 4414	Care of Families with Mental Health Problems	4
NURS 4434	Care of Childbearing Families	4
NURS 4444	Care of Families with Children	4
NURS 4454	Professional Issues and Nursing Management	4

Required Additional BSN Nursing Courses

NURS 3303	Epidemiologic Perspectives for Nurses	3
NURS 3212	Care of Populations Based on Major Stratifications	2
NURS 3414	Pathophysiology for Health Care or BIOL 4481 Pathophysiology ...	4
NURS 3434	Care of Individuals III	4 ***
NURS 4212	Care of Vulnerable Populations	2
NURS 4424	Nursing in the Community and Nursing the Community	4
NURS 4392	Senior Seminar I: Professional Issues and Nursing Research	3
NURS 4294	Senior Seminar II: Applied Research and Externship	2
NURS 4464	Health Administration for Nurses	4

*** NURS 3434 may be credited through a challenge exam process if the RN has a minimum of 1 year of professional experience in critical care nursing.

Summary of Credits

Credit hours for validation of ADN/Diploma Nursing Courses	38
Nursing course requirements.....	28
Prerequisite and core courses	69
TOTAL SEMESTER HOURS REQUIRED FOR THE BSN DEGREE	132

Graduate Programs in Nursing:

MASTER OF SCIENCE IN NURSING

The College of Nursing offers the Master of Science in Nursing (MSN) with three major areas of study. Two programs are offered in Advanced Nursing Practice and have received full accreditation by the Board of Nurse Examiners for the State of Texas (P.O. Box 430, Austin, Texas 78767-0430): Family Nurse Practitioner (FNP), and Family Nurse Practitioner-Congregational Care (FNP-CC). A third option for a Master of Science in Nursing is the Congregational Care Nurse (CCN) program.

Requirements for Program Admission:

Admission will be based in meeting the following criteria:

- Graduation from an accredited baccalaureate nursing program with a QPA of 2.5 or better on a 4.0 scale.
- An unencumbered license to practice professional nursing in the State of Texas.
- A score of 45 or better on the Miller Analogies Test (MAT) or Graduate Record Examination scores of 900 or better combined quantitative and section scores, with a minimum score of 400 for both the quantitative and verbal sections.
- Three letters of professional recommendation.

Family Nurse Practitioner

The Family Nurse Practitioner program is designed to prepare the nurse to practice as a health educator, personal health counselor, and health care provider, role aspects of the advanced practice nurse. The program consists of 43 hours of study. Thirty-one (31) semester hours of the program can be completed for Family Nurse Practitioner recognition by the Board of Nurse Examiners for the State of Texas if the student already has a master’s degree in nursing. The required course of study is as follows:

Curriculum: Semester Hours

Graduate Nursing Courses

NURS 5310#	Quantitative Methods in Health Care	3
NURS 6320	Nursing Theory & the Research Process	3
NURS 6350#	Epidemiology in Health Care	3
HADM 6315	Health Care Jurisprudence and Ethics.....	3

Advanced Practice Courses

NURS 5440*	Advanced Physiology and Pathophysiology	4
NURS 6211*	Business Principles for Nursing Practice	2
NURS 6241*	Advanced Health Assessment, Diagnostic, 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

Specialty Nursing Courses

NURS 6111*	Family Nurse Practitioner 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
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
Total Semester Hours		43

* 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-CCProgram consists of 50 hours of study. The required course of study is as follows:

Curriculum:	Semester Hours
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Graduate Nursing Courses

NURS 5310#	Quantitative Methods in Health Care	3
NURS 6320	Nursing Theory and the Research Process	3
NURS 6350#	Epidemiology in Health Care	3
HADM 6315	Health Care Jurisprudence and Ethics	3

Advanced Practice Courses

NURS 5440	Advanced Physiology and Pathophysiology	4
NURS 6211	Business Principles for Nursing Practice	2
NURS 6241	Advanced Health Assessment, Diagnostic, 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
PSYC 5313	Methods and Techniques in Counseling	2

Specialty Nursing Courses

NURS 5203	Spiritual Care and Health	2
NURS 5211	Congregational Nurse Advanced Practice Role Development	2
NURS 6111	Family Nurse Practitioner 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
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
Total Semester Hours		50
# 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 integrate health and spiritual care in the faith community.

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 Courses

NURS 5310#	Quantitative Methods in Health Care	3
NURS 6320	Nursing Theory and the Research Process	3
NURS 6350#	Epidemiology in Health Care	3
HADM 6315	Health Care Jurisprudence and Ethics	3

Advanced Practice Courses:

PSYC 5312	Psychological Perspectives on Marriage, the Family and Children	3
PSYC 5313	Methods and Techniques in Counseling	3
PSYC 5326	Psychology of Death and Dying.....	3

Specialty Nursing Courses

NURS 5203	Spiritual Care and Health	2
NURS 5211	Congregational Nurse Advanced Practice Role Development	2
NURS 6304	Congregational Care I	3
NURS 6406	Congregational Care II	4
NURS 6408	Congregational Care III	4
Total Semester Hours		36

Course Descriptions

NURSING-Core Curriculum Required for both the Associate Degree and Bachelor's Degree and Elective Courses Available to ADN and BSN Students

NURS 2111 Math for Nurses

An elective course designed to assist the student with the math requirement for demonstrating competence in calculating medication dosages, body surface area for therapeutic ranges, and intravenous fluids administration rates. 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. Prerequisite: Permission of appropriate department chairperson and faculty member.

NURS 2222 Perspectives On Health Care Delivery Systems*

Students analyze the trends that influence the health care system and methods of health care delivery in the United States. The class discusses agencies, initiatives, and roles for promoting quality improvement in the health outcomes. The practicum experiences provide opportunities to assess health service organizations and world health care delivery systems in order to determine their effectiveness in promoting health consistent with cultural beliefs. This is a two-semester hour course that includes 18 practicum hours. Prerequisites: ENGL 1313 and 1323, PSYC 1313, and 3 hours of behavioral science elective from: SOCI 1313, POLS 2313, ECON 2301 or 2302 and GPA of 2.0).

NURS 2323 Health Assessment

Assessment of the individuals across the lifespan is taught within the context of growth and development. The student should be able to differentiate between normal findings, normal variations and abnormal findings in individuals when performing assessments in a variety of settings. Assessment, as the first step of the nursing process, is the foundation for a systematic approach to care of the individual. The student will organize and analyze data to select appropriate NANDA Nursing Diagnoses for health promotion. This is a three-semester hour course, including 67.5 clinical hours.

Prerequisites: GPA 2.5 or higher, ENGL 1313 and 1323, PSYC 1313 and 3313, BIOL 1414, 2404 and 2414, and successful completion of the Written English Proficiency Exam, Reading Proficiency Exam and Math for Nurses Exam. Co-requisite: NURS 2404 Art and Science of Nursing.

NURS 2404 Art and Science of Nursing*

Students learn systematic approaches, basic skills, and professional attitudes for providing care and therapeutic interventions used to promote health in clients across the lifespan and assist these clients with activities of daily living. This course incorporates knowledge of humans in health and illness, aesthetic perception of human experiences, personal understanding of self and others, and the capacity to make legal and ethical choices. Emphasis is placed on critical thinking and legal and ethical decision-making. The course incorporates the principles learned in NURS 2323 Health Assessment. This is a four-semester hour course, including 90 clinical hours. Prerequisites: GPA 2.5 or higher, ENGL 1313 and 1323, PSYC 1313 and 3313, BIOL 1414, 2404 and 2414, and successful completion of the Written English Proficiency Exam, Reading Proficiency Exam and Math for Nurses Exam. Co-requisite: NURS 2323 Health Assessment

NURS 3121 Clinical Preparation

An elective course designed to provide structure and resources to assist the student in preparing for the clinical experiences in the required courses relating to Care of Individuals I, II, or III. Co-requisite: The student must concurrently be enrolled in NURS 3404, 3424, or 3434 Care of Individuals I, II, or III. Offered only on a pass/fail basis.

NURS 3202 Care of Families*

Students apply concepts of assessment of the dimensions of health and primary care to case management and continuity of care of families across the lifespan and use a systematic approach to providing health care. The student provides health care for families across the lifespan. Two semester hours, including 45 clinical hours. Prerequisites: GPA of 2.0 or higher, ENGL 1313 and 1323, PSYC 1313 and 3313, and three hours of behavioral science electives from: SOCI 1313, POLS 2313, ECON 2301 or 2302.

NURS 3404 and 3424 Care of Individuals I* and II*

These courses are the first two in a series of three courses that focus on nursing care of individuals. The dimensions of health are assessed in individuals experiencing health problems. Students apply concepts of case management and continuity of care to individuals across the lifespan, including care during perioperative experiences. Students are expected to be able to provide care in a variety of acute care settings. Each course is four semester hours, including 90 clinical hours. The courses must be taken in order. Prerequisites to NURS 3404: NURS 2323 Health Assessment and NURS 2404 Art and Science of Nursing, GPA of 2.5 or higher, and successful completion of the Novice Level Curriculum Checkpoint. Co-requisites to NURS 3404: NURS 2222 Perspectives on Health Care Delivery Systems, NURS 3202 Care of Families, or NURS 3414 Pathophysiology for Health Care, or BIOL 4481 Pathophysiology may be taken concurrently with this course.

NURS 3434 Care of Individuals III

This is the third in a series of three courses that focus on nursing care of individuals. The dimensions of health are assessed in individuals experiencing major and/or life-threatening health problems. Upon successful completion of the course, students are expected to be able to apply concepts of case management and continuity of care across the lifespan and use a systematic approach to provide care for individuals with major and/or life-threatening health problems. Students provide care in a variety of critical care units. The course is four semester hours, including 90 clinical hours. Prerequisites: GPA of 2.5 or higher, and NURS 3424 Care of Individuals II.

NURS 4121 Advanced Clinical Preparation

An elective course designed to provide structure and resources that will assist the student in preparing for the clinical experiences in the required courses relating to specialty care in nursing. Co-requisite: The student must concurrently be enrolled in NURS 4414 Care of Families with Mental Health Problems, NURS 4424 Nursing in the Community and Nursing the Community, NURS 4434 Care of Childbearing Families, NURS 4444 Care of Families with Children, or NURS 4454 Professional Issues and Nursing Management. Offered only on a pass/fail basis.

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.

NURS 4414 Care of Families with Mental Health Problems*

This is one of three courses that focus on specialty care of individuals and their families. In this course, the dimensions of health are assessed in families dealing with mental health problems. Students apply concepts of care to case management and continuity of care of families with mental health problem in the home, community, and specialized environments. Students are expected to be able to use a systematic approach to provide care for families with mental health problems. This course is four semester hours, including 90 clinical hours. Prerequisites: GPA of 2.5 or higher, NURS 3434 Care of Individuals III, GPA of 2.5 or higher, and successful completion of the Advanced Beginner Curriculum Checkpoint.

NURS 4434 Care of Childbearing Families*

This is one of three courses that focus on specialty care of individuals and their families. The dimensions of health are assessed in childbearing families requiring specialized care. Students apply concepts of care to case management and continuity of care of childbearing families. Students use a systematic approach to providing care for childbearing families, in the community and in specialty care units such as labor and delivery, neonatal intensive care units, pre-natal and postpartum units. This is a four-semester hour, including 90 clinical hours. Prerequisites: GPA of 2.5 or higher, NURS 3434 Care of Individuals III, GPA of 2.5 or higher and successful completion of the Advanced Beginner Level Curriculum Checkpoint.

NURS 4444 Care of Families with Children*

This is one of three courses that focus on specialty care of individuals and their families. The dimensions of health are assessed in families with children and adolescents. Students are expected to be able to apply concepts of care to case management and continuity of care of families with children and adolescents in the community and in pediatric health care environments. Students use a systematic approach to provide care for families with children and adolescents. This course is four semester hours, including 90 clinical hours. Prerequisites: NURS 3434 Care of Individuals III, GPA of 2.5 or higher, and successful completion of the Advanced Beginner Level Curriculum Checkpoint.

NURS 4454 Professional Issues and Nursing Management*

This course focuses on professional issues in nursing, nursing management, and the use of research in clinical practice. Students apply leadership and management behaviors and skills to providing care for a group of patients and promoting positive consumer relationships. Students will manage resources in health care delivery, assess factors that impact health care organizations, and manage quality and risks in delivering care. In addition, students will learn to manage a career in nursing. The course is four semester hours, including 108 clinical hours. Prerequisites: GPA 2.5 or higher successful completion of the Graduating Level Curriculum Checkpoint, CHRI 1313 or 1323, CISM 1321, NURS 4414 Care of Families with Mental Health Problems, NURS 4434 Care of Child bearing Families, and NURS 4444 Care of Families with Children.

NURSING-Additional Courses Required for the Bachelor's Degree

NURS 3202 Care of Populations Based on Major Stratifications

This course is one of four courses for the Baccalaureate Nursing program that focus on care of groups and communities. Students apply concepts of epidemiology to determine the health characteristics of common population stratification groups. Students will examine health norms for the population strata based on age, gender, ethnicity, and socioeconomic status in order to determine the major health problems and surveillance issues for the population strata. Concepts of health promotion and disease prevention serve as a basis for analyzing recommendations for health programming for the population strata. The course is two semester hours, including 27 clinical hours. Prerequisites: ENGL 1313 and 1323, NURS 2222 Perspectives on Health Care Delivery Systems, NURS 3303 Epidemiologic Perspectives for Nurses, and PSYC 1313, 2301, and 3313. Three hours of behavioral science electives from: SOCI 1313, POLS 2313, ECON 2301 or 2302; GPA of 2.5 or higher. Co-requisite: NURS 3202 Care of Families.

NURS 3303 Epidemiologic Perspectives for Nurses

Students learn to apply scientific method and epidemiological concepts to promote health in individuals, families, groups, and populations based on national objectives. Students use communication skills and education theory to plan and present health information to promote health of a population. Critical thinking and mathematical skills will be developed in using a statistical approach to assessing and evaluating health outcomes. This is a three-semester hour course that includes 27 practicum hours. Prerequisites: GPA 2.0 or higher, ENGL 1313 and 1323, PSYC 1313, 2301, 3313, COMM 1313, MATH 1305 or higher, and 3 hours of behavioral science courses from SOCI 1313, POLS 2313, or ECON 2301 or 2302.

NURS 3414 Pathophysiology for Health Care

Students describe the pathology of health conditions and use concepts of pathophysiology for applying caring/healing practices to designing health care plans for promoting fullness in living across the lifespan. The manifestations of pathology form a basis for health assessment. Synthesis of pathophysiology with levels of health promotion and prevention provides rationale for case management priorities. Three semester hours, including 14 laboratory hours. Prerequisite: CHEM 1404 Introduction to Chemistry, NURS 3212 Care of Populations Based on Major Stratifications, NURS 2323 Health Assessment and NURS 2404 Art and Science of Nursing, and GPA of 2.5 or higher

NURS 4212 Care of Vulnerable Populations

This course is one of four courses for the Baccalaureate Nursing program that focus on care of groups, populations, and communities. Students apply concepts of epidemiology to determine the factors that contribute to vulnerability in aggregates, communities, and populations. Students examine research methodologies and approaches that are employed to improve health outcomes for vulnerable populations. The levels of prevention serve as a basis for analyzing recommendations for health programming for the vulnerable populations. The course is two semester hours, including 36 clinical hours. Prerequisites: NURS 3414 Pathophysiology for Health Care or BIOL 4481 Pathophysiology, and NURS 3404 Care of Individuals I, and a GPA of 2.5 or higher. Co-requisite: NURS 3424 Care of Individuals II.

NURS 4294 Senior Seminar II: Applied Research and Externship

This course focuses on the transition from student to professional role and applying the research process to clinical practice. Students practice nursing at the level of advanced beginner in specified environments and address clinical practice quality improvement issues via research methods appropriate for the baccalaureate prepared nurse. The course is two semester hours, including 72 clinical hours. Prerequisites: NURS 4392 Senior Seminar I: Professional Issues and Research and a GPA of 2.5 or higher.

NURS 4392 Senior Seminar I: Professional Issues and Nursing Research

This course focuses on professional issues in nursing and the research process. Students address current issues innursing and health care delivery; relate philosophical perspectives to nursing theories research and practice; analyze nursing as a career and profession; and evaluate the professional role in developing health policy and regulation. In addition, students analyze and discuss resolutions to ethical dilemmas in health care situations by applying critical thinking skills and ethical theories and principles. Analysis of quality improvement issues in nursing is incorporated into the course. The course is three semester hours, including 45 clinical hours. Prerequisites: NURS 3424 Care of Individuals II and NURS 4212 Care of Vulnerable Populations and GPA of 2.5 or higher. Co-requisite: NURS 3434 Care of Individuals III.

NURS 4424 Nursing in the Community and Nursing the Community

This course is one of four courses for the Baccalaureate Nursing program that focus on care of groups, populations, and communities. Students analyze historical trends and characteristics and factors that have impacted community health nursing and contributed to community health issues. Students compare and contrast the professional nursing roles in the community and apply theories, models, and principles to community health nursing practice. Opportunities are provided to use systematic approaches to identify health needs to groups and populations and promote health in the community. This is a four-semester hour course, including 90 clinical hours. Prerequisites: NURS 3434 Care of Individuals III, NURS 4294 Senior Seminar II: Applied Research and Externship, NURS 3303 Epidemiologic Perspectives for Nurses, NURS 3212 Care of Populations based on Major Stratifications, and NURS 4212 Care of Vulnerable Populations and a GPA of 2.5 or higher.

NURS 4464 Health Care Administration for Nurses

This course is a study of health administration from the nurse's perspective. Students analyze effectiveness and efficiency of care delivery systems in promoting positive health outcomes. Students apply concepts and theories of leadership, management to the health administrator role and systems operation. Methods for promoting system renewal and development to deliver quality care and promote positive health outcomes are explored. A four-semester hour course, including 72 clinical hours. Prerequisites: NURS 4414 Care of Families with Mental Health Problems, NURS 4434 Care of Childbearing Families, NURS 4444 Care of Families with Children, NURS 4294 Senior Seminar II: Applied Research and Externship, NURS 4424 Nursing in the Community and Nursing the Community, GPA of 2.5 or higher and successful completion of the Graduating Student Level Curriculum Checkpoint. Co-requisite: NURS 4454 Professional Issues and Nursing Management.

- * Advanced Standing Program for Registered Nurse seeking the BSN degree: A nurse who is a graduate of an accredited ADN or Diploma nursing program, who possesses a current, unencumbered license as a Registered Nurse (R.N.) in the state of Texas, and passes a standardized comprehensive exam demonstrating prior knowledge of nursing, qualifies for credit in these core nursing courses: NURS 2222, 2323, 2404, 3202, 3404, 3424, 4414, 4434, 4444, 4454. For NURS 3434, a nurse may qualify for credit by examination if he or she has had at least one year or more critical care nursing experience as an RN. (See Advanced Standing Program.)

NURSING-Master's Degree

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 5203 Spiritual Care and Health

Prepares the individual to explore the relationship between spirituality and health, critically analyze the current status of research in spirituality, health, and nursing, examine models of spiritual care and spirituality in nursing and health care theory, and to apply a spiritual reflection model to cases in order to develop skill as a reflective practitioner. Emphasis will be on the experiential application of reflection principles and on growth in self-awareness as providers of spiritual care.

NURS 5211 Congregational Nurse Advanced Practice Role Development

Prepares the nurse to gain the theoretical and practical knowledge necessary to begin a congregational nurse practice. Key concepts include advanced nurse practice role, the functions of the congregational nurse role, the role of the church in health and the theology of health, working with churches and the ministerial team, prayer and worship leadership, legal and ethical issues, community/congregational assessment, self-care and spiritual development of the congregational nurse, documentation and accountability, health promotion and wholistic care with the congregation and family as client. All components of the internationally recognized core curriculum for parish nurse preparation are included.

NURS 5310 Quantitative Methods in Health Care

Students should be able to identify and discuss the assumptions underlying probability and statistical analysis. Perform descriptive and inferential data analysis techniques, using commercial software application to aid in statistical calculations and presentation, and accurately interpret findings. Conduct selected nonparametric and parametric tests for significance and make statistical inferences. Students should also be able to describe the characteristics of populations and samples and differentiate between populations and samples.

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. (Includes 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 6211 Business Principles for Nursing Practice

Students develop a business plan for an independent nursing 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. Concepts of contract negotiation and third party reimbursement for health care are included in the course.

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 6242 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 diagnose, plan of care, and improved outcomes for individuals, families and aggregates. (Includes 32 clinical hours). Prerequisites: NURS 6241 and 6350.

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. (Includes 12 clinical hours). 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 individuals, families, groups, and communities. Concepts explored include congregational role application, volunteer development, research, and holistic care processes. (Includes 68 clinical hours). Prerequisites: NURS 5203, 5211, 5310, 6320, 6350; HADM 6315; PSYC 5312, 5313, 5326.

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, groups, communities, and societies. 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. (Includes 66 clinical 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. (Includes 90 clinical hours). 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. (Includes 66 clinical hours). Prerequisite: NURS 6311.

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. (Includes 66 clinical hours). Prerequisite: NURS 6311.

NURS 6350 Epidemiology in Health Care

Students should be able to verbalize a basic understanding of the nature, cause, control, and determinants of the frequency and distribution of disease, disability, and death in human populations. Apply disease transmission and disease prevention concepts to individuals, families, groups, communities, and societies, as well as to vulnerable and indigent populations based on practice guidelines and standards developed from research and health policy. Students should also be able to verbalize an understanding of basic vital statistics, health status indicators, and concepts that relate to mortality/ morbidity statistics, and synthesize these concepts through the use of case study analysis. Apply concepts of research methods, study design, and analytic analysis to case studies. Prerequisites: 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. Individual/family 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, (Includes 120 clinical hours). 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. (Includes 160 clinical hours). Prerequisite: NURS 6211, 6344, and HADM 6315; in addition for FNP-CC, PSYC 5313, NURS 5203, and NURS 5211.

CENTER FOR HEALTH STUDIES

Graduate Programs

The Center for Health Studies was established to provide its students with administrative and problem-solving skills enabling them to effectively function in a continually changing environment. Students will receive an interdisciplinary education through the:

- innovative curriculums;
- diverse nature of the faculty and student body; and
- center's affiliation with the College of Nursing.

The Center's programs encourage analytical reasoning and the application of theory and research to the solution of practical problems. As perceptive and effective health care professionals, students will learn how to marshal resources to improve not only their own organization's performance, but also those of the health care delivery system as a whole.

The Center for Health Studies offers a Master of Science in Health Administration (MS-HA) and a Certificate in Health Administration. Dual degree options are also available.

MASTER OF SCIENCE IN HEALTH ADMINISTRATION

The Master of Science in Health Administration is designed to prepare individuals to succeed as an executive in the rapidly changing health care arena and lay the foundation for doctoral studies. The program's intent is to provide a sound educational, research, and clinical environment that integrates essential health care managerial functions with effective and innovative expertise. Furthermore, graduates will enhance the health status of individuals, families, groups, communities, and societies, served by health delivery systems in the twenty-first century, through the practical application of their cutting edge skills.

The Master of Science in Health Administration program has been granted candidacy status through the Accrediting Commission on Education for Health Services Administration (ACEHSA). "Candidacy status is an indication that a program in health administration has voluntarily committed to participate in a plan of self-improvement and is actively progressing toward the status of accreditation. Candidacy status is not accredited status and does not guarantee eventual accredited status." (ACEHSA, 1999). ACEHSA, 730 Eleventh Street, NW, Fourth Floor, Washington, DC 20001, (202) 638-5131.

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 core area. The core 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. The two available majors are:

Health Care Administration
Human Resource Administration

Certification in Health Administration

In addition to the MS-HA, the Health Administration program offers a 27-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 27 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 Certificate in Health Administration: HADM 5310, 5311, 5317, 5325, 5340, 5350, 6315, 6350, and 6352.

Master of Science in Health Administration

Students enrolled in the Master of Science in Health Administration must take 39 semester hours of core courses and 15 semester hours of a major. The core courses are: HADM 5310, 5311, 5317, 5325, 5340, 5350, 6315, 6320, 6325, 6330, 6350, 6352, and 6370.

The Majors

All students must complete the 39 semester hours of core courses and be admitted to candidacy before enrolling in the coursework for the major:

Human Resource Administration (15 semester hours): MGMT 6364, 6370, 6387, 6375 and 6376, or 6377 and 6378.

Health Care Administration: (15 semester hours): HADM 6366, 6367, 6368, 6375 and 6376, or 6377 and 6378.

Dual Degree Options

The Center for Health Studies offers dual degree options. By allowing students the opportunity to take advantage of the options, they will be able to earn the credentials necessary to meet a specific need in the marketplace and excel in their professional endeavors.

Course Descriptions

HEALTH ADMINISTRATION

HADM 5281, 5282, 5381, Special Topics

The graduate student will select a special problem or interest area in health care administration for intensive study. Written objectives and methodology are submitted to the instructor and one of the program's directors for approval prior to registration for this elective course. Available to MS-HA students. Prerequisites: none.

HADM 5310, Quantitative Methods in Health Care

Explores the assumptions underlying probability and statistical analyses. Students are expected to develop the ability to perform descriptive and inferential data analysis techniques, use software applications to aid in statistical calculations and presentation, and accurately interpret findings. Conduct selected nonparametric and parametric tests for significance and make statistical inferences. Students should also be able to describe the characteristics of populations and samples and differences between populations and samples. Prerequisites: none.

HADM 5311, Health Service Organizations

Assesses specific trends, practices, and structures of the U.S. health care system, with particular attention to organization, delivery models, financing, regulation, quality assessment, and evaluation. Identifies major system components and their interrelationships. Prepares students to assess the interactions among the individual, social, political, educational, financial, economic, and scientific forces that impact the configuration of the health delivery system and its susceptibility to innovations and change. Prerequisites: none.

HADM 5317, Organizational Behavior and Leadership

Compares and contrasts theories of management and organizational behavior applied to the health service setting. Enables students to ascertain the impact of individual behavior, interpersonal and group dynamics, organizational culture, power, influence, and conflict on the operational effectiveness of health service organizations. Advances the development of leadership potential by strengthening the student's ability to apply creative and critical thinking, interpersonal team skills, effective communication (oral and written) and listening skills, negotiation, and conflict management in leadership roles. Improvement of personal effectiveness should be demonstrated through sound goal setting, task management, and increasing self-awareness. Prerequisites: none.

HADM 5325, Health Care Economics

Applies concepts of microeconomics to the health care industry. Analyzes current economic theory and empirical studies as they relate to the demand for health care. Students should be able to recognize and critically analyze current health care issues from the perspective of economic agents allocating scarce resources to produce the maximum benefit. Understand the role of the physician and hospital as an economic agent, and the role of insurance and selected government programs in the market for health care. Prerequisites: none.

HADM 5340, Health Care Finance

Designed to engage students in discussions regarding the financial environment of health care organizations. Promotes the ability to critically analyze and synthesize knowledge of financial statements, ratios, planning, basic valuation, capital budgeting, cost of capital, and working capital, to the decision-making process. Integrates accounting principles and financial management. (Students considering the dual MS-HA/MBA degree programs are strongly encouraged to take ACCT 4399, Accounting Survey and Analysis.) Prerequisites: none.

HADM 5350, Externship in Health Care

Between the first and second year in the MS-HA program, all students are required to serve a minimum of one quarter in a supervised, practical managerial or clinical experience in a hospital, long-term care facility, insurance facility, governmental agency, or other health related setting. These experiences afford students an opportunity for observation and service participation to integrate theories and curricular content with practical field experience. Written and oral reports are required to demonstrate application of subject content as it directly relates to the operations of health service organizations. Prerequisites: Completion of a minimum of 24 semester hours of the MS-HA core curriculum.

HADM 6315, Health Care Jurisprudence and Ethics

Relates a variety of perspectives and trends in wellness and health care delivery to the theories and principles of modern law and ethics. Through the critical analysis of case studies, students should be able to recommend appropriate intervening actions to minimize organizational and professional liability resulting from unethical practices and/or torts filed against practitioners and their employers. Analyzes the interrelationships between the rights and responsibilities of patients and practitioners in matters involving law and ethics. Explores issues associated with biomedical ethics, health care access, cost, and social policy, and examines their influences on the health care delivery system. Prerequisites: none.

HADM 6320, Health Policy Regulation

Analyzes the relationship of government and politics to health and health care. Examines the political structure and processes involved in health policy passage and implementation in the United States. Students should be able to discuss the persuasiveness of public opinion and interests groups on the development and passage of health policies. Critique and analyze various regulatory policies and their impact on both the public and private sectors of the health care industry. Prerequisites: none.

HADM 6325, Human Resource Management in Health Care

Reviews the importance and complexity of human resource management, programs, and policies. Prepares students to assess issues surrounding the recruitment and retention of health professionals, manpower requirements, staffing, training, development, examination of qualifications standards, performance appraisals, and employee morale. Examines methods of leadership in supervisory health managers, issues of compensation administration, and specific labor/management and HRM laws governing health care institutions. Students should be capable of applying performance improvement methodologies and JCAHO accreditation standards to the HRM process. Prerequisites: HADM 6315.

HADM 6330, Financial Management of Health Services

Examines the primary facets of health care financial management including such topics as capital finance, working capital management, intermediate reimbursement theory, financing indigent care, and cost containment. Applies theories of capital financing, managed care contracting and negotiation, internal audit and control issues, tax status, and performance reporting analysis to specific health care entities. Prerequisites: HADM 5340.

HADM 6350, Epidemiology for Health Care

Analyzes the nature, cause, control, and determinants of frequency and distribution of disease, disability, and death in human populations. Applies disease transmission and disease prevention concepts to individuals, families, aggregates, communities, and societies (IFACS), including vulnerable and indigent populations. Assesses the research and health policy support for practice guidelines and standards. Students should be able to synthesize vital statistics, health status indicators, and mortality/morbidity statistics to the health care needs of IFACS. Applies concepts of research methods, study design, and analytic analysis to case studies. Prerequisites: HADM 5310 and HADM 6352.

HADM 6352, Applied Research in Health Care

Examines techniques for assessing and effectively employing health research processes, outcome measurements, process/outcome relationship, and methods of process improvement in health organizations. Prepare students to demonstrate proficiency in constructing programs with measurable outcomes; controlling measurement and extraneous errors, sampling techniques and controlling sampling error; matching tests and designs and communicating assessment results and making program decisions. Promotes the development of abilities to critically evaluate the methodological adequacy of research studies in the areas of descriptive and analytic program evaluation and health-related survey research. Prerequisites: HADM 5310.

HADM 6366, 6367, 6378, Health Care Administration I, II, III

A series of three courses designed to familiarize the students 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. Prerequisites: 24 semester hours of Core Courses; HADM 6366, 6367, and 6378 are designed to be taken in sequence.

HADM 6370, Strategic Planning and Marketing in Health Care

Students should be able to discuss the basic marketing functions including environmental analysis, target market analysis, consumer behavior, segmentation, service strategy, pricing, promotion, positioning, and distribution. With an emphasis on quality, customer service and satisfaction as a critical strategic element, the students should be able to use techniques and organizational strategies necessary to enhance organizational effectiveness and competitiveness in dynamic markets, such as health care. Students should also be able to apply basic tools of strategic planning and management including internal and external environmental analysis, strategy development and analysis, selection, implementation, and control of the strategic plan. Prerequisites: none.

HADM 6375, 6376, Thesis/Project

Provides the health administration student an opportunity to synthesize graduate coursework by developing and completing a thesis or project specific to the student's interest in health administration. Prerequisites: Designed to be the last 6 semester hours; therefore, all core and major courses must be completed prior to enrolling.

HADM 6377, 6378, Administrative Residency

Provides students who have had minimal exposure to health care administration an opportunity to gain "first hand" experience working in the health care field under the supervision of an experienced preceptor. Students should be capable of applying conceptual knowledge learned in the classroom to everyday situations, and includes rotations through all the major departments, culminating in a major project. Prerequisites: Designed to be the last 6 semester hours; therefore, all core and major courses must be completed prior to enrolling.

**COLLEGE OF SCIENCE
AND MATHEMATICS**

COLLEGE OF SCIENCE AND MATHEMATICS

The College of Science and Mathematics offers a B.S. degree option with majors in biology, biochemistry-molecular biology, chemistry, mathematics and physics. Majors available to dual degree engineering students include applied chemistry, applied mathematics, applied physics, and engineering science. The requirements for these majors are detailed in the "Engineering" section under "The Undergraduate Academic Program" on page 86. Options for majors for students pursuing teacher certification are composite science, life science, mathematical studies, and physical science.

BIOLOGY MAJOR

All biology majors 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 2415 and 2416. Students should take BIOL 2474 and 2475 before BIOL 2473 unless they have a good understanding of chemistry. (No more than four hours of BIOL 4292 may be counted toward completion of the biology major.) Biology majors may not count BIOL 4211 nor BIOL 4293 toward completion of the biology major. Biology majors whose second major is Biochemistry-Molecular Biology must choose their upper level biology courses from BIOL 3433, 3454, 3464, 4325, 4423, 4425, 4433, and 4443.) 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.

Departmental honors are available in Biology.

BIOCHEMISTRY-MOLECULAR BIOLOGY MAJOR

The biochemistry-molecular biology major is available only to students whose second major is either biology or chemistry.

If combined with a biology major, requirements for a biochemistry-molecular biology major are MATH 2434, PHYS 2413, PHYS 2423, CHEM 3121, CHEM 3313, CHEM 3333, CHEM 4373, BCMB 4211, a minimum of 11 semester hours of advanced BCMB electives, and 4 semester hours of senior seminar selected from BCMB 4294, 4295, or 4296. BIOL 4290 must be taken as part of the biology major.

If combined with a chemistry major, requirements for a biochemistry/molecular biology major are MATH 2434, PHYS 2413, PHYS 2423, BIOL 2473, BIOL 2474, BIOL 2475, BIOL 3444, BCMB 4211, a minimum of 11 semester hours of advanced BCMB electives and 4 semester hours of senior seminar selected from BCMB 4294, 4295, or 4296. CHEM 4290 must be taken as part of the chemistry major.

CHEMISTRY MAJOR

All chemistry majors are required to take 36 hours in chemistry including 2415, 2416, 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.

Departmental honors are available in Chemistry.

COMPOSITE SCIENCE MAJOR

The composite science major is available only for students seeking teacher certification in composite science with a specialization in the middle grades (4-8) or high school (8-12).

Students seeking a middle grades specialization are required to take 16 credit hours of biology including BIOL 2473, 2474, 2475, and 3434. Students are also required to take 12 hours of chemistry including CHEM 1404, 3405, 3415 and 8 hours of physics including PHYS 1401 and 1411. Four hours of senior seminars are required including BIOL/CHEM/PHYS 4290 and 4293. INDC 3333, 4350 and EDRE 4310 and 4350 must also be taken.

Students seeking a high school specialization in composite science are required to take 24 credit hours of biology including BIOL 2473, 2474, 2475, 3405, 3434, and 3444. Students must also take 16 hours of chemistry including CHEM 2415, 2416, 3405, 3415 and 8 hours of physics including PHYS 1401 and 1411. Four hours of senior seminars are required including BIOL/CHEM/PHYS 4290 and 4293.

ENGINEERING SCIENCE MAJOR

The engineering science major is available only for students in the dual degree engineering program. The requirements for the engineering program are detailed in the “Engineering” section under “The Undergraduate Academic Program.”

LIFE SCIENCE MAJOR

The life science major is available only for students seeking teacher certification in life science with a specialization in high school (8-12). Students seeking a high school specialization in life sciences are required to take 34 credit hours of biology including BIOL 2404, 2414, 2473, 2474, 3405, 3434, 3444, 4211, and seniors seminars 4290 and 4293. Students must also take CHEM 2415, 2416 and INDC 3333.

MATHEMATICAL STUDIES MAJOR

The mathematical studies major is available only for students seeking teacher certification in mathematics with a specialization in middle grades (4-8) or high school (8-12).

Students seeking a middle grades specialization are required to take 31 hours in mathematics including MATH 1313, 1323, 1434, 2301, 2434, 3302, 3310, 3404, and senior seminars 4290, 4291. INDC 4330, INDC 4331, EDRE 4310 and EDRE 4350 must also be taken. In addition, these students are strongly encouraged to take PHYS 1401 or PHYS 2413.

Students seeking a high school specialization in mathematical studies are required to take hours in mathematics including MATH 1323, 1434, 2301, 2434, 2444, 3302, 3323, 3404, 3310, and senior seminars 4290, 4291. In addition, these students are strongly encouraged to take CISM 2313 and PHYS 2413 and 2423.

MATHEMATICS MAJOR

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. Students are also required to take at least one course in computer languages in which mathematical concepts are included. Mathematics majors are required to take CISM 2313 and 34 hours in mathematics including the following courses: MATH 2301, 2434, 2444, 3414, 3323, 3333, 3353, 4313 or 4333, senior seminars 4292 and 4293, 3 additional upper level hours in mathematics, and MATH 2314 or CISM 3305. In addition, all mathematics majors must take PHYS 2413 and 2423 for a B.S. degree or 4 hours of physics with lab for a B.A. degree.

Departmental honors are available in mathematics.

PHYSICAL SCIENCE MAJOR

The physical science major is available only for students seeking teacher certification in physical science with a specialization in high school (8-12). Students seeking a high school specialization in physical sciences are required to take 19 credit hours in chemistry including CHEM 2415, 2416, 3301, 3415, 4211 and senior seminar 4293. Students must take 22 hours of physics including PHYS 1401, 1411, 2413, 2423, 3413 and senior seminar 4293. Students are also required to take CHEM/PHYS 4290, INDC 3333 and 4350.

PHYSICS MAJOR

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 2343, 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 1401, 1403, 1411, 3405, 3415, 4211 or 4293. CHEM 2415 and 2416 are required.

Departmental honors are available in physics.

COLLEGE OF SCIENCE AND MATHEMATICS

Course Descriptions

BIOCHEMISTRY-MOLECULAR BIOLOGY

BCMB 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. This course includes one semester hour credit for laboratory sessions. Prerequisite: four semester hours of Chemistry and BIOL 2473, 2474, and 2475. (Also offered as BIOL 3414.)

BCMB 4211 Bioanalytical Methods

This is a senior level course which exposes students to the principles and experimental techniques underlying common bioanalytical methods such as cell fractionation, radiolabeling, protein purification, protein and DNA sequencing, immunochemistry, and spectrophotometry which are widely used in research pertaining to the biological sciences. Prerequisites: twenty hours of biology, CHEM 2415, 2416, 3121, 3313, 3333, and completion of or concurrent enrollment in CHEM 4373.

BCMB 4294 Senior Seminar: Cell Culture Techniques

This course will introduce students to the sterile techniques routinely used in the research laboratory. Techniques will include those for both bacterial and mammalian cells. Prerequisites: four hours selected from BIOL/BCMB 3414, 4424, 4444, or 4464. (Also offered as BIOL 4294)

BCMB 4295 Senior Seminar: Readings in the Biological Sciences

This course is designed to provide the advanced undergraduate student with the ability to critically read, understand, and convey the knowledge found in the current scientific literature. Topics of discussion include methodologies found in the current literature, library searching methods, and common data analysis techniques. Students will select and read two scientific articles and present the information to their peers in a journal club format. Prerequisite: 19 hours in biology, including at least one course from the following: BIOL 3414, 4424, 4444, or 4464. (Also offered as BIOL 4295.)

BCMB 4296 Senior Seminar: Molecular Modeling

This course models structures of complex proteins, DNA segments, and complexes of proteins and DNA using sophisticated computer software. Course requirements involve manipulating structures to gather critical data and then relate this data to the structure and activity of the compound under investigation. Prerequisite: permission of the instructor. (Also offered as BIOL 4296.)

BCMB 4324 Advanced Cell Biology

This course provides an in-depth study of selected dynamic processes that occur in living cells. Topics include DNA regulation and expression of genes; DNA repair; protein synthesis and function; protein sorting; vesicular traffic; cell signaling; and control of cell division. Prerequisites: BIOL 2473, 2474, 2475, and 3444. (Also offered as BIOL 4324.)

BCMB 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. (Also offered as BIOL 4363.)

BCMB 4424 Molecular Biology

This course presents recent developments in biotechnology and genetic engineering. Topics included are recombinant DNA; DNA cloning; DNA sequencing; polymerase chain reaction; monoclonal antibodies; genetic engineering of plants and animals; and the human genome project. This course includes one semester hour credit for laboratory sessions. Prerequisites: BIOL 2473, 2474, 2475, and 3444. (Also offered as BIOL 4424.)

BCMB 4444 Virology

This course is 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. This course includes one semester hour credit for laboratory sessions. Prerequisites: BIOL 2473, 2474, 2475, and 3444. (Also offered as BIOL 4444.)

BCMB 4464 Immunology

This course is 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. This course includes one semester hour credit for laboratory sessions. Prerequisites: BIOL 2473, 2474, 2475, and 3444. (Also offered as BIOL 4464.)

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. This course 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. This course 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. This course 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. This course includes one semester hour credit for laboratory sessions. Prerequisite: BIOL 2404.

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. A good understanding of basic chemistry is highly recommended before students register in this course. This course 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. This course includes one semester hour credit for laboratory sessions.

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. This course includes one semester hour credit for laboratory sessions.

BIOL 3405 Nutrition and Health

This course is a study in nutrition. It will also discuss health issues. This course includes one semester hour of laboratory. Prerequisite: BIOL 2473, 2474, and BIOL 2475 or BIOL 2404, 2414 and certification in CPR and first aid.

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. This course includes one semester hour credit for laboratory sessions. Prerequisite: four semester hours of Chemistry and six semester hours of Biology. (Also offered as BCMB 3414.)

BIOL 3433 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, digestive system, excretory system, and musculo-skeletal system. This course includes one semester hour credit for laboratory sessions. Prerequisite: BIOL 2404, 2414 or BIOL 2473, 2474, 2475.

BIOL 3434 Ecology and Field Biology

This course studies ecological concepts concerning ecosystems from a population, interspecific and community perspective. Sampling techniques and field studies will be emphasized. Analysis of populations in their communities will be explored. This course includes one semester hour credit for laboratory sessions. Prerequisites: BIOL 2473, 2474, and BIOL 2475 or BIOL 2404, 2414.

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. This course includes one semester hour credit for laboratory sessions. Prerequisites: BIOL 2473, 2474, and BIOL 2475 or BIOL 2404, 2414.

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. This course includes one semester hour credit for laboratory sessions. Prerequisites: BIOL 2473, 2474, and 2475. PHYS 2413 is 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. This course 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, biotechniques, cytogenetics, pharmacology, etc. Laboratory may or may not be included. If regular lectures are not given, a minimum of 30 hours of work for each hour credit must be included. Prerequisites: BIOL 2473, 2474, and 2475.

BIOL 4211 Science Technology and Application

An overview of instructional methods as applied to science. Topics will include the nature of science and science teaching, learning styles research, effective forms of instruction, the use of demonstrations in science classes, cooperative groups, inquiry-based and hands-on learning. Also included is the use of technology (computers, graphing calculators, and multimedia) in science. This course cannot be counted for credit toward biology major.

BIOL 4290 Senior Seminar: Principles of Research

Principles of Research is a required course for all biology majors. It is an introduction to research methods with emphasis on the philosophy of research, planning and execution of experiments, evaluation of 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 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. Attendance is required. Prerequisites: Completion or concurrent enrollment in BIOL 4290.

BIOL 4293 Senior Seminar for Teacher Education

Students in this class will design experiments, study guides and lesson plans for a specific topic. The students are then required to teach the topic to an actual class in a local elementary or secondary school. This course cannot be counted for credit toward biology major. Prerequisites: Note 7 under Undergraduate Degree Requirements.

BIOL 4294 Senior Seminar: Cell Culture Techniques

This course will introduce students to the sterile techniques routinely used in the research laboratory. Techniques will include those for both bacterial and mammalian cells. Prerequisites: four hours selected from BIOL/BCMB 3414, 4424, 4444, or 4464. (Also offered as BCMB 4294.)

BIOL 4295 Senior Seminar: Readings in the Biological Sciences

This course is designed to provide the advanced undergraduate student with the ability to critically read, understand, and convey the knowledge found in the current scientific literature. Topics of discussion include methodologies found in the current literature, library searching methods, and common data analysis techniques. Students will select and read two scientific articles and present the information to their peers in a journal club format. Prerequisite: 19 hours in biology, including at least one course from the following: BIOL 3414, 4424, 4444, or 4464. (Also offered as BCMB 4295.)

BIOL 4296 Senior Seminar: Molecular Modeling

This course models structures of complex proteins, DNA segments, and complexes of proteins and DNA using sophisticated computer software. Course requirements involve manipulating structures to gather critical data and then relate this data to the structure and activity of the compound under investigation. Prerequisite: permission of the instructor. (Also offered as BCMB 4296.)

BTOL 4324 Advanced Cell Biology

This course provides an in-depth study of selected dynamic processes that occur in living cells. Topics include DNA regulation and expression of genes; DNA repair; protein synthesis and function; protein sorting; vesicular traffic; cell signaling; and control of cell division. Prerequisites: BIOL 2473, 2474, 2475, and 3444. [Also offered as BCMB 4324.)

BIOL 4325 Endocrinology

This course provides students with a working knowledge of endocrinology. Topics include the historical development of endocrinology; structure and function of the major hormone groups; models for cell signaling; how hormones influence metabolism; and diseases caused by abnormalities of the endocrine system. Prerequisites: BIOL 2473, 2474, 2475, and 3444.

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. Prerequisites: BIOL 2473, 2474, 2475, and 3414. (Also offered as BCMB 4363.)

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. This course includes one semester hour credit for laboratory sessions. Prerequisites: BIOL 2473, 2474, and 2475.

BIOL 4424 Molecular Biology

This course presents recent developments in biotechnology and genetic engineering. Topics included are recombinant DNA; DNA cloning; DNA sequencing; polymerase chain reaction; monoclonal antibodies; genetic engineering of plants and animals; and the human genome project. This course includes one semester hour credit for laboratory sessions. Prerequisites: BIOL 2473, 2474, 2475, and 3444. (Also offered as BCMB 4424.)

BIOL 4425 Drug Action

This course presents the basic concepts and principles of pharmacology as related to the anatomy and physiology of certain body systems. Specific topics include principles of drug receptors; pharmacodynamics and pharmacokinetics; the actions of cholinceptor-activating, cholinesterase-blocking, and cholinesterase-inhibiting drugs; adrenoceptor-activating and adrenoceptor-blocking drugs; and antihypertensive, antidepressant, and chemotherapeutic drugs. This course 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. This course includes one semester hour credit for laboratory sessions. Prerequisites: BIOL 2473, 2474, and 2475.

BIOL 4443 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. This course includes one semester hour credit for laboratory sessions. Prerequisites: BIOL 2473, 2474, and 2475.

BIOL 4444 Virology

This course is 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. This course includes one semester hour credit for laboratory. Prerequisites: BIOL 2473, 2474, 2475, and 3444. (Also offered as BCMB 4444.)

BIOL 4464 Immunology

This course is 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. This course includes one semester hour credit for laboratory. Prerequisites: BIOL 2473, 2474, 2475, and 3444. (Also offered as BCMB 4464.)

CHEMISTRY

CHEM 1404 Introductory Chemistry

This course discusses some of the fundamental concepts in inorganic, organic, and biological chemistry, and explores their social and medicinal relevance. This course 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 2415 General Chemistry I

This course is for science majors. It is an introduction to chemical reactions, the mole concept, properties and states of matter, atomic structure, periodic properties, chemical bonding and molecular structure. This course includes one semester hour credit for laboratory sessions. Prerequisite: MATH 1313 and CHEM 1404 or high school chemistry.

CHEM 2416 General Chemistry II

This is a continuation of CHEM 2415 with an emphasis on chemical equilibrium, thermodynamics, electrochemistry and kinetics. This course includes one semester hour credit for laboratory sessions that are devoted to qualitative analysis. Prerequisite: CHEM 2415.

CHEM 2423 Quantitative Analysis

This course is a continuation and extension of CHEM 2415 and 2416 into the study of the basic principles of analytical chemistry, which include stoichiometry, and homogeneous and heterogeneous equilibria. This course includes one semester hour credit for laboratory work that includes both volumetric and gravimetric analysis as well as an introduction to instrumental analysis. Prerequisite: CHEM 2416.

CHEM 3121 Organic Chemistry Laboratory

This course provides instruction in basic organic laboratory techniques and simple organic reactions. Prerequisite: CHEM 3313 or concurrent registration.

CHEM 3301 Survey of Organic and Biochemical Compounds

This course is designed to fulfill teaching requirements and will not meet requirements for a science degree or for premedical, pre dental, or other preprofessional programs. This course is a non-mathematical, non-mechanistic description of the properties and reactions of organic compounds having the major functional groups, a description of the basic elements of protein and enzyme structure and function, and a basic treatment of the more fundamental metabolic pathways. Throughout the course, the organic is related to the biochemical, and the biochemical related to the functions of living systems.

CHEM 3313 Organic Chemistry I

This course is for science majors and is a study of the fundamental theories and practices of the discipline. Its strongest emphases are molecular orbital structure, reaction mechanisms, resonance, and synthesis. Prerequisite: CHEM 2416.

CHEM 3333 Organic Chemistry II

This course is a continuation and extension of CHEM 3313, with the major additions being optical activity and chemistry of aromatic compounds, carboxylic acids and derivatives, amines, and carbanions. Prerequisite: CHEM 3313.

CHEM 3405 Physical Science

This course is an advanced overview of the principles of physical science. Topics will include energy and applications, kinetic molecular theory, waves, light, sound, electricity, magnetism, atomic structure, and radioactivity. This course includes one semester hour credit for laboratory sessions. This course does not count towards a chemistry major. Prerequisites: PHYS 1401, and MATH 1305 or higher level mathematics course. (Also offered as PHYS 3405.)

CHEM 3415 The Lithosphere

This course introduces the physical environment with emphasis on laws and concepts that impact the earth. Students will study the forces and composition of the earth and apply these scientific principles. Topics will include rocks, minerals, landforms, seismology, paleontology, glaciers, and the hydrologic cycle. This course includes one semester hour credit for laboratory sessions. This course does not count towards a chemistry major. (Also offered as PHYS 3415 and GEOG 3415.)

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. This course includes one semester hour credit for laboratory sessions. Prerequisite: CHEM 2423, 4262 and PHYS 2423.

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 of work for each hour credit must be included. Laboratory may or may not be included.

CHEM 4211 Science Technology and Application

An overview of instructional methods as applied to science. Topics will include the nature of science and science teaching, learning styles research, effective forms of instruction, the use of demonstrations in science classes, cooperative groups, inquiry-based and hands-on learning. Also included is the use of technology (computer, graphing calculators, and multimedia) in science.

CHEM 4262 Organic Analysis

This course introduces the theory of the identification of organic compounds by infrared spectroscopy, nuclear magnetic resonance spectroscopy, and mass spectrometry. It extends the organic laboratory technique and synthesis experience begun in CHEM 3121 to the microscale and provides two semester hours of laboratory work. Prerequisites: CHEM 3333 and CHEM 3121.

CHEM 4290 Senior Seminar: Principles of Research

Principles of Research is a required course for all chemistry majors. It is an introduction to research methods with emphasis on the philosophy of research, planning and execution of experiments, evaluation of 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. Prerequisite: 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 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. Attendance is required. Prerequisite: Note 7 under Undergraduate Degree Requirements completion or concurrent enrollment in CHEM 4290.

CHEM 4293 Senior Seminar for Teacher Education

Students in this class will design experiments, study guides and lesson plans for a specific topic. The students are then required to teach the topic to an actual class in a local elementary or secondary school. Prerequisite: Note 7 under Undergraduate Degree Requirements.

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. This course includes one semester hour credit for laboratory sessions. Prerequisites: CHEM 2423, PHYS 2413, 2423. (Also offered 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. (Also offered 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. (Also offered 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. (Also offered 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. (Also offered 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. This course includes one semester hour credit for laboratory sessions. Prerequisites: ENGR 1301, MATH 2444, and credit for or concurrent enrollment in MATH 3333. (Also offered as PHYS 3401.)

INTERDISCIPLINARY COURSES

INDC 3325 The Interaction of Science and Religion

An introduction to the relationship and issues of science and religion by using physics and the Judeo-Christian tradition as examples. The following general topics will be covered: the history of the relationship between science and religion; ways of relating science and religion; the relationship of theology and classical physics, quantum physics, relativity theory, cosmology and astronomy. The student will be introduced to relevant concepts in classical and modern physics.

INDC 3333 Science and Society

A broad overview of major science and society issues today. Designed as an interdisciplinary evaluation of scientific and technological developments and their effects on society. A brief introduction to the history of science, the scientific method, and scientific revolutions, followed by an emphasis on modern science and a survey of the major recent innovations in technology and their effects and impact on science and society.

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. Prerequisite: A satisfactory score on a placement test given on the first day of class.

MATH 1305 Math for Critical Thinking

Mathematical topics needed for the critical evaluation of quantitative information and arguments, including logic and the critical appraisal of graphs and tables including the use of some simple mathematical models and an introduction to elementary probability, statistics, and finance. This course may not be counted as part of a mathematics major, or a mathematical studies major. Prerequisite: MATH 1304 or equivalent or a satisfactory score on a placement examination.

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 a mathematics major. It may not be counted as part of a mathematical studies major except by students with a specialization in middle grades. 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 linear mathematical models, 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, or the mathematical studies major. Prerequisite: MATH 1313 or a satisfactory score on a placement test given the first day of class.

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. This course may not be counted as part of the mathematics major. Prerequisite: MATH 1313 or a satisfactory score on a placement test given the first day of class.

MATH 1434 Precalculus Mathematics

Sets, relations, functions, roots of polynomial equations, trigonometry, and analytic geometry. This course may not be counted as part of the mathematics major. This course includes one semester hour credit for laboratory sessions. Prerequisites: MATH 1313 and MATH 1323 or a satisfactory score on a placement test given the first day of class.

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 2301 Introduction to Mathematical Concepts

This course is an introduction to mathematical concepts needed for higher level mathematics courses. Topics include sets, functions and relations, logic, Boolean Algebra, graph theory, and proof techniques, including mathematical induction and proof by contradiction. Additional topics from number theory and group theory may be included. This course is required for both the mathematics major and the mathematical studies major. Prerequisites: MATH 1313 and MATH 1434 or permission of the instructor.

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. Prerequisite: MATH 2434 or consent of the instructor. (Also offered as 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.

MATH 2316 Introduction to Programming in PASCAL

An introduction to computer programming, using the PASCAL language. This course introduces structured programming, algorithmic processes, information structures, and programming style. Prerequisite: MATH 1313 or permission of the instructor.

MATH 2434 Calculus I

Limits, continuity, differentiation and integration of elementary and transcendental functions. Applications, including rates of change, max/min problems, areas under curves, and volumes of solids of revolutions. This course includes one semester hour credit for laboratory sessions. Prerequisite: MATH 1434 or a satisfactory score on a placement test.

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, parametric representations of curves, polar coordinates, L'Hôpital's Rule, and infinite series. This course 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. (Also offered as ENGR 3300.)

MATH 3302 Foundations of Geometry

A study of classical Euclidean geometry using both analytic and synthetic techniques, with an emphasis on the formal development of geometry. Topics include axiomatic systems, congruence and similarity, transformations, area and volume, Euclidean construction, finite geometries, and a brief introduction to non-Euclidean geometry. This course is required for the mathematical studies major but may not be counted as part of a mathematics major. Prerequisite: MATH 2301.

MATH 3310 Discrete Math

This course contains elements of combinatorics, number theory, and discrete structures, such as graphs, trees and Boolean algebras and elementary applications in modeling computation. It is intended to expose students to some areas of mathematics of current practical interest, as well as being a tool for concept development. This course involves the use of proof and algorithmic thinking. It is required for the mathematical studies major and is an upper level elective for the mathematics major. Prerequisites: MATH 2301 and 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. Prerequisites: MATH 2301 and 2434 or consent of the instructor.

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 chosen from partial differential equations, Laplace transforms, Fourier series, complex analysis, and vector analysis. Prerequisites: Credit for or concurrent enrollment in MATH 3333 and 3414. (Also offered as PHYS 3383.)

MATH 3404 Probability and Statistics with Computer Applications

A mathematical development of the basic concepts of probability and statistics, emphasizing the theory of discrete and continuous random variables, with applications in science and engineering. Topics include descriptive statistics, probability theory, random variables, expected value, probability density functions, probability distributions, correlation and regression, and an introduction to statistical inference. This course includes one semester hour credit for laboratory sessions. Prerequisite: MATH 2434.

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. This course 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' needs and the academic qualifications of the staff. A minimum of 30 hours of study is required for each semester hour of credit. Up to one semester hour credit for laboratory sessions may 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. Required for the mathematical studies major but may not be counted as part of a mathematics major. 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. Required for the mathematics major but may not be counted as part of a mathematical studies major. 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, or consent of the instructor.

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, or consent of the instructor.

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 with emphasis on conceptual understanding. This course includes one semester hour credit for laboratory sessions. This course does not count towards a physics major. Prerequisite: MATH 1313 or a higher level mathematics course 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 are 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. This course does not count towards a physics major. Prerequisite: MATH 1313 or permission of the instructor. Basic knowledge of musical notation is 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, blackholes, 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. This course does not count towards a physics major. Prerequisite: MATH 1313 or permission of the instructor.

PHYS 2181, 2281, 2381, 2481 Special Topics

Topics are selected based on students' needs and academic qualifications of the staff. A minimum of 30 hours of study is required for each semester hour of credit. Up to one semester hour credit for laboratory sessions may 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. Prerequisite: PHYS 2423, concurrent enrollment in MATH 2444, or consent of the instructor.

PHYS 2413 Principles of Physics I

An introduction to Newton's laws of motion, gravitation, fluids, and sound. This course 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, electricity, magnetism, simple AC and DC circuits, and geometric wave optics. This course 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. (Also offered 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. (Also offered 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 2343 and MATH 3333.

PHYS 3323 Electricity and Magnetism

Topics include solving Laplace's and Poisson's equations, the method of images, multipole expansion, electrostatics and magnetostatics in the presence of matter, Maxwell's equations, electromagnetic waves and radiation. Prerequisites: PHYS 2343 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 2314, 2343, or 3305.

PHYS 3383 Mathematical Methods for Science and Engineering

Advanced techniques in applied mathematics for students of science and engineering, with topics chosen 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. (Also offered 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. This course includes one semester hour credit for laboratory sessions. Prerequisites: ENGR 1301, MATH 2444, and credit for or concurrent enrollment in MATH 3333. (Also offered as ENGR 3401.)

PHYS 3405 Physical Science

This course is an advanced overview of the principles of physical science. Topics will include energy and applications, kinetic molecular theory, waves, light, sound, electricity, magnetism, atomic structure, and radioactivity. This course includes one semester hour credit for laboratory sessions. This course does not count towards a physics major. Prerequisites: PHYS 1401, and MATH 1305 or a higher level mathematics course. (Also offered as CHEM 3405.)

PHYS 3413 Modern Physics I

An introduction to special relativity, pre-quantum physics and basic concepts of quantum mechanics and atomic structure. This course includes one semester hour credit for laboratory sessions designed as investigations of optical phenomena and fundamental constants. Prerequisite: PHYS 2343 or consent of the instructor.

PHYS 3415 The Lithosphere

This course introduces the physical environment with emphasis on laws and concepts that impact the earth. Students will study the forces and composition of the earth and apply these scientific principles. Topics will include rocks, minerals, landforms, seismology, paleontology, glaciers, and the hydrologic cycle. This course includes one semester hour credit for laboratory sessions. This course does not count towards a physics major. (Also offered as CHEM 3415 and GEOG 3415.)

PHYS 3423 Modern Physics II

A continuation of PHYS 3413. Topics include many-electron atoms, molecules, solid state, nuclear structure, and elementary particles. This course includes one semester hour credit for laboratory sessions. Prerequisite: PHYS 3413.

PHYS 4181, 4281, 4381, 4481 Special Topics

Topics are selected on the basis of students' need and academic qualifications of the staff. If regular lectures are not given, a minimum of 30 hours of study is required for each semester hour of credit. Up to one semester hour credit for laboratory sessions may be included.

PHYS 4211 Science Technology and Application

An overview of instructional methods as applied to science. Topics will include the nature of science and science teaching, learning styles research, effective forms of instruction, the use of demonstrations in science classes, cooperative groups, inquiry-based and hands-on learning. Also included is the use of technology (computers, graphing calculators, and multimedia) in science. This course does not count towards a physics major.

PHYS 4290 Senior Seminar: Principles of Research

Principles of Research is a required course for all physics majors. It is an introduction to research methods with emphasis on the philosophy of research, planning and execution of experiments, evaluation of data, and oral and written presentations of scientific information. Prerequisite: Note 7 under Undergraduate Degree Requirements.

PHYS 4291 Senior Seminar: Topic Research Project

A topic of current research interest will be studied. 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 and an oral presentation are required. Prerequisites: Note 7 under Undergraduate Degree Requirements; completion or concurrent enrollment in PHYS 4290.

PHYS 4293 Senior Seminar for Teacher Education

Students in this class will design experiments, study guides and lesson plans for a specific topic. The students are then required to teach the topic to an actual class in a local elementary or secondary school. This course does not count towards a physics major. Prerequisite: Note 7 under Undergraduate Degree Requirements.

PHYS 4323 Thermodynamics and Statistical Mechanics

Properties of gases, the laws of thermodynamics, thermodynamic potentials, canonical systems and fermi/bose systems. Prerequisite: PHYS 2343.

PHYS 4343 Introduction to Quantum Mechanics I

Foundations of quantum mechanics, Schrodinger's equation with applications such as the square well, harmonic oscillator, hydrogen atom, and electron spin. Prerequisites: PHYS 2343, 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 elementary calculus is necessary. This course includes one semester hour credit for laboratory sessions. Prerequisites: CHEM 2423, PHYS 2413, 2423. (Also offered as CHEM 4414.)

COURSE SCHEDULING FREQUENCY MATRIX

Course Scheduling Frequency Matrix

(X Indicates Quarter Offered)

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
ACCT 2301	X	X	X	X	X	X	X	X
ACCT 2303	X	X	X	X	X	X	X	X
ACCT 3303			X				X	
ACCT 3304			X			X		
ACCT 3311		X				X		
ACCT 3312			X				X	
ACCT 3313				X				X
ACCT 3317		X				X		
ACCT 4292		X	X	X		X	X	X
ACCT 4301			X				X	
ACCT 4302		X		X				X
ACCT 4304				X				X
ACCT 4306		X				X		
ACCT 4340	X	X	X	X	X	X	X	X
ADN 2535	X							
ADN 2545	X							
ART 0000		X	X	X		X	X	X
ART 1303		X				X		
ART 1313			X				X	
ART 1323				X				X
ART 2231		X				X		
ART 2232		X				X		
ART 2233	X	X			X	X		

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
ART 2234								
ART 2235								
ART 2241			X				X	
ART 2242			X				X	
ART 2243			X				X	
ART 2244			X				X	
ART 2245			X				X	
ART 2251				X				X
ART 2252								
ART 2253				X				X
ART 2254				X				X
ART 2255				X				X
ART 2343	X	X	X	X	X	X	X	X
ART 3305				X				X
ART 3310	X	X			X	X		
ART 3313			X				X	
ART 3323			X				X	
ART 3345				X				X
ART 3353		X				X		
ART 3363	X		X		X		X	
ART 4181								
ART 4292		X	X			X	X	
ART 4293			X	X			X	X

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
BIOL 1101,2,3		X	X	X		X	X	X
BIOL 1404		X	X	X		X	X	X
BIOL 1414	X	X			X	X		
BIOL 2404	X	X	X		X	X	X	
BIOL 2414	X		X	X	X		X	X
BIOL 2473	X	X	X	X		X	X	X
BIOL 2474		X	X	X		X	X	X
BIOL 2475		X	X	X		X	X	X
BIOL 3414		X				X		
BIOL 3433	X				X			
BIOL 3444		X	X	X		X	X	X
BIOL 3454			X				X	
BIOL 3464		X				X		
BIOL 4290		X	X	X		X	X	X
BIOL 4291				X				X
BIOL 4292		X	X			X	X	
BIOL 4292			X				X	
BIOL 4292		X	X	X		X	X	X
BIOL 4292				X				X
BIOL 4323				X				X
BIOL 4363								
BIOL 4381		X				X		
BIOL 4423				X				X

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
BIOL 4433				X				X
BIOL 4444	X		X		X		X	
BIOL 4464		X				X		
BIOL 4481			X				X	
BIOL 4481				X				X
BUSA 2311		X	X	X		X	X	X
BUSA 2320		X	X	X		X	X	X
BUSA 3302		X				X		
BUSA 3311		X	X	X		X	X	X
BUSA 3320		X	X	X		X	X	X
BUSA 4292		X	X	X		X	X	X
BUSA 4299		X	X	X		X	X	X
BUSA 4320			X				X	
BUSA 4340	X	X	X	X	X	X	X	X
CDEV 4181, 4281, 4381		As needed	As needed	As needed	As needed			
CDEV 4293		X	X	X		X	X	X
CDEV 4294		X	X	X		X	X	X
CDEV 4302	X	X			X	X	X	
CDEV 4304		X		X		X		X
CDEV 4306		X	X	X		X	X	X
CDEV 4344			X				X	
CDEV 4351			X	X			X	X
CHEM 1404	X	X	X	X	X	X	X	X

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
CHEM 2415	X	X	X	X	X	X	X	X
CHEM 2416	X	X	X	X	X	X	X	X
CHEM 2423		X		X		X		X
CHEM 3121	X		X		X		X	
CHEM 3313	X	X	X		X	X	X	
CHEM 3333	X		X	X	X		X	X
CHEM 3443			X	X			X	X
CHEM 4262		X		X		X		X
CHEM 4290		X	X	X		X	X	X
CHEM 4291								
CHEM 4292		X		X		X		X
CHEM 4373		X		X		X		X
CHEM 4414		X	X			X	X	
CHRI 1313	X	X	X	X	X	X	X	X
CHRI 1323	X	X	X	X	X	X	X	X
CHRI 1333		X	X			X	X	
CHRI 2333	X	X	X	X	X	X	X	X
CHRI 2343				X				X
CHRI 2353		X	X	X		X	X	X
CHRI 2363				X				X
CHRI 3171-3271			X	X			X	X
CHRI 3310						X		
CHRI 3314			X				X	

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
CHRI 3333		X				X		
CHRI 3344			X				X	
CHRI 3353				X				
CHRI 3363			X				X	
CHRI 3370	X				X			
CHRI 3371		X						
CHRI 4292-4293		X	X	X		X	X	X
CHRI 4320				X				
CHRI 4333								
CHRI 4334		X		X		X		X
CHRI 4335				X				X
CHRI 4343							X	
CHRI 4353		X				X		
CHRI 4363				X				X
CHRI 4383		X						
CISM 1321	X	X	X	X	X	X	X	X
CISM 2303	X	X	X	X	X	X	X	X
CISM 2313		X	X	X		X	X	X
CISM 3302			X	X			X	X
CISM 3305		X		X		X		X
CISM 3311		X	X			X	X	
CISM 3330		X	X	X		X	X	X
CISM 3341		X	X			X	X	

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
CISM 4292		X		X		X		X
CISM 4311			X				X	
CISM 4326			X	X			X	X
CISM 4333		X		X		X		X
CISM 4336				X				X
CISM 4340	X	X	X	X	X	X	X	X
COMM 1101,2101,3101,4101		X	X	X		X	X	X
COMM 1313	X	X	X	X	X	X	X	X
COMM 2313		X				X		
COMM 2363								
COMM 3305			X				X	
COMM 3323			X				X	
COMM 3324		X				X		
COMM 3325				X				X
COMM 3334				X				X
COMM 3335	X		X		X		X	
COMM 3345						X		
COMM 3354								X
COMM 3355				X				
COMM 3363		X						
COMM 4181,4281,4381								
COMM 4292,4293	X	X	X	X	X	X	X	X
COMM 4304			X				X	

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
COMM 4314						X		
COMM 4315		X						
COMM 4323				X				X
COMM 4333			X				X	
COMM 4373	X	X	X	X	X	X	X	X
ECON 2301	X	X	X	X	X	X	X	X
ECON 2302	X	X	X	X	X	X	X	X
ECON 3302								
ECON 3315		X				X		
ECON 3325				X				X
ECON 3330				X				X
ECON 4292		X	X	X		X	X	X
ECON 4302		X				X		
ECON 4307			X				X	
ECON 4312			X				X	
ECON 4329								
ECON 4340	X	X	X	X	X	X	X	X
EDBI 3173-75		X	X	X		X		X
EDBI 3335		X				X		
EDBI 3387						X		
EDBI 4293								X
EDBI 4304/5304	X			X	X			X
EDBI 4305/5305	X		X		X		X	

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
EDBI 4306/5306			X				X	
EDBI 4314/5314		X			X	X		
EDBI 4315/5315	X	X				X		
EDBI 4343/5343			X					
EDBI 4344/5344							X	
EDEC 4181, 4281, 4381		As needed	As needed	As needed	As needed			
EDEC 4292		X	X			X	X	
EDEC 4293		X	X			X	X	
EDEC 4302	X	X		X	X	X		
EDEC 4304		X		X		X		X
EDEC 4306		X	X	X		X	X	X
EDEC 4310	X	X			X	X		
EDEC 4311			X	X			X	X
EDEC 4313				X				X
EDEC 4351			X	X			X	X
EDRE 1333			X	X			X	X
EDRE 4192			TBA					
EDRE 4193				X				X
EDRE 4292				X				X
EDRE 4301	X				X	X		
EDRE 4304			X				X	
EDRE 4310	X	X			X	X		
EDRE 4315			X				X	

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
EDRE 4320	X		X		X		X	
EDRE 4330	X	X	X		X	X	X	
EDRE 4350	X			X	X			X
EDRE 4351			X	X			X	X
EDSP 4181, 4281, 4381		As needed	As needed	As needed	As needed			
EDSP 4252		X	X	X		X	X	X
EDSP 4302	X	X	X		X	X	X	
EDSP 4306		X	X			X	X	
EDSP 4311		X		X		X		X
EDSP 4319		X	X	X		X	X	X
EDSP 4335			X				X	
EDSP 4351			X	X			X	X
EDUC 4398		X	X	X		X	X	X
EDUC 2311		X	X	X		X	X	X
EDUC 4000		X	X	X		X	X	X
EDUC 4130	X		X		X		X	
EDUC 4181, 4281, 4381		As needed	As needed	As needed	As needed			
EDUC 4301		X	X	X		X	X	X
EDUC 4311		X	X	X		X	X	X
EDUC 4312		X	X	X		X	X	X
EDUC 4330	X	X	X	X	X	X	X	X
EDUC 4340		X	X			X	X	
EDUC 4345	X	X	X	X	X	X	X	X

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
EDUC 4354	X	X	X		X	X	X	
EDUC 4363	X		X		X		X	
EDUC 4384		X	X	X		X	X	X
EDUC 4385		X	X	X		X	X	X
EDUC 4386		X	X	X		X	X	X
EDUC 4387		X	X	X		X	X	X
EDUC 4389		X	X	X		X	X	X
EDUC 4390		X	X	X		X	X	X
EDUC 4391		X	X	X		X	X	X
EDUC 4393		X	X	X		X	X	X
EDUC 4394		X	X	X		X	X	X
EDUC 4395		X	X	X		X	X	X
EDUC 4396		X	X	X		X	X	X
EDUC 4397		X	X	X		X	X	X
EDUC 4690		X	X	X		X	X	X
EDUC 4691		X	X	X		X	X	X
EDUC 4692		X	X	X		X	X	X
ENGL 1303		X				X		
ENGL 1313	X	X	X	X	X	X	X	X
ENGL 1321	X							
ENGL 1323	X	X	X	X	X	X	X	X
ENGL 2353	X	X		X	X	X		X
ENGL 2363-2368	X	X	X	X	X	X	X	X

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
ENGL 3313		X	X			X	X	
ENGL 3323			X	X			X	X
ENGL 3331	X		X		X		X	
ENGL 3332		X		X		X		X
ENGL 3334-3339, 3370	X	X	X	X	X	X	X	X
ENGL 3338						X		
ENGL 3363			X	X			X	X
ENGL 3373				X				X
ENGL 4292/4293		X	X	X		X	X	X
ENGL 4304								
ENGL 4313-4319		X	X	X		X	X	X
ENGL 4323-4325				X				X
ENGR 1301		X				X		
ENGR 3300				X				X
ENGR 3301		X				X		
ENGR 3302			X				X	
ENGR 3401				X				X
ENTR 2311		X	X	X		X	X	X
ENTR 3325		X				X		
ENTR 3335			X					X
ENTR 3345							X	
ENTR 3355				X				
ENTR 3365				X				

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
ENTR 4321						X		
ENTR 4331							X	
FINA 3302		X				X		
FINA 3315		X				X		
FINA 3320	X	X	X	X		X	X	X
FINA 3325				X				X
FINA 3330				X				X
FINA 4292		X	X	X		X	X	X
FINA 4307			X				X	
FINA 4318			X				X	
FINA 4322				X				X
FINA 4340	X	X	X	X	X	X	X	X
FREN 1314		X				X		
FREN 1324			X				X	
FREN 2314		X				X		
FREN 2324			X				X	
FREN 3173-3175		X	X	X		X	X	X
FREN 3305-3307				X				
FREN 3314		X				X		
FREN 3324			X				X	
FREN 3335-3336								X
FREN 3353, 4636								X
FREN 4292/4293				X				X

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
FREN 4304								
FREN 4305-4307				X				X
FREN 4385-4387				X				X
GEOG 3300		X	X			X	X	
GEOG 3415								
GERM 1314		X				X		
GERM 1324			X				X	
GERM 3173-3175		X	X	X		X	X	X
GREK 2312		X				X		
GREK 2322			X				X	
GREK 3311		X		X		X		X
HEBR 2312			X				X	
HEBR 2322				X				X
HEBR 3311						X	X	
HIST 1314	X	X		X	X		X	
HIST 1324	X		X		X	X		X
HIST 2313	X	X	X	X	X	X	X	X
HIST 2323	X	X	X	X	X	X	X	X
HIST 3313								
HIST 3314								
HIST 3323				X				
HIST 3333		X					X	
HIST 3353								

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
HIST 3363								
HIST 4292		X		X			X	
HIST 4293			X			X		X
HIST 4313			X					X
HIST 4333								
HIST 4352								
HIST 4353								
HIST 4354								
HIST 4355								
HIST 4356								
HIST 4363						X		
HIST 4373								
HIST 4374								
HIST 4375								
HIST 4376								
HIST 4383								
INDC 3301								
INDC 3305								
INDC 3306								
INDC 3310	X	X			X	X		
INDC 3311								
INDC 3320				X				X
INDC 4130	X			X	X			X

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
INDC 4292		X	X			X	X	
INDC 4293		X	X			X	X	
INDC 4294		X	X	X		X	X	X
INDC 4330	X		X		X		X	
INDC 4331	X	X			X	X		
INDC 4340	X	X			X	X		
INDC 4350	X		X		X		X	
JOUR 2101,2102,3101,4101		X	X	X	X	X	X	X
JOUR 2303			X				X	
JOUR 3314				X				X
JOUR 3325		X				X		
JOUR 3326				X				X
JOUR 4181,4281,4381								
JOUR 4314		X				X		
JOUR 4315	X				X			
JOUR 4336		X				X		
KINE 2111		X	X	X	X	X	X	X
KINE 2181, 2281, 2381		As needed	As needed	As needed				
KINE 2202		X	X	X	X	X	X	X
KINE 2230		X	X			X	X	
KINE 2232			X				X	
KINE 2332		X				X		
KINE 2334			X				X	

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
KINE 2335				X				X
KINE 2336		X				X		
KINE 3230				X				X
KINE 3336			X	X			X	X
KINE 3393		X				X		
KINE 3397			X				X	
KINE 3398	X			X				X
KINE 4160				X				X
KINE 4181, 4281, 4381		As needed	As needed	TBA				
KINE 4290		X				X		
KINE 4292			X				X	
KINE 4293	X			TBA	TBA			
KINE 4323				X				X
KINE 4326				X				X
KINE 4327			X				X	
MASM 1313	X	X	X	X	X	X	X	X
MASM 3335	X		X		X		X	
MASM 4292,4293	X	X	X	X	X	X	X	X
MASM 4373,74,75	X	X	X	X	X	X	X	X
MATH 1304	X	X	X	X	X	X	X	X
MATH 1305	X	X	X	X	X	X	X	X
MATH 1313	X	X	X	X	X	X	X	X
MATH 1314	X	X	X	X	X	X	X	X

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
MATH 1323		X	X			X	X	
MATH 1434	X	X	X	X	X	X	X	X
MATH 2314				X				X
MATH 2434	X	X	X	X	X	X	X	X
MATH 2444			X	X			X	X
MATH 3300				X				X
MATH 3314				X				X
MATH 3323		X				X		
MATH 3333			X				X	
MATH 3353			X				X	
MATH 3383				X				X
MATH 3414		X				X		
MATH 4290		X				X		
MATH 4291			X				X	
MATH 4292			X				X	
MATH 4313						X		
MATH 4333		X						
MATH 4393				X				X
MGMT 3305		X	X	X		X	X	X
MGMT 3333			X				X	
MGMT 3334				X				X
MGMT 3335				X				X
MGMT 3336			X				X	

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
MGMT 3337			X				X	
MGMT 4292		X	X	X		X	X	X
MGMT 4311		X	X	X		X	X	X
MGMT 4312		X	X	X		X	X	X
MGMT 4313		X				X		
MGMT 4315		X				X		
MGMT 4340	X	X	X	X	X	X	X	X
MKTG 3301	X	X	X	X	X	X	X	X
MKTG 3310		X				X		
MKTG 3360			X				X	
MKTG 3380				X				X
MKTG 4292		X	X	X		X	X	X
MKTG 4330	X				X			
MKTG 4336		X				X		
MKTG 4340	X	X	X	X	X	X	X	X
MKTG 4350			X				X	
MKTG 4360				X				X
MUAP 0000		X	X	X		X	X	X
MUAP 0104		X	X	X		X	X	X
MUAP 1116		X	X	X		X	X	X
MUAP 1129		X	X	X		X	X	X
MUAP 1146		X				X		
MUAP 1166			X				X	

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
MUAP 2104			X				X	
MUAP 2146				X				X
MUAP 3115		X	X	X				
MUAP 3119		X	X	X		X	X	X
MUAP 3125		X	X	X				
MUAP 3135		X	X	X				
MUAP 3181								
MUAP 3211								
MUAP 3213								
MUAP 3216		X						
MUAP 3221								
MUAP 3223								
MUAP 3226			X					
MUAP 3233								
MUAP 3236				X				
MUAP 3242		X	X	X		X	X	X
MUAP 3246							X	
MUAP 3256								X
MUAP 3281								
MUAP 4181								
MUAP 4213						X		
MUAP 4214						X		
MUAP 4215								

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
MUAP 4223							X	
MUAP 4224							X	
MUAP 4225								
MUAP 4232						X		
MUAP 4234		X						
MUAP 4237								
MUAP 4244			X					
MUAP 4246						X		
MUAP 4256							X	
MUAP 4281								
MUAP 4292		X	X	X		X	X	X
MUAP 4292		X	X	X		X	X	X
MUAP 4292		X	X	X		X	X	X
MUAP 4292		X						
MUAP 4293			X					
MUHL 0000		X	X	X		X	X	X
MUHL 2312		X	X	X		X	X	X
MUHL 2313		X	X			X	X	
MUHL 2323			X	X			X	X
MUHL 3181								
MUHL 3312		X				X		
MUHL 3322			X				X	
MUHL 3281								

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
MUHL 3371		X				X		
MUHL 4181								
MUHL 4212			X					
MUHL 4222				X				
MUHL 4281								
MUHL 4292		X	X	X		X	X	X
MUHL 4293								
MUIE 0101		X	X	X		X	X	X
MUIE 0121		X	X	X		X	X	X
MUIE 0131		X	X	X		X	X	X
MUIE 0151		X	X	X		X	X	X
MUIE 0181		X	X	X		X	X	X
MUIE 3101		X	X	X		X	X	X
MUIE 3121		X	X	X		X	X	X
MUIE 3151		X	X	X		X	X	X
MUIE 3181		X	X	X		X	X	X
MUSC 3111				X				X
MUSC 3112		X				X		
MUSC 3113				X				X
MUSC 3114			X				X	
MUSC 3181								
MUSC 3212			X				X	
MUSC 3222				X				X

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
MUSC 3232							X	
MUSC 3242							X	
MUSC 3281								
MUSC 3312				X				X
MUSC 3372		X					X	
MUSC 3373		X					X	
MUSC 4181								
MUSC 4202			X				X	
MUSC 4203				X				X
MUSC 4204			X				X	
MUSC 4205				X				X
MUSC 4211							X	
MUSC 4221								X
MUSC 4281								
MUSC 4292				X				
MUSC 4303		X				X		
MUSC 4372			X				X	
MUSC 4373			X				X	
MUTH 0312		X				X		
MUTH 1112		X	X			X	X	
MUTH 1122			X	X			X	X
MUTH 1132		X		X		X		X
MUTH 1212		X	X			X	X	

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
MUTH 1222			x	X			X	X
MUTH 1232		X		X		X		X
MUTH 2112		X	X			X	X	
MUTH 2122			X	X			X	X
MUTH 2132		X		X		X		X
MUTH2212		X	X			X	X	
MUTH 2222			X	X			X	X
MUTH 2232		X		X		X		X
MUTH 3181								
MUTH 3202								X
MUTH 3212								X
MUTH 3222				X				X
MUTH 3281								
MUTH 3332		X				X		
MUTH 3342				X				X
MUTH 4181								
MUTH 4281								
MUTH 4292		X				X		
MUTH 4293				X				X
MUTH 4332			X				X	
MUTH 4381								
MUVE 0101		X	X	X		X	X	X
MUVE 0141		X	X	X		X	X	X

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
MUVE 2101		X	X	X		X	X	X
MUVE 3101		X	X	X		X	X	X
MUVE 3141		X	X	X		X	X	X
MUVE 4101		X	X	X		X	X	X
NURS 2111	X	X	X	X	X	X	X	X
NURS 2182, 2282, 2383	X	X	X	X	X	X	X	X
NURS 2222		X		X		X		X
NURS 2323			X	X			X	X
NURS 2404			X	X			X	X
NURS 3202		X	X	X		X	X	X
NURS 3212		X	X			X	X	
NURS 3303		X		X		X		X
NURS 3404		X		X		X	X	X
NURS 3414		X		X		X		X
NURS 3424		X	X	X		X	X	X
NURS 3434		X	X	X		X		X
NURS 4182	X	X	X	X	X	X	X	X
NURS 4212		X	X			X	X	
NURS 4294	X				X			
NURS 4392			X	X	X	X	X	X
NURS 4414	X	X		X	X	X	X	X
NURS 4424		X		X		X		X
NURS 4434	X	X	X	X	X	X		X

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
NURS 4444			X	X	X	X	X	X
NURS 4454				X		X	X	X
NURS 4464				X			X	X
NURS 4515	X							
NURS 4535	X	X						
NURS 4565		X						
NURS 4373		X						
NURS 4292,4293	X	X						
PHIL 1313		X	X	X		X	X	X
PHIL 3313		X						
PHIL 3323			X					
PHIL 3343							X	
PHIL 4323							X	
PHIL 4353				X				X
PHIL 4363				X				X
PHOT 3103,3104,4103,4104		X	X	X		X	X	X
PHOT 3321		X		X		X		X
PHOT 3322			X				X	
PHOT 4181,4281,4381								
PHOT 4321				X				X
PHYS 1401		X						
PHYS 1403						X		
PHYS 1411				X				X

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
PHYS 2343		X				X		
PHYS 2413	X	X	X		X	X	X	
PHYS 2423	X		X	X	X		X	X
PHYS 3301		X				X		
PHYS 3302			X				X	
PHYS 3313				X				X
PHYS 3323		X				X		
PHYS 3353								
PHYS 3383				X				X
PHYS 3401				X				X
PHYS 3413			X				X	
PHYS 3423								
PHYS 4290		X	X	X		X	X	X
PHYS 4291							X	
PHYS 4292								
PHYS 4323						X		
PHYS 4343		X						
PHYS 4344								
PHYS 4414		X	X			X	X	
POLS 1313	X	X	X		X	X	X	
POLS 2313	X	X	X	X	X	X	X	X
POLS 2334		X						
POLS 2343								

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
POLS 3324								
POLS 3344								
POLS 3345								
POLS 3348								
POLS 3353								
POLS 3374								
POLS 3383								
POLS 3384								
POLS 4292		X		X			X	
POLS 4293			X			X		X
POLS 4313								
POLS 4333			X				X	
POLS 4353								
POLS 4383								
PSYC 1313		X	X	X		X	X	X
PSYC 2301	X	X	X	X	X	X	X	X
PSYC 2311		X	X	X				
PSYC 2364	X	X	X	X	X	X	X	X
PSYC 3303		X	X	X		X	X	X
PSYC 3305				X				X
PSYC 3313	X	X	X	X	X	X	X	X
PSYC 3343	X	X	X	X	X	X	X	X
PSYC 4292	X	X	X	X	X	X	X	X

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
PSYC 4295	X	X	X	X	X	X	X	X
PSYC 4310		X	X	X		X	X	X
PSYC 4323	X		X	X	X	X		X
PSYC 4326		X		X		X		X
PSYC 4330	X	X			X	X		
PSYC 4332	X	X	X		X	X	X	
PSYC 4334		X		X		X		X
PSYC 4353		X	X	X		X	X	X
SOCI 1313		X	X	X		X	X	X
SOCI 2301	X	X	X	X	X	X	X	X
SOCI 2311			X	X				
SOCI 3303		X	X	X		X	X	X
SOCI 3323		X		X		X		X
SOCI 3324	X				X			
SOCI 3325	X					X		
SOCI 3326	X					X		
SOCI 3374		X				X		
SOCI 3383			X				X	
SOCI 3393				X				X
SOCI 4292		X	X	X		X	X	X
SOCI 4293		X	X	X		X	X	X
SOCI 4310		X				X		
SOCI 4332	X	X	X		X	X	X	

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
SOCI 4333			X				X	
SOCI 4343				X				X
SPAN 1314		X	X	X		X	X	X
SPAN 1324		X	X	X		X	X	X
SPAN 2314		X		X		X	X	X
SPAN 2324		X	X			X	X	
SPAN 3173-3175		X	X	X		X	X	X
SPAN 3305-3307				X			X	X
SPAN 3314			X				X	
SPAN 3324		X				X		
SPAN 3335			X			X		
SPAN 3360			X					
SPAN 3386-3390			X				X	
SPAN 4292		X		X		X		X
SPAN 4293		X		X		X		X
SPAN 4304				X				X
SPAN 4305-4307		X		X		X		X
SPAN 4313				X				X
SPAN 4324								X
SPAN 4343, 4344			X				X	
SPAN 4385-4387		X	X	X		X	X	X
TELE 1324		X				X		
TELE 2103,2104,3102,4102	X	X	X	X	X	X	X	X

Course Scheduling Frequency Matrix

Course Offered	Summer 2002	Fall 2002	Winter 2002-2003	Spring 2003	Summer 2003	Fall 2003	Winter 2003-2004	Spring 2004
TELE 3365			X				X	
TELE 3366				X				X
TELE 4181,4281,4381								
TELE 4367	X				X			
WRIT 3121								
WRIT 3263				X				X
WRIT 3303		X	X	X	X	X	X	X
WRIT 3334				X				X
WRIT 3345			X	X	X		X	X
WRIT 3353		X	X			X	X	
WRIT 3383		X				X		
WRIT 4202			X				X	
WRIT 4301, 4302, 4303				X				X

THE DIVISION OF EXTENDED EDUCATION

The Division of Extended Education was created 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 both credit and non-credit courses on a broad range of topics designed to meet the personal growth and self-improvement needs of community 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.

Instructional Television

The Office of 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 26-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.

Instructional Media Services

Instructional Media Services provides assistance and information to members of the University community who use instructional technologies to support their teaching, learning, research, and community service.

Instructional media services include classroom projection equipment, video and audio production services, and production of PowerPoint presentations.

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