



HOUSTON BAPTIST UNIVERSITY
BULLETIN 2004-2006

Houston Baptist University

2004-2006 Bulletin

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

| | |
|---|--|
| Academic Affairs Vice President | 281-649-3232 academic.affairs@hbu.edu |
| Academic Records & Registration | 281-649-3213 |
| Admissions <i>(Outside the Houston area call 1-800-969-3210)</i> | 281-649-3211 unadm@hbu.edu |
| Alumni Relations | 281-649-3413 alumniassociation@hbu.edu |
| Athletics | 281-649-3205 athletics@hbu.edu |
| Campus Housing | 281-649-3103 housing@hbu.edu |
| Development Vice President | 281-649-3428 development@hbu.edu |
| Enrichment Center | 281-649-3359 enrichment.center@hbu.edu |
| Extended Education | 281-649-3469 |
| Financial Services | 281-649-3471 financial_services@hbu.edu |
| Financial Affairs Vice President | 281-649-3256 financial.affairs@hbu.edu |
| Information for Prospective Students | 281-649-3211 unadm@hbu.edu |
| Intensive English Institute | 281-649-3292 iei@hbu.edu |
| Marketing Vice President | 281-649-3206 marketing.vp@hbu.edu |
| President's Office | 281-649-3450 president@hbu.edu |
| Records Office (Transcripts) | 281-649-3213 |
| Scholarships | 281-649-3113 scholarships@hbu.edu |
| Spiritual Life Program/ University Chaplain | 281-649-3117 spiritual.life@hbu.edu |
| Student Affairs Vice President | 281-649-3238 student.affairs@hbu.edu |
| Student Health Services | 281-649-3000 x2335 student.health@hbu.edu |
| Veterans Affairs | 281-649-3213 |

GRADUATE PROGRAMS:

| | |
|-----------------------|---|
| Admissions | 281-649-3295 gradadm@hbu.edu |
| Business | 281-649-3306 business@hbu.edu |
| Christian Counseling | 281-643-3095 christian.counseling@hbu.edu |
| Education | 281-649-3241 education@hbu.edu |
| Health Administration | 281-649-3300 health.administration@hbu.edu |
| Liberal Arts | 281-649-3269 liberal.arts@hbu.edu |
| Psychology | 281-649-3095 psychology@hbu.edu |
| Theological Studies | 281-649-3288 theological.studies@hbu.edu |



7502 Fondren Road
Houston, TX 77074-3298
www.hbu.edu

CURRENT ACADEMIC OFFERINGS

College of Arts and Humanities

Art
Art Education
Biblical Languages
Bilingual Education
Christianity
English
French
History
Mass Media
Music
Music Education
Political Science
Spanish
Speech Communications
Writing

Master of Arts in Theological Studies
Master of Liberal Arts

College of Business and Economics

Accounting
Business Administration
Computer Information Systems Management
Economics
Entrepreneurship
Finance
Management
Marketing

Master of Accountancy
Master of Business Administration
Master of Science in Human Resources Management
Master of Science in Management
Master of Science in Management Information Systems

College of Education and Behavioral Sciences

Child Development
Early Childhood (EC-12)
Interdisciplinary Studies
Kinesiology
Multidisciplinary Studies
Psychology
Sociology
Teacher Certification

Master of Arts in Christian Counseling
Master of Arts in Psychology
Master of Education

College of Nursing

Nursing

Master of Science in Health Administration

College of Science and Mathematics

Biology
Biochemistry-Molecular Biology
Chemistry
Mathematics
Physics



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.

2004

| JANUARY | | | | | | | APRIL | | | | | | | JULY | | | | | | | OCTOBER | | | | | | | | |
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2006

| JANUARY | | | | | | | APRIL | | | | | | | JULY | | | | | | | OCTOBER | | | | | | | |
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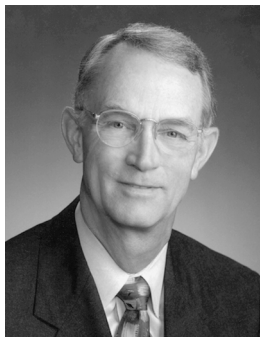
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E. D. Hodo, President

Houston Baptist University has entered into an exciting new time in its history. We have now graduated 38 classes totaling about 14,000 alumni, many of whom have distinguished themselves in graduate and professional schools all around the world. Houston Baptist University has steadfastly maintained its commitment to Christian, faith-based education, to a strong liberal arts foundation, to a degree featuring two majors, and to small classes taught by outstanding faculty rather than graduate assistants. The University is in transition to a more residential campus featuring breadth of student activities including social and service clubs,

intercollegiate and intramural athletics, student government, honor societies, and sororities and fraternities.

Houston Baptist University has focused on two other commitments that we think significantly impact students and their potential for life and career. First, the University is committed to the development of the whole person. In this regard, we think that every student should be academically strong to address the changes that occur in facing the challenges of economic and political life. We desire that every student who comes to the University will become spiritually prepared for those same life changes that affect families, jobs, and happiness. We believe that every student needs to understand the need for physical fitness, too. This is another aspect of life that is becoming more and more important as we learn about ourselves and as we commit to a wellness lifestyle. We are committed to helping students gain understanding of the need for relational fitness—the how and why of relating to parents, peers, colleagues, friends, and associates that is a vital part of living a full, meaningful, and satisfying life. Finally, the University feels a responsibility to help students understand the fiscal side of life, what in the Christian vernacular we might call stewardship—how we use our time, our money, our other resources, and manage our involvements.

The second major commitment of the University to its students is to foster the discovery of personal strengths to better understand oneself and others in maximizing the gifts each of us has been given. The college years are vital to the development of wholesome, happy, healthy lives. HBU is committed to your fullest development as a person. I hope this is the kind of University you seek!

A handwritten signature in black ink, appearing to be "E. D. Hodo", written in a cursive style.



Don Looser
Vice President for
Academic Affairs

This 2004-2006 **Bulletin** for Houston Baptist University contains a wealth of information that is designed to guide you in your personal journey in higher education. There is information of keen interest here; there is also information of vital importance here, too. In these pages, you will find descriptions of who we are as a University and what we offer to assist you in becoming the person you wish to be.

This **Bulletin** is a collection of our institutional policies designed clearly to describe the process for accomplishing your personal goals. You will see a commitment to excellence and innovation reflected in our history of outstanding achievement. HBU's

alumni stand as a testimony to the strong character and quality of the University.

The University's faculty and staff reflect a high level of dedication to meet the needs of our students. Many of our faculty and staff have spent most of their professional careers working with HBU students. This is an indication of their dedication to students and their enthusiasm for HBU's academic program. Each of us stands ready to assist you in your academic growth. I look forward to the excitement of our continuing relationship with future generations of HBU students.

Don Looser

Memberships

American Association of Colleges for Teacher Education
Association of Collegiate Business Schools and Programs
Association of Graduate Liberal Studies Programs
Association of Southern Baptist Colleges and Schools
Association of Texas Colleges and Universities
Board of Nurse Examiners for The State of Texas
Conference of Southern Graduate Schools
Council for Christian Colleges and Universities
Council of Graduate Schools of the United States
Independent Colleges and Universities of Texas
National Association of Independent Colleges and Universities
National Association of Intercollegiate Athletics
National League for Nursing Accreditation Commission
Southern Association of Colleges and Schools
Texas State Board for Educator Certification
The College Board

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 Associate Vice President, Enrichment Center.

2004-2006

UNIVERSITY CALENDAR

Summer, 2004

| | |
|----------------------------|--|
| June 4, 8:00-5:00 ... | Graduate/Undergraduate Registration for SUMMER/FALL quarters |
| June 7, 8:00-6:00 | Registration for SUMMER/FALL for evening students; Late Registration for all other students |
| June 7 | Classes Begin: First 5 1/2-Week Term & All-Summer Term |
| June 7 - July 13 | First 5 1/2 Week Summer Term |
| June 7 - Aug. 19 | All-Summer Term |
| June 8-9 | Period to Drop/Add Courses: First 5 1/2-Week Summer Term & All-Summer Term only |
| June 30 | Last Day to Drop a Course—First 5 1/2-Week Term |
| July 4 | Independence Day Holiday |
| July 13 | Final Examinations; End of First 5 1/2-Week Term |
| July 14, 8:00-6:00 | Registration: Second 5 1/2-Week Term & Second 4-Week Summer Terms/Fall Quarter |
| July 15 | Classes begin Second 5 1/2-Week Term & Second 4-Week Term |
| July 15 - August 13 | Second 4-Week Term |
| July 15 - August 19 | Second 5 1/2-Week Term |
| July 19-20 | Late Registration & Period to Drop/Add Courses— Second 5 1/2-Week Term & Second 4-Week Summer Terms |
| July 26 | Last Day to Drop a Course—All-Summer Term |
| August 4 | Last Day to Drop a Course—Second 4-Week Term |
| August 9 | Last Day to Drop a Course—Second 5 1/2-Week Term |
| August 10, 8:00-6:00 | Drop/Add Opportunity for FALL for returning students |
| August 11 | Last Priority Registration for FALL Quarter |
| August 13 | Final Examination; End of Second 4-Week Term |
| August 19 | Final Examinations; End of Second 5 1/2-Week Term & All-Summer Term |
| August 20 | Grades due to the Registrar's Office, 4:00 p.m. |
| August 21 | Summer Commencement, 10:00 a.m. |

Fall, 2004

| | |
|--------------------------------|---|
| September 3, 8:00-5:00 | Registration for New, Re-Entry, Evening Students; Late Registration for returning students |
| September 6 | Labor Day Holiday-No Day or Evening Classes meet |
| September 7 | First Day of Class for FALL Quarter |
| September 7-8, 8:00-6:00 | Registration for evening students; Late Registration for all other students |
| September 8-9, 8:00-6:00 | Period to Drop/Add Courses |
| September 9 | Opening Fall Convocation |
| October 11-25 | Academic Advising Weeks |
| October 25 | Last Day to Drop a Course |
| October 26-27, 8:00-6:00 | Priority Registration for WINTER for currently enrolled students |
| November 12 | Last Day of Classes |
| November 15 | Study Day; No student activities Final Exam for Monday-evening only classes |
| November 16-18 | Final Examinations |
| November 19 | Faculty Work Day; Grades due in the Registrar's Office: 4:00 p.m. |
| November 24 | University Closes at 1:00 p.m. for Thanksgiving Holidays |
| November 25 | Thanksgiving Day |

Winter, 2004-2005

| | |
|------------------------------------|---|
| November 29, 2004, 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 |
| November 30 | First Day of Class |
| Nov 30-Dec 1, 8:00-6:00 | Registration for evening students and Late Registration for all other students |
| December 1-2, 8:00-6:00 | Period to Drop/Add Classes |
| December 17 | Last Day of Classes before Christmas Holiday |
| January 3, 2005 | Classes Resume |
| January 17 | University Holiday |
| January 18-31 | Academic Advising Weeks |
| January 31 | Last Day to Drop a Class |
| February 1-2, 8:00-6:00 | Priority Registration for SPRING for currently enrolled students |
| February 18 | Last Day of Classes |
| February 21 | Study Day; No student activities Final Exam for Monday-evening only classes |
| February 22-24 | Final Examinations |
| February 25 | Faculty Work Day; Grades due in Registrar's Office 4:00 p.m. |
| February 26, 2005 10:00 a.m | Mid-Year Commencement |

Spring, 2005

| | |
|------------------------------|---|
| March 7, 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 8 | First Day of Class |
| March 8-9, 8:00-6:00 | Registration for evening students Late Registration for all other students |
| March 9-10, 8:00-6:00 | Period to Drop/Add Classes |
| March 25-27 | Easter Holiday |
| April 11-25 | Academic Advising Weeks |
| April 25 | Last day to drop a class |
| April 26-27, 8:00-6:00 | Priority Registration for SUMMER/FALL Quarters for currently enrolled students |
| May 13 | Last Day of Classes |
| May 16 | Study Day; No student activities Final Exam for Monday-evening only classes |
| May 17-19 | Final Examinations |
| May 20 | Faculty Work Day; Grades due in Registrar's Office 4:00 p.m. |
| May 21 | Spring Commencement, 10:00 a.m. |

Summer, 2005

| | |
|-----------------------------|--|
| June 3, 8:00-5:00 | Graduate/Undergraduate Registration for Summer Quarter |
| June 6, 8:00-6:00 | Registration for evening students; Late Registration for All Other Students |
| June 6 | Classes Begin, First 5 1/2-Week & All-Summer Terms |
| June 6 - July 12 | First 5 1/2-Week Term |
| June 6 - August 19 | All-Summer Term |
| June 7-8 | Period to Drop/Add Courses: First 5 1/2-Week Term And All-Summer Term |
| June 29 | Last Day to drop a course: First 5 1/2-Week Term |
| July 4 | Independence Day Holiday |
| July 12 | Final Examination; End of First 5 1/2-Week Term |
| July 13, 8:00-6:00 | Registration: Second 5 1/2-Week Term & Second 4-Week Term |
| July 14 | Classes Begin — Second 5 1/2-Week Term and Second 4-Week Term |
| July 14 - August 12 | Second 4-Week Term |
| July 14 - August 18 | Second 5 1/2-Week Term |
| July 18-19, 8:00-6:00 | Late Registration and Drop/Add— Second 5 1/2-Week Term & Second 4-Week Term |
| July 25 | Last Day to Drop a Course—All Summer Term |
| August 3 | Last Day to Drop a Course—Second 4-Week Term |
| August 8 | Last Day to Drop a Course—Second 5 1/2-Week Term |
| August 9, 8:00-6:00 | Drop/Add Opportunity for returning FALL students |
| August 10 | Last Priority Registration for FALL Quarter |
| August 12 | Final Examinations: End of Second 4-Week Term |
| August 18 | Final Examinations & End of Second 5 1/2-Week and All-Summer Terms |
| August 19 | Grades due to Registrar's Office, 4:00 p.m. |
| August 20 | Summer Commencement, 10:00 a.m. |

Fall, 2005

| | |
|--------------------------------|---|
| September 2, 8:00-5:00 | Registration for new and re-entry students; Late Registration for returning students |
| September 5 | Labor Day Holiday, No Day or Evening Classes meet |
| September 6 | First Day of Class |
| September 6-7, 8:00-6:00 | Registration for evening students; Late Registration for all other students |
| September 7-8, 8:00-6:00 | Period to Drop/Add Courses |
| September 8 | Opening Fall Convocation |
| October 10-24 | Academic Advising Weeks |
| October 24 | Last Day to Drop a Course |
| October 25-26, 8:00-6:00 | Priority Registration for WINTER for currently enrolled students |
| November 11 | Last Day of Classes |
| November 14 | Study Day; No student activities Final Exam for Monday-evening only classes |
| November 15-17 | Final Examinations |
| November 18 | Faculty Work Day; Grades due in Registrar's Office 4:00 p.m. |
| November 23 | University closes at 1:00 p.m. for Thanksgiving Holidays |
| November 24 | Thanksgiving Day |

Winter, 2005-2006

| | |
|---|---|
| November 28, 2005 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 |
| November 29 | First Day of Class |
| November 29-30, 8:00-6:00 | Registration for evening students, Late Registration for all other students |
| November 30-December 1, 8:00-6:00 | Period to Drop/Add Classes |
| December 16 | Last Day of Classes before Christmas holiday |
| January 2, 2006 | Classes Resume |
| January 16 | University Holiday |
| January 17-30 | Academic Advising Weeks |
| January 30 | Last Day to Drop a Class |
| January 31-February 1, 8:00-6:00 | Priority Registration for SPRING for currently enrolled students |
| February 17 | Last Day of Classes |
| February 20 | Study Day; No student activities Final Exams for Monday-evening only classes |
| February 21-23 | Final Examinations |
| February 24 | Work Day; Grades due in Registrar's Office 4:00 p.m. |
| February 25, 2006 10:00 a.m. | Mid-Year Commencement |

Spring, 2006

| | |
|------------------------------|---|
| March 6, 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 7 | First Day of Class |
| March 7-8, 8:00-6:00 | Registration for evening students; Late Registration for all other students |
| March 8-9, 8:00-6:00 | Period to Drop/Add Classes |
| April 10-24 | Academic Advising Weeks |
| April 14-16 | Easter Holiday |
| April 24 | Last Day to Drop a Class |
| April 25-26, 8:00-6:00 | Priority Registration for SUMMER and FALL for currently enrolled students |
| May 12 | Last Day of Classes |
| May 15 | Study Day; No student activities Final Exam for Monday-evening only classes |
| May 16-18 | Final Examinations |
| May 19 | Faculty Work Day; Grades due in Registrar's Office 4:00 p.m. |
| May 20, 10:00 a.m. | Spring Commencement |
| May 29 | Memorial Day Holiday |



Summer, 2006

| | |
|---------------------------|--|
| June 2, 8:00-5:00 ... | Graduate/Undergraduate Registration for SUMMER/FALL quarters |
| June 5, 8:00-6:00 | Registration for SUMMER/FALL for evening students; Late Registration for all other students |
| June 5 | Classes Begin: First 5 1/2-Week Term & All-Summer Term |
| June 5 - July 11 | First 5 1/2 Week Summer Term |
| June 5 - August 17 | All-Summer Term |
| June 6-7 | Period to Drop/Add Courses: First 5 1/2-Week Summer Term & All-Summer Term only |
| June 28 | Last Day to Drop a Course—First 5 1/2-Week Term |
| July 4 | Independence Day Holiday |
| July 11 | Final Examinations; End of First 5 1/2-Week Term |
| July 12, 8:00-6:00 | Registration: Second 5 1/2-Week Term & Second 4-Week Summer Terms/Fall Quarter |
| July 13 | Classes begin Second 5 1/2-Week Term & Second 4-Week Term |
| July 13 - August 11 | Second 4-Week Term |
| July 13- August 17 | Second 5 1/2-Week Term |
| July 17-18 | Late Registration & Period to Drop/Add Courses— Second 5 1/2-Week Term & Second 4-Week Summer Terms |
| July 24 | Last Day to Drop a Course—All-Summer Term |
| August 2 | Last Day to Drop a Course—Second 4-Week Term |
| August 7 | Last Day to Drop a Course—Second 5 1/2-Week Term |
| August 8, 8:00-6:00 | Drop/Add Opportunity for FALL for returning students |
| August 9 | Last Priority Registration for FALL Quarter |
| August 11 | Final Examination; End of Second 4-Week Term |
| August 17 | Final Examinations; End of Second 5 1/2-Week Term & All-Summer Term |
| August 18 | Grades due to the Registrar's Office, 4:00 p.m. |
| August 19 | Summer Commencement, 10:00 a.m. |

Fall, 2006

| | |
|----------------------|--|
| September 1 | Registration for New, Re-Entry, Evening Students Late Registration for Returning Students |
| September 4 | Labor Day Holiday - No Day or Evening Classes |
| September 5 | First Day of Class for FALL Quarter |
| November 10 | Last Day of Classes |
| November 13 | Study Day; No student activities Final Exam for Monday-evening only classes |
| November 14-16 | Final Examinations |
| November 17 | Faculty Work Day; Grades due in the Registrar's Office 4:00 p.m. |
| November 27 | Registration for Winter Quarter |

GENERAL INFORMATION

History

- General

- Degrees and Programs

- Structure and Organization

- Graduate Programs

- Physical Plant

- Endowment Programs

- Leadership

Vision, Mission and Purpose

- Nature of the Institution

- The Liberal Arts Program

- The Campus Plan

- Accreditation

GENERAL INFORMATION

CHARACTERISTICS

History: General

Houston Baptist College was created by action of the Baptist General Convention of Texas on November 15, 1960 culminating 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 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 business men, 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.

History: Degrees and Programs

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, 1991 and 2001.

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 MBA program now includes an international study component, and study abroad programs are also offered through the Master of Liberal Arts program.

History: Structure and Organization

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.

History: Graduate Programs

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 in Management degree 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. This degree was phased out in 2002 and replaced with the Master of Arts in Christian Counseling program. 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 1999, the Master of Science in Accountancy and Information Technology was initiated. The Master of Arts in Christian Counseling program was begun in 2002.

History: Physical Plant

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's Museum of Architecture and Decorative Arts. 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 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. A new addition to the Women's Residence College was constructed in 2000. And, in 2003, the Mabee Teaching Theater and the Glasscock Center were enhanced by a new lobby facility serving the conference capability of this complex.

History: Endowment Programs

Special endowment programs have further enriched the University. The University received three endowed chairs during the period 1971-1978 — the Herman Brown Chair of Business and Economics, the Robert H. Ray Chair of Humanities, and the John Bisagno Chair of Evangelism. In the same period, two endowed professorships were given — the Rex G. Baker Professorship in the College of Business and Economics and the Prince-Chavanne Professorship of Christian Business Ethics. The John S. Dunn Research Foundation funded the Dunn Endowed Professorship in Nursing in 1994 and a professorship for Clinical Excellence in Nursing in 2001. The Endowed Scholarship program was begun in 1971 increasing the endowment of the University and helping assure the recruitment of top academic students. In 2004, the University numbered more than 190 scholarships funded through this program.

History: Leadership

In 1987, the University's first president, 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 where he served as Dean of the College of Business. 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, the Memorial Hermann-HBU Wellness Center, and the Glasscock Center expansion. In 1997, Dr. and Mrs. Hodo received the HBU Spirit of Excellence Award, 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**” statement

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. HBU strongly endorses the liberal arts experience as the best possible foundation on which to build a successful career.

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 Center. It is flanked by the Moody Library, the Cullen Nursing Center, the Cullen Science Center, the Mabree Teaching Theater, the M. D. Anderson Student Center, and the Stanley P. Brown Administrative Complex. Adjacent to the campus is the HBU-Memorial Herman Wellness Center for student and faculty use. 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 cultural arts center, a chapel, and additional housing and recreational facilities.

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 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 College of Business and Economics holds candidacy status in the Association of Collegiate Business Schools and Programs (ACBSP). The Master of Liberal Arts degree program is accredited by the Association of Graduate Liberal Studies Programs.

STUDENT AFFAIRS

Athletic Program

Enrichment Center

Career Services

Counseling

Freshman Year Experience (FYE)

Health Insurance

Housing Regulations and Residence Life

Intramurals

Spiritual Life

SLP Graduation Requirement.

Student Ministries

ACTS (Community Service & Volunteer Program)

Student Conduct

Student Government

Student Health Services

Student Organizations

Wellness Center

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 men's basketball and baseball, and women's basketball, volleyball, and softball.

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.

The **Career Services** office provides a variety of career counseling and job search services for University students and alumni. Professional counselors are available to assist individuals with career choices, development of job search action plans, resumé 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 Resumé Referral Service
- Career testing and assessment
- Mock interviews
- Strengths assessment

Counseling Services – Licensed professional counselors provide counseling services for students in an effort to assist them in becoming more effective, productive, and comfortable in their dealings with others. A proactive 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 and include individual, group, pre-marital, and marital counseling on a short-term basis. Counseling and psycho-educational assessment are available to students who have or believe they have a learning disability.

Freshman Year Experience (FYE)

This class provides incoming freshmen with valuable adjustment techniques and strategies to assimilate them into academic life at the University. This required course helps students discover their strengths and use them to strive toward academic success, as well as overcome their weaknesses. It also focuses on helping individuals develop relationships and rapport with professors and peers to facilitate a variety of educational experiences. This class enhances the potential for academic success, and it provides students with a forum to develop critical and creative thinking skills, career planning, community service, campus involvement, and spiritual discovery.

Health Insurance

To ensure that HBU students have protection against accident or illness, all undergraduates are automatically enrolled in a basic insurance policy which provides protection 24 hours a day worldwide, including during all holiday/vacation periods. Students who are already covered under another plan may utilize this coverage as their secondary policy, providing reimbursement for deductibles and co-payments required by their primary insurance plan. Automatic billing occurs at Fall, Winter, and Spring registrations. Coverage extends into the summer at no additional charge. A supplemental policy is an additional option. For details, see the official insurance brochure available in Financial Services, Student Affairs, and all on-campus housing sites.

All international students are required to have medical insurance which is valid in Houston, Texas. Their coverage must include repatriation and medical evacuation, an ID card in English, and a claims submission address in the United States. International students who are unable to provide documentation of such insurance will be automatically enrolled in the University's basic and supplemental plan.

Housing Regulations and Residence Life

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 student education.

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 (part-time student); or
- d. Living at home with parents/guardians in the Houston area

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 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. If space is available, a private room may be requested for an additional charge.

Husky Village is the HBU student apartment complex. 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. A spacious clubhouse facility has a large area complete with large screen television, a laundry room, and a study area. There is also a swimming pool, sauna, and barbecue area.

All residences are staffed by upper class resident assistants and professionals who offer programming designed to enhance the students' education.

Intramural Athletics

All students, faculty, and staff are encouraged to participate in the intramural program. Regular participation in intramural sports provides opportunities to enrich social relationships, develops an interest in sports, and helps develop a healthy body and alert mind. Students compete for trophies in twelve intramural sports in quest of the Sweepstakes Trophy.

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. 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, a Spiritual Life Program (SLP) graduation requirement has been developed for all undergraduate students seeking a degree. The Spiritual Life Office directs the implementation of the Spiritual Life Program.

SLP Graduation Requirement

All undergraduate students (full-time and part-time) seeking a degree have a SLP graduation requirement of 90 points. SLP points are accrued by participating in the SLP events and programs that are scheduled each quarter. Students may earn up to a maximum of 15 points per quarter to be accrued toward the total SLP points required for graduation. Students are encouraged to earn 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. Transfer students will receive a transfer credit of .75 points for every transfer hour. Associate Degree Nursing students are required to have 54 SLP points.

Students may view their SLP record online. More information about the Spiritual Life Program is available in the *HBU Student Handbook* and the *Points of Interest* quarterly magazine. Questions about the Spiritual Life Program may be directed to the Spiritual Life Office or the Student Affairs Office.

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 a 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.

Convocation is a weekly assembly of students, faculty, and staff which focuses on spiritual life. Weekly SLP offerings, 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 are located in the M.D. Anderson Student Center. The Spiritual Life staff includes the Director of Spiritual Life/University Chaplain, the Director of Student Ministries, and the Coordinator for Missions and Community Service.

ACTS (Community Service & Volunteer Program)

ACTS (Assisting Communities Through Students) promotes lifestyles of service and ministry, serves as an experiential learning tool, and meets service needs in the Houston community. Students can join student-led service teams, and participate in other ACTS events that develop heightened awareness of community needs. Students may earn up to 10 SLP points in this category.

Service-Learning internships are available which give students opportunities to build relationships as they serve 30 hours at a community agency and learn about Christian faith in action and the process of social change.

Student Center — M. D. Anderson

The M. D. Anderson Student Center is a focal point of student life on the campus. Whether looking for a job, searching for a textbook, seeking personal counseling or other student services, or sharing a cup of coffee and a meal with friends, all this may be found in the M.D. Anderson Student Center. The University Store, the Post Office, the Enrichment Center, the Bone Appetit Café, and our newest coffee spot, The Pawz, are all located on the first floor. Other offices housed on the second floor include Student Affairs, Spiritual Life, and Student Health Services.

Student Conduct

Houston Baptist University expects students to adhere to high standards of personal conduct consistent with the Christian mission of the University. In order to achieve its purpose, Houston Baptist University expects individual members of the University community to accept responsibility for their personal conduct.

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

Student Government

The “Constitution of the Student Association of Houston Baptist University” was adopted October 18, 1963 by the first student body. It 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 Government Association (SGA), which is composed of representative students from all Colleges of the University and from each of the four undergraduate classes. Student officers serve as the spokespersons for students and seek “to foster the recognition of privileges and responsibilities of the students of the university community.”

Student Handbook

Students are expected to abide by the guidelines as stated in *The HBU Student Handbook*. Students requesting an exception to a policy may submit an appeal form to the Assistant Vice President for Student Affairs.

Student Health Services

The purpose of HBU Student Health Services is to promote the wellness of the campus community. Services are provided to all students who are currently enrolled. Clinic hours are posted and published. 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 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 2004-2006 academic years:

| | |
|---|------------------------------------|
| Alpha Chi | Hispanic Student Organization |
| Alpha Chi Omega | Husky Ambassadors |
| Alpha Epsilon Delta (Pre-Med) | Indian Student Association |
| Alpha Kappa Alpha | Interfraternity Council |
| Alpha Kappa Delta (Sociology) | Kappa Alpha Order |
| Alpha Kappa Psi (Business) | Kappa Delta Pi (Education) |
| Alpha Mu Gamma (Foreign Language) | Ministry Leadership Council |
| Alpha Phi Omega | Nursing Student Association |
| Alpha Pi Kappa | Omicron Delta Kappa (Leadership) |
| Alpha Tau Omega | Panhellenic Council |
| American Student Dental Association | Phi Alpha Delta (Pre-Law) |
| Art Guild | Phi Alpha Theta |
| Association of Student Educators | Phi Mu |
| Association of Women Students | Pre-Optometry Professional Society |
| Bilingual Education Student Organization | Psi Chi (Psychology) |
| Black Student Fellowship | Refuge |
| Brothers Under Christ | Rex Fleming Readers |
| Cheerleaders | Sigma Beta Delta |
| Christian Medical Fellowship | Sigma Tau Delta (English) |
| Collegian | Sigma Theta Tau (Nursing) |
| Delta Sigma Rho-Tau Kappa Alpha (Forensics) | Sigma Phi Lambda |
| Digital Eon | Society of Physics Students |
| Fellowship of Christian Athletes | Student Foundation |
| Focus | Student Government Association |
| Freshman Fellowship | Student Programming Board |
| HBU Toastmasters | Vietnamese Student Association |
| | Women in Communications |

Wellness Center

The Memorial Hermann/HBU Wellness Center is dedicated to serving students by providing excellent facilities, personnel, and opportunities which promote total wellness. Membership to the Wellness Center is available to all undergraduate students enrolled as a full-time student. Students enrolled for part-time course work, graduate students, and intensive English Institute students have the opportunity to purchase memberships and should inquire at the HBU Business Office.



ADMISSIONS

University Admissions

Undergraduate Admissions

 Freshman Student Admission

 Special Admission

 Early Admission

 Early Bird Program

 Concurrent Enrollment

 High School

 Provisional Admissions

Transfer Student Admission

Other Undergraduate Student Admission

 Post-Baccalaureate Student Admission

 Audit Admission

 Non-Degree Undergraduate Student Admission

 Senior Citizens

 Re-Entry Admission

 Transient Student Admission

Graduate Admission

 MACC – Master of Arts in Christian Counseling

 MAP – Master of Arts in Psychology

 MATS – Master of Arts in Theological Studies

 MBA – Master of Business Administration

 MEd – Master of Education

 MLA – Master of Liberal Arts

 MS-HA – Master of Science in Health Administration

 MS-HRM – Master of Science in Human Resources
 Management

 MS-MIS – Master of Science in Management Information
 Systems

 MS-MGMT – Master of Science in Management

International Student Admission

UNIVERSITY ADMISSIONS

The Office of 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 admission to the University and all necessary forms for admission may be obtained by contacting the Admissions Office, Houston Baptist University, 7502 Fondren Road, Houston, Texas 77074-3298. The telephone number is (281) 649-3211 and email is unadm@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. Applications should be submitted at least eight weeks before registration. Admission to Houston Baptist University constitutes university admission only and does not constitute program admission.

Undergraduate Admissions

All transcripts and score reports must be mailed directly to Houston Baptist University from the high school, 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 or she 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.) The 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).

5. It is the responsibility of the applicant to have an official high school record, official test scores, and one recommendation letter sent to the Admissions Office. The recommendation letter must be written by a teacher, counselor, or other academic official. Official records or scores must be sent directly from the institution to the Admissions Office.
6. Any student who has not completed three (3) years of high school within the United States must submit an official TOEFL score report with a minimum score of 213 on the computer-based test or a total score of 550 or greater on the paper test. 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 the “International Admissions” section of the **HBU Bulletin**.

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 may be made.

II. Special Programs: Undergraduate

1. **Early Admission** – A limited number of selected students with outstanding academic records may, by special arrangement with their high schools, be admitted at the end of their junior year. These students attend Houston Baptist University as freshmen. The student’s high school will award credit for work taken at Houston Baptist University toward the high school graduation requirements. Students interested in this program should consult their high schools and the HBU 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 schools and the HBU 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 requests and documentation to the Director of Admissions to be considered.

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.

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, high school English grades, and performance on placement examinations.
 - 3 semester hours selected from Smith College requirements
- b. The provisionally admitted student for Fall, Winter or Spring Quarter 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, high school English grades, and the student's performance on placement examinations.
 - 6 semester hours selected from 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, she or he must take 12 hours at a regionally accredited college or university 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 or her 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 the transcript.
- e. In addition to the regular application procedures, an applicant for provisional admission must submit a personal statement of approximately two hundred fifty words discussing the applicant's educational and career goals, 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 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 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 readmissible to all previously attended schools. Ordinarily, official transcript evaluations are completed after a student has been officially admitted to the University.
3. To be considered as a **transfer student**, an applicant must have completed 30 credit hours from a regionally accredited institution. Remedial or developmental hours are not counted toward the 30 credit hours to be considered as a transfer student. Students attending a regionally accredited institution must provide required documents as defined in “Freshman” and “Student” admissions sections.
4. Any student who has not completed three (3) years of high school within the United States must submit an official **TOEFL** score report with a minimum score of 213 on the computer based test or a total score of 550 or greater on the paper test. 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.
When the above criteria are not met, the student 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.
5. **Transfer Probation.** Transfer students with cumulative grade point averages below 2.0 may be admitted on probation. A transfer student admitted on probation must achieve a 2.0 grade point during the first quarter at HBU.

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

A post-baccalaureate student seeking a degree at HBU must submit official (institution-to-institution) transcripts from all regionally accredited institutions attended.

2. Audit Admission

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

5. Re-Entry Admission

Any student who was not enrolled during the preceding quarter (not to include summer) must submit an application for re-entry at least seven days prior to registration (no application fee required). If the student attended another regionally accredited college or university, the student must request from that college or university that an institution-to-institution official transcript be sent to Houston Baptist University reflecting all academic work attempted during the period the student did not attend Houston Baptist University.

6. 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 Admissions office. If a transient student decides to continue at Houston Baptist,

he or she 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.

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 Christian Counseling (MACC); Master of Arts in Psychology (MAP); Master of Arts in Theological Studies (MATS); Master of Education (MEd); Master of Liberal Arts (MLA); Master of Business Administration (MBA); Master of Science in Health Administration (MS-HA); Master of Science in Human Resources Management (MS-HRM); Master of Science in Management Information Systems (MS-MIS); and the Master of Science in Management (MS-MGMT). 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. For resident students, a non-refundable fee of \$25 must accompany this application. International students must submit a non-refundable fee of \$100 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 fewer 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 Registrar’s Office. 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, or the Graduate Management Admissions Test (GMAT). 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 for admission. These must be sent directly to the Admissions Office. 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 to a program admissions committee within the appropriate college. The faculty committee may recommend that the student be provisionally admitted. Provisional admission may be granted after review of all pertinent information. In all cases, after the completion of two quarters of attendance, the provisionally admitted student must have taken at least six hours of 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. Post-Graduate Admission

Post-graduate admission may be granted to students who have a bachelor's degree and/or a Master's degree, and wish to take courses from one of our graduate programs. Post-graduate students must meet the University admission requirements for graduate students, including a cumulative quality point average of 2.5 or a quality point average of 3.0 on the last 60 semester hours of study. Individual graduate programs may limit the number of hours a student may take under this status before program admission is required for continued studies.

6. 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.

7. Permanent Resident Statement

Any applicant who has Permanent Resident or Resident Alien status must present his or her green card in person to the Admissions Office. If the applicant has not completed more than two (2) years of college work at a regionally accredited institution within the United States, he or she may be required to submit an acceptable score on the TOEFL of 550 or more (213 on computer-based exam).

8. Application Deadline

Many programs have specific date deadlines for application well in advance of the time of registration. Not all degree programs may be entered every quarter. See specific degree statements. In every case, the Admissions Office 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.

9. Transfer Credit

Some graduate degree programs allow the transfer of graduate credits. In no case will more than six semester hours of credit be allowed in transfer from another

college or university. Such credit must be at the 2.67 (B-) or above grade level (on a 4.0 scale) and the granting institution must be accredited by its regional accrediting association. Credits transferred must apply to a specific course in the program and must be approved at admission to the program. The University Registrar, with the recommendation of the appropriate program director, approves transfer credits. Many programs require transfer work to have been completed within a predetermined period. No correspondence or extension credit will be accepted. See the “Graduate Transfer Credit” section of this **Bulletin**.

Specific additional degree program admission requirements are as follows:

MACC – Master of Arts in Christian Counseling

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. A letter from the applicant’s pastor is 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 completed within the previous seven years.

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 previous seven years.

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 (CHRI 5301), New Testament (CHRI 5302), Christian Theology (CHRI 5303), Introduction to Philosophy (PHIL 5301), and six 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 the language studies may be required for placement purposes.

MEd – Master of Education

A QPA of 2.5 or higher is required for all programs. A GRE score of 800 or higher, taken within the last five (5) years, is required for all programs except Counselor Education. Scores must be submitted before program admission. The student who scores below 800 (combined Verbal and Quantitative) on the GRE may take six (6) hours of course work in a program. If the student has at least a 3.5 GPA for the six

(6) hours, the student may be granted full program admission. If the GPA is below 3.5, the student may no longer take graduate education course work unless a GRE score is presented that meets or exceeds 800. 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 admission requires minimum scores at the 80th percentile on MLA Cooperative Proficiency Test in Spanish and English. A valid Texas teaching certificate is required for certification as a principal, counselor, reading specialist, or diagnostician. For special requirements for the Counseling 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 courses offered each quarter in various academic disciplines.

MBA – 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 Analysis (AWA) score of at least 3.0. Personal interview may be requested.

MS-HA – Master of Science in Health Administration

Applicants are expected to present a GMAT score of at least 500, with an Analytical Writing Analysis (AWA) score of at least 3.0. A personal interview may be requested. Entrance exam is waived for holders of graduate degrees from regionally accredited universities.

MS-HRM – Master of Science in Human Resources Management

A minimum GMAT score of 500 and a minimum analytical writing score of 3.0, or a GRE combined verbal and quantitative score of 1000 with neither of the individual components below 400, and an analytical writing component score of 3.0.

MS-MIS – Master of Science in Management Information Systems

500 minimum GMAT score and 3.0 minimum Analytical Writing score required. The program draws candidates from a wide variety of business backgrounds, both general business and information systems, as well as other professions.

MS-MGMT – Master of Science in Management

Earned MBA from regionally accredited institution.

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 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 University Admissions Office. There is a non-refundable application fee of U.S. \$100, 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 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 his or her 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 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 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 scores.
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 which is valid in Houston, Texas. Their coverage must include repatriation and medical evacuation, an ID card in English, and a claims submission address in the United States. International students who are unable to provide documentation of such insurance will be automatically enrolled in the University's basic and supplemental plan.
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 \$900 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 SERVICES

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Legacy Grant

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Grants-In-Aid

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SERV Aid

Valedictorian Scholarships

Graduate Financial Aid

FINANCIAL SERVICES

Houston Baptist University is a nonprofit 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 cover only approximately fifty percent of the instructional and operating costs of the University. 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.

Financial Services is open for business from 8:00 a.m.-5:00 p.m. Monday through Friday.

Undergraduate Tuition and Fees 2004-2005

TUITION:

| | |
|---|----------|
| Tuition per semester hour for all new students, 2004-2005 | \$395.00 |
| Tuition per semester hour guaranteed rate through 8/31/2008 | \$434.00 |
| (See Undergraduate Admissions Office for details) | |

FEES:

| | |
|---|-----------|
| Accident/Illness Insurance Fee (Fall, Winter, Spring only) | 35.00 |
| (Compulsory for all undergraduate students, and international undergraduate and graduate students without proper additional insurance.) | |
| Application Fee (Domestic) | 25.00 |
| Application Fee (International) | 100.00 |
| Applied Music Fee - per quarter | |
| One 30 minute lesson per week | 30.00 |
| Two 30 minute lessons per week | 60.00 |
| Audit Fee - per semester hour (no credit given) | 99.00 |
| Comprehensive Fee - per quarter | 210.00 |
| Change of Schedule Fee - per course | 10.00 |
| College Level Exam Program Fee | 50.00 |
| Computer Lab Fee - per course | 25.00 |
| Deferred Payment Fee - per quarter | 30.00 |
| Education Curriculum & Instruction Fee - per course | 45.00 |
| Education Field Based Course Fee - per course | 20.00 |
| Information Services Fee - per quarter | 110.00 |
| Late Registration Fee - after Registration Day | 60.00 |
| Mass Media Fee - per course | 35.00 |
| Matriculation Fee (one time fee for new students) | 150.00 |
| Music Accompanist Fee - per quarter (Voice Lessons Only) | |
| One 30 minute lesson per week | 100.00 |
| Two 30 minute lessons per week | 200.00 |
| Music Literature Fee - per course | 50.00 |
| 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 | 1,638.00-1,818.00 | 2,233.00-2,533.00 |
| 15 meals per week per quarter with \$50.00 Bonus Bucks | 1,570.00-1,750.00 | 2,165.00-2,465.00 |
| 15 meals per week per quarter | 1,522.00-1,702.00 | 2,117.00-2,417.00 |

NON-RESIDENTS (BOARD ONLY)

| | |
|--|--------|
| 19 meals per week per quarter | 882.00 |
| 15 meals per week per quarter with \$50.00 Bonus Bucks | 814.00 |
| 15 meals per week per quarter | 766.00 |
| 10 meals per week per quarter | 585.00 |
| 8 meals per week per quarter with \$50.00 Bonus Bucks | 515.00 |
| 8 meals per week per quarter | 475.00 |
| 4 meals per week per quarter with \$50.00 Bonus Bucks | 300.00 |

ESTIMATE OF UNDERGRADUATE EXPENSES PER QUARTER:

| | |
|--|------------|
| Tuition (9 hours @ \$395.00/per hour) | \$3,555.00 |
| Accident/Illness Insurance Fee | 35.00 |
| Comprehensive Fee | 210.00 |
| Information Services Fee | 110.00 |
| Semi-private Dorm Room including 15 meals-per-week meal plan | 1,522.00 |
| Total | \$5432.00 |

Graduate Tuition and Fees 2004-2005

TUITION:

| | |
|---|-----------|
| MAP & MACC - per 3 semester hour course | 1,200.00 |
| MATS - per 3 semester hour course | 1,185.00 |
| MBA - per 2 year program | 32,000.00 |
| MEd - per 3 semester hour course | 1,200.00 |
| MLA - per 3 semester hour course | 1,260.00 |
| MS-HA - per 3 semester hours course | 1,350.00 |
| MS-HRM - per 2 year program | 32,000.00 |
| MS-MGMT - per 3 semester hour course | 2,000.00 |
| MS-MIS - per 2 year program | 32,000.00 |

FEES:

| | |
|---|--------|
| Application Fee (Domestic) | 25.00 |
| Application Fee (International) | 100.00 |
| Change of Schedule Fee - per course | 10.00 |
| Comprehensive Fee - per quarter* | 175.00 |
| Deferred Payment Fee | 30.00 |
| Education Curriculum and Instruction Fee - per course | 45.00 |
| Education Field Based Course Fee - per course | 20.00 |
| Information Services Fee - per quarter* | 110.00 |
| Late Registration Fee - after Registration Day | 60.00 |
| MEd Evaluation Deposit | 150.00 |
| Prerequisite Equivalency Exams (each) | 75.00 |

*Included in tuition for MBA, MS-HRM, and MS-MIS, MS-MGMT

ALL FEES ARE NON-REFUNDABLE

ESTIMATE OF TYPICAL GRADUATE EXPENSES PER QUARTER:

| | |
|--|------------|
| Tuition (2 courses @ \$1,350/per course) | \$2,700.00 |
| Comprehensive Fee | 175.00 |
| Information Services Fee..... | 110.00 |
| Total | \$2,985.00 |

Payment of Accounts

Tuition, room, board and fees are due and payable at the time of registration. Students who priority register must complete their arrangements with Financial Services no later than one week before the first day of classes to prevent a late fee from being charged. However, Houston Baptist University does provide a deferred payment plan for the convenience of students and parents. (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 Financial Services. A late fee of \$60.00 will be assessed for students who fail to clear Financial Services by the stated deadline.

Fees for tuition, room and board become the responsibility of the students in accordance with the 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 expenditures 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 \$10.00 will be charged per course for each change initiated by the student.

A student who withdraws from a course (except 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 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, the financial aid programs listed below have been established to assist students who can establish need.

Assistance from one of our student aid professionals is available Monday through Friday between 8:00 a.m. and 5:00 p.m. by calling (281) 649-3471. Our mailing address is: Houston Baptist University, Financial Services Office, 109 Administration Building, 7502 Fondren Road, Houston, TX. 77074-3298. Our Web address is www.hbu.edu, and our Email address is Financial_Services@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). Go to www.fafsa.ed.gov to submit the FAFSA.
3. Submit to the Financial Services Office all requested documents needed to complete the aid application.
4. Students must enroll at least half-time (six hours undergraduate or three 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 make satisfactory progress toward the completion of their degrees 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 to be financially 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 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 Services 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 Services 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.

Deadline Dates

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

March 1 is the preferred deadline for applicants to submit the FAFSA to the Federal Student Aid Programs. All requested documents must be submitted by April 15.

How, When and Where To Receive 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 Financial Services Office.

GOVERNMENT GRANTS

Federal Pell Grants

This is the basic grant available to qualifying undergraduate students who have not earned a bachelors or professional degree. Funding comes from the federal government. All degree-seeking undergraduate students may apply by submitting the Free Application for Federal Student Aid. The annual maximum award is up to \$4,050 per academic year.

Tuition Equalization Grants (TEG) or Other State Grants

These grants are available to students who are Texas residents, full-time undergraduate students, and who demonstrate need. The annual maximum varies. Recipients of athletic scholarships or SERV aid are not eligible for the TEG. Nursing students must enroll for a minimum of six hours per term. Non-Texas residents should apply for a grant in the state of their residency. Students should submit the Free Application for Federal Student Aid.

Texas Grant Program

Entering Texas students who demonstrate need and have completed the recommended or distinguished high school curriculum are eligible to apply for this state grant. Limited funds are available and students must enroll in a minimum of seven hours per term. To renew the award, first year recipients must meet our satisfactory progress policy and second year and above recipients must achieve an overall QPA of 2.5 by the end of the spring quarter and complete at least 75% of the hours attempted. Students should submit the Free Application for Federal Student Aid.

State Student Incentive Grant (SSIG)

This grant is available to students who are Texas residents, full-time undergraduate students, and who demonstrate need. The annual maximum varies. The eligibility requirements are the same as the TEG. Students should submit the Free Application for Federal Student Aid.

Supplemental Educational Opportunity Grant (SEOG)

Federal SEOG grants are intended to supplement other aid received. These grants are federally funded. Funds are awarded to a limited number of undergraduate students who demonstrate exceptional financial need. Students should submit the Free Application for Federal Student Aid. Grants may range up to \$400 per quarter depending upon availability of funds.

Supplemental Leveraging Educational Assistance Program (SLEAP)

This grant is available, depending upon availability of funds, to qualifying undergraduate students who are Texas residents. Nonresidents of Texas should contact their state for information concerning 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 in a degree or certification program and who demonstrate need. 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, but repayment begins six months after dropping below half-time. The student is the borrower and must attend Houston Baptist University loan counseling before the first loan at HBU can be released. 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 student. Students should submit the Free Application for Federal Student Aid.

Stafford Unsubsidized Loan for Dependent Students

The same eligibility requirements as the Stafford Subsidized Loan apply except students do not have to demonstrate need. Applicants must seek aid from the Stafford Subsidized Loan before applying for the Stafford Unsubsidized Loan, and students can have this loan in combination with the Stafford Subsidized Loan. The student is responsible for the interest that accrues on the Stafford Unsubsidized Loan while in school and deferment periods. Some deferment options are available. The loan limits are the same as the Stafford Subsidized Loan. Students should submit the Free Application for Federal Student Aid.

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 4% origination/insurance fee. Repayment of principal begins six months after the borrower ceases at least half-time enrollment. All loans must be repaid.

Federal Parent Loan for Students (PLUS)

This loan is for parents of undergraduate student who are enrolled at least half time. A credit-worthy parent is the borrower. Repayment begins while the student is in school. The maximum amount varies, there are some deferment options available, and the interest rates vary. Students should submit the Free Application for Federal Student Aid.

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 notes for details of the terms, and interest rates.

EMPLOYMENT

Federal College Work Study (CWS)

Federal College Work Study is a federal program that allows students who demonstrate need to earn money to help pay for educational expenses. The total CWS award depends on your need, the amount of money the university has for this program, and the amount of aid received from other programs. Students earn minimum wage for most positions 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 the Enrichment Center 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, the student 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. An eligible non-citizen is one who is: (1) a U. S. permanent resident with 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 the student is a male who is at least 18 years old but not yet 26 years old.
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

Endowed Academic Scholarships

A limited number of endowed tuition scholarships are available for new HBU freshman students who have demonstrated superior academic achievement and leadership quality. A minimum 1300 SAT or 30 ACT is required to apply. The application and University admission must be completed by December, including the essay and two letters of recommendation. EAS scholarships are awarded in February. Recipients must maintain a 3.25 cumulative QPA to retain the EAS scholarship. The scholarship is available for a maximum of 12 quarters. The total value of a full scholarship is \$52,000; the total value of a three-quarters scholarship is \$39,000; and the total value of a one-half scholarship is \$26,000. For information and an application, contact the Office of Admissions at 281-649-3211 or 800-969-3210 or e-mail EAS@hbu.edu

Founders Academic Scholarship

A limited number of academic scholarships are available for new students. A minimum 1250 SAT or 28 ACT is required for freshman students to apply. Transfer students must have a cumulative 3.75 QPA on 30 or more semester hours as calculated by the HBU Admissions Office. Recipients must maintain a 3.25 cumulative QPA to retain the scholarship. The scholarship is available for a maximum of 12 quarters and is not applicable for summer enrollment. The value of the scholarship is \$5,300 per year and is renewable. The total value of the scholarship is \$21,200.

Presidential Academic Scholarships

A limited number of academic scholarships are available for new students. A minimum 1175 SAT or 26 ACT is required for freshman students to apply. Transfer students must have a cumulative 3.5 QPA on 30 or more semester hours as calculated by the HBU Admissions Office. Recipients must maintain a 3.25 cumulative QPA to retain the scholarship. The scholarship is available for a maximum of 12 quarters and is not applicable for summer enrollment. The value of the scholarship is \$3,800 per year and is renewable. The total value of the scholarship is \$15,200.

Legacy Grant

A limited number of grants are available for new students. A minimum 1100 SAT or 24 ACT is required for freshman students to apply. Transfer students must have a cumulative 3.25 QPA on 30 or more semester hours as calculated by the HBU Admissions Office. Recipients must maintain a 3.25 cumulative QPA to retain the scholarship. The scholarship is available for a maximum of 12 quarters and is not applicable for summer enrollment. The value of the grant is \$2,500 per year and is renewable. The total value of the grant is \$10,000.

Ministerial Dependents Grant

A limited number of grants are available for dependent children of ordained/licensed Southern Baptist ministers and missionaries. Proof of ordination, license and current ministry are required, and the students must be regularly admitted students. Documents must be sent to the Office of Scholarships. Recipients must maintain a 2.8 cumulative QPA to retain the scholarship. The scholarship is available for a maximum of 12 quarters and is not applicable for summer enrollment. The value of the grant is \$3,800 per year and the total value of the grant is \$15,200.

Grants-In-Aid

These grants are available to undergraduate students who can contribute special abilities or services to the University. These grants are awarded in athletics, music, art and nursing. The awards may vary and a limited number are available. Contact the respective University department for more information.

Church Matching Award

A limited number of awards are available for new students. Christian churches in Texas may contribute scholarship dollars to a full-time, undergraduate student. The University will match dollar for dollar up to \$1,000 per student for monies contributed per academic year. The scholarship is available for a maximum of four years and is not applicable for summer enrollment. The total HBU value of the award is \$4,000.

Support for Every Religious Vocation (SERV) Aid

SERV Aid is available to Baptist undergraduate ministerial students and those students planning to enter some church-related profession. The annual maximum award is \$50 per hour. SERV Aid requires a recommendation from the HBU Center for Exploring Ministry Careers. SERV required an annual renewal. Second and consecutive renewal applications must be accompanied by evidence that the student is active in a church that cooperates with the Baptist General Convention of Texas

(BGCT). TEG recipients are not eligible. For additional information, call 281-649-3281 or e-mail jboggs@hbu.edu.

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 Services, 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 Financial Aid for a more complete description of some of these programs.



ACADEMIC RESOURCES

Academic Advising

Academic Resource Center (ARC)

Center for Exploring Ministry Careers

Extended Education

Continuing Education

Instructional Television

Intensive English Institute

Instructional Media Services

Honors Programs

Library

ACADEMIC RESOURCES

Academic Advising

The advising process is designed to help the student make important decisions related to academic and career progress. All HBU students should become familiar with their advisor and the advising process. Below are some guidelines to follow to make the advising process a successful part of the HBU experience.

Most HBU students must choose two majors. At the time a student is accepted to HBU, a faculty academic advisor is assigned for one of the majors. Students will have the opportunity to choose an advisor in the other major. The faculty advisors also assist in planning educational and career goals.

Students may see advisors to:

- discuss academic successes, failures, or other issues that may affect academic progress
- select courses for each quarter
- file a degree plan
- discuss educational and career goals
- provide personal encouragement and support

The faculty advisor's responsibility to the student is

- to listen and help solve problems regarding academic or career issues
- to aid in selecting appropriate courses each quarter
- as a reference to appropriate campus resources
- to assist in attaining educational and career goals

The student's responsibility to the faculty advisor is to

- come to the advising sessions prepared and ready to ask questions
- be knowledgeable about HBU academic policies and procedures
- know the office hours and location of advisors
- schedule appointments with advisors
- keep scheduled appointments on time or cancel in advance
- accept responsibility for academic decisions
- seek assistance before experiencing academic difficulty
- share information about educational and career goals

Students may wish to spend some time investigating fields of interest, majors, and careers. Advisors or staff members in the Enrichment Center or the Office of Academic Advising are available for assistance in exploring majors and careers.

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.

Center for Exploring Ministry Careers

The Center for Exploring Ministry Careers is the structure through which Houston Baptist University coordinates its many efforts to assist students who are committed to 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.

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 20-hour per week classroom schedule and uses an integrated approach to skill building. All instructors are required to have a minimum of a baccalaureate degree and teaching experience with international students. Further information may be obtained by calling 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.

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.

Library

Moody Library contains a collection of over 285,000 bibliographic units with 5,000 new titles being added annually. The library subscribes to more than one thousand periodicals and provides access to nearly 20,000 electronic periodicals. The catalog and circulation systems are fully automated. Computerized indexes and Internet access are available, as are 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 Bible in America Museum and the Museum of American Architecture and Decorative Arts.



ACADEMIC POLICIES AND PROCEDURES

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Residency Requirement—Undergraduate
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Scholastic Standing
Second Undergraduate Degrees
Smith College of General Studies
Spiritual Life Program
Student Directory Information
Student Responsibility
Transcripts
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Transient Enrollment
Undergraduate Enrollment in Graduate Courses
Undergraduate Grading System and Quality Points
Undergraduate Transfer Credit
Withdrawal Procedure from Class
Withdrawal Procedure from University

ACADEMIC POLICIES AND PROCEDURES

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 consists of 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.

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 President.

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 in required courses, surveys of recent graduates and their employers, and comparison with the requirements of similar programs at other institutions of higher learning.

Academic Load

The minimum number of semester hours (130) required to complete an undergraduate degree at Houston Baptist University 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 institutions 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 in the current quarter 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.

Administrative Withdrawal of a Student

The Registrar may administratively withdraw a student from a course 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. 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 first day of the eighth week of a fall, winter, spring, or all-summer quarter, and the 15th day of the First 5 1/2-week, Second 5 1/2-week, and Second 4-week summer sessions. Instructors may withdraw a student only for the following reasons:

1. If the prerequisites or co-requisites as listed in the current **HBU Bulletin** for the course from which the student is being withdrawn have not been met.
2. If there are 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 filing a drop form with the Registrar’s Office. The form for this withdrawal may be obtained from the student’s First Class® account.

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.

Application for Degree

Each student must file an application 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.

An undergraduate student who leaves the University to attend a graduate or professional school to which he or she 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.

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.

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 or she is not interested in following a degree program |
| Part-time Student: | Undergraduates registered for fewer than eight semester hours in a regular quarter |

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. If approved, 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 the “Pass-Fail Courses” section of this **Bulletin**.

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.

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. CLEP credit is limited to students with 63 or fewer hours.

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

Students may 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 six hours of credit. Those scoring above the 80th percentile on Form LB may receive six hours of credit; those scoring above the 50th percentile on Form LB may receive three 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 eight semester hours at Houston Baptist University with a QPA of 2.0 or greater. A posting fee will be assessed at such time. See “Fee” section of **Bulletin**.

Credit 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 |
| | Microeconomics | 3 hrs. cr. | ECON 2302 | 4 |
| English | International Baccalaureate: Economics | 3 hrs. cr. | ECON 2301 | 5 |
| | 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 |
| | 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 58 |
| German | Language | 12 hrs. cr. | FREN 1314, 1324, 2314, 2324 | scaled score of 68 |
| | 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 57 |
| | 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 |
| Marketing | International Baccalaureate: History-Europe | 3 hrs. cr. | Lower Level Elective | 5, 6, or 7 |
| | CLEP Subject: Prin. Mktg. | 3 hrs. cr. | MKTG 3301 | scaled score of 66 |
| 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 60 |
| | Calculus | 4 hrs. cr. | MATH 2434 | 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) Music Theory (Higher Level) | 3 hrs. cr. 2 hrs. cr. | MUHL 2313 MUTH 1212 | 5 or higher 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 51 |
| 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 55 scaled score of 64 |
| | 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, but requires the 71st percentile.

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.

Dean's List and Honor Roll

In order to encourage excellence in undergraduate scholarship and give recognition to superior achievement, a Dean's List is released each quarter. Full-time undergraduate students registered for a minimum of eight 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** at the time of filing and will be valid for a period not to exceed five years from the date of filing. The student must submit their 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.

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 determined by 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

In compliance with the Family Educational Rights and Privacy Act (FERPA), HBU cannot release personally identifiable information to any person other than the student, unless written permission is given for the University to do so. Students may give permission for their educational records to be released to designated parties by completing the “Transcripts Request Form” in the Registrar’s Office.

In general, no personally identifiable information from a student’s education records will be disclosed without written consent from the student. This includes, but is not limited to, grade reports, academic schedule information and transcripts. Two exceptions may, however, be made: (1) directory information may be released unless the student requests that it be withheld, as explained in the section below; (2) records may be disclosed to parents of students who depend upon them as defined by Internal Revenue Code 1986, Section 152.

HBU has designated the following student information as public or “directory information”: name, classification, major field of study, home address, email address, local residence, and telephone number. The institution may disclose such information for any purpose, at its discretion.

Currently enrolled students may withhold disclosure of either or both categories of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosures, written notification must be received in the Campus Life Office by the end of the first full week of classes for any term. Forms requesting the withholding of “directory information” are available in the Registrar’s Office and remain in effect until revoked in writing by the student. HBU assumes that failure on the part of any student to specifically request the withholding of categories of “directory information” indicates individual approval for disclosure.

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. No University student events are scheduled Monday through Thursday of final exam week.

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 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 at least 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, 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. 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 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.

Majors

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.

Military Service Credit

The recommendations of the American Council on Education are 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.

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 Registrar’s 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 student risks disciplinary action and the loss of credit by failure to adhere to these policies.

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 kinesiology. 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.

Quarter System

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 conform to that calendar.

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 Financial Services 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 or she 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.

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 calculated in the cumulative QPA as having been taken only one time. The cumulative QPA is adjusted in the quarter in which the course was repeated. 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.

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.

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 for 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).

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 enrollments 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 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 cumulative 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 beyond the first degree in order for a second degree to be conferred. 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 course work may also simply be considered post-baccalaureate work.

Senior Seminars

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

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.

Spiritual Life Program

The Spiritual Life Program contributes to the co-curricular education that a student receives. 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”.)

Student Directory Information

(Please see “Family Education Rights and Privacy Act” in this section.)

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 form and files it with the Registrar’s Office. Students should allow three

working days for the request to be processed. Transcripts will not be released until satisfactory arrangements have been made regarding all financial obligations to the University. The University ordinarily does not 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 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 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 and procedures as described in this **Bulletin**. In addition, graduate students should refer to the "Graduate Transfer Credit" section of this **Bulletin**.

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 at least 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. 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. 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 may be accepted for course work in a foreign language not offered at the University but taken at another 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 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.

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 **Bulletin**. Grades assigned on withdrawal are described in the “Grading System” section of this **Bulletin**.

Withdrawal Procedure from University Enrollment

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

UNDERGRADUATE DEGREE PROGRAM

Associate Degree

Baccalaureate Degrees

General Requirements and Policies

130 semester hours requirement

First-Year Experience (FYSE 1200)

Residence Requirement

Degree Plan

Concurrent Enrollment

Spiritual Life Program

Proficiencies

Written English Proficiency Examination

Oral Communications Proficiency

Math Proficiency

Computer Proficiency

Reading Proficiency Requirement

Majors Requirements

Senior Seminars

Undergraduate Majors

Degree Plan

Application for Graduation

Full-time Status

Smith College Requirements

Science

Christianity

Social & Behavioral Sciences

Humanities

Fine Arts

Kinesiology

Mathematics

Computer Literacy

Communications

Majors, Degrees, Certification Programs

Bachelor of Arts

Bachelor of Business Administration

Bachelor of General Studies

Bachelor of Music

Bachelor of Science in Nursing

Bachelor of Science

UNDERGRADUATE DEGREE PROGRAM

Associate Degree

The Associate Degree in Nursing 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. The nursing courses are begun during the end of the freshman year and require at least nine quarters for completion of the degree. The nursing courses are offered during the academic year, September through May, with the exception of one summer quarter during the final year of study.

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

| *Program Entry Requirements: | Sem. Hrs. |
|--|-----------|
| English 1313 & 1323 <i>Composition and Literature</i> | 6 |
| Psychology 1313, <i>General Psychology</i> | 3 |
| Psychology 3313, <i>Human Growth and Development</i> | 3 |
| Sociology 1313, Political Science 2313, or Economics 2301 or 2302 | 3 |
| Biology 2404, 2414, <i>Anatomy and Physiology I and II</i> | 8 |
| Biology 1414, <i>Introductory Microbiology</i> | 4 |
| ADN Program Requirements: | |
| Freshman Year Experience 1200, if required | 2 |
| Nursing 2222 <i>Perspective on Health Care Delivery Systems</i> | 2 |
| Nursing 2323 <i>Health Assessment</i> | 3 |
| Nursing 2404 <i>Art and Science of Nursing</i> | 4 |
| Novice Level Curriculum Checkpoint | 0 |
| NURS 3202 <i>Care of Families</i> | 2 |
| Nursing 3404 & 3424 <i>Care of Individuals I & II</i> | 8 |
| Nursing 3434 <i>Care of Individuals III</i> | 4 |
| Advanced Beginner Curriculum Checkpoint | 0 |
| Nursing 4414 <i>Care of Families with Mental Health Problems</i> | 4 |
| Nursing 4434 <i>Care of Childbearing Families</i> | 4 |
| Nursing 4444 <i>Care of Families with Children</i> | 4 |
| Graduating Student Curriculum Checkpoint | 0 |
| Nursing 4454 <i>Professional Issues and Nursing Management</i> | 4 |
| Computer Information Systems 1321, <i>Intro. to Computer Applications</i> | 3 |
| Christianity 1313 or 1323, <i>Old or New Testament</i> | 3 |
| <hr/> | |
| 45-47 | |

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

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 student with a solid liberal arts foundation that develops cultural literacy, but also provide 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 should experience 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 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 2202, *Creating a Wellness Lifestyle*, 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 serve as capstone courses in individual interest areas, integrating this work with that done in previously completed courses. Individual responsibility and independent study are emphasized. Free electives are available for those who wish to take advantage of these opportunities.

The Bachelor of General Studies degree is a degree completion program designed to help meet personal goals. It is NOT intended as a career preparation program. This degree is reserved for students (1) within 60 hours of graduation, (2) who have been out of college for at least five years, (3) who are not seeking licensure or certification, (4) who do not need the degree for admission to graduate or professional school, and (5) who are not employed in a position that requires completion of a bachelor's degree.

Undergraduate Degree Requirements

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

Candidates for undergraduate baccalaureate degrees must complete the following requirements:

General Requirements and Policies

1. **A minimum of 130 semester hours**, including KINE 2202, but not more than four semester hours in activity courses in kinesiology and not over four semester hours of other student activity courses, and not fewer than 48 semester hours of upper level courses.
2. **First-Year Experience:** FYSE 1200, *The Freshman Year Experience*, course is required of all students who enter with fewer than 15 semester hours credit.
3. **Residence Requirement:** 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. A minimum cumulative scholastic standing of 2.00 ("C" average) must be attained. A grade of "C" or higher is required for all courses within each major.
4. **Life experience**, credit by correspondence or extension course, and courses received in transfer with a grade of "D", "F", or "P" will not be counted toward a degree.
5. **Concurrent Enrollment:** Once a student has entered a degree program at HBU, it is expected that all course work will be taken at HBU. 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. However, 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.
6. **Spiritual Life Program:** Participation in the Spiritual Life Program is a graduation requirement for all degree-seeking undergraduate students. The *HBU Student Handbook* contains a complete description of the Spiritual Life Program point system and amount of points needed to qualify for graduation. The "Points of Interest" quarterly publication details the options to earn Spiritual Life Program points.
7. **Proficiencies:** All undergraduate students must demonstrate proficiency in written and oral communications, reading, mathematics, and computer use before a degree can be granted.

Written English: The written communication proficiency may be met in several ways:

- a) Completion of ENGL 1313, *Composition and Literature I*, and ENGL 1323, *Composition and Literature II*, at Houston Baptist University with a grade of "C" or above, or 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.
- b) Successfully completing the Written English Proficiency Exam. The Department of Languages urges students who did not pass 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 successful completion of the exam.

Oral Communications: A grade of “C” or better in COMM 1313, *The Communication Process*, will meet the proficiency requirement for oral communications. Students receiving a “D” in COMM 1313 must satisfactorily complete additional work in the communication assessment lab to demonstrate oral communication competency.

Reading: The reading proficiency is a requirement of all students seeking a degree, including those students possessing a degree 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.

The reading proficiency requirement may be met in several ways:

- (a) a SAT minimum verbal score of 550
- (b) an ACT minimum score of 22 on the Reading portion;
- (c) a score of 17 or better on the Pre-THEA Exam; or
- (d) a currently acceptable passing score on the THEA Exam.

The University will offer the Pre-THEA Exam quarterly. The Pre-THEA 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-THEA Exam will be required to enroll and pass EDRE 1333, *Reading for Effective Learning*. Students may also retake Pre-THEA or THEA with a passing score as an option prior to graduation.

Mathematics: A grade of “C” or better in MATH 1305, *Math for Critical Thinking*, or higher mathematics course will meet the proficiency requirement for mathematics.

Computer Literacy: A grade of “C” or better in CISM 1321, *Introduction to Computer Applications*, will meet the proficiency requirement for computer literacy.

8. **Major Requirements:** For degrees other than the Bachelor of General Studies, the Bachelor of Music, and the Bachelor of Science in Nursing degrees, two academic majors are required. A minimum of 48 hours (24 hours in each major) is required for completion of a degree. 36 semester hours in a major is the maximum number of hours allowed toward a degree. Each major must include a minimum of 12 semester hours above the sophomore level, including senior seminars.
9. **Senior Seminars:** Eight (8) semester hours of Senior Seminars are required in each major field with the exception of the Bachelor of General Studies, the Bachelor of Business Administration, and the Bachelor of Science in Nursing. The BGS, BBA, and BSN require four (4) semester hours. To be eligible to register for a senior seminar, a student must have a 2.00 cumulative quality point average and must have completed a total of 80 semester hours, 15 of which must be in the field of the senior seminar.
10. **Undergraduate Majors:** At the date of this publication, June 2004, undergraduate majors may be selected from accounting, art, biblical languages, bilingual education, biology, biochemistry-molecular biology, business, chemistry, Christianity, computer information systems management, economics, English, entrepreneurship, finance, French, history, kinesiology, interdisciplinary studies, management, marketing, mass media, mathematics, multidisciplinary studies, music, nursing,

pedagogy, physics, political science, psychology, sociology, Spanish, speech communications, and writing.

11. **Degree Plan:** In order to register as a junior and become a candidate for a degree, a student must have on file in the Registrar's Office an approved degree plan showing the exact program to be followed. (See section on "*Degree Plans*" in this **Bulletin**.)
12. **Application for Graduation:** A student must file a graduation application at least three (3) quarters before anticipated date of graduation. This may not be changed after registration for the second quarter of the senior year.
13. **Full-Time Status:** The recommended full-time undergraduate student load is eight to twelve (8-12) semester hours each quarter. Students who wish to take over 13 hours must seek permission from the Vice President for Academic Affairs.

14. **Smith College Requirements**

- A. **Science Requirement:** Four (4) semester hours of laboratory science are required for students pursuing a Bachelor of Arts degree. Eight (8) semester hours of laboratory science are required for the Bachelor of Science degree.

Students majoring in science are limited to the following laboratory science courses as counting toward Smith College credit:

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*

- B. **Christianity Requirement:** Christianity requirements include

CHRI 1313, *Old Testament*

CHRI 1323, *New Testament*

Three additional hours from CHRI 2333, *Christian Doctrine*, CHRI 2343, *Christian Ethics*, CHRI 2353, *Christianity and the World Religions*, or CHRI/PHIL 2363, *Christianity and the World Philosophical Tradition*.

- C. **Social & Behavioral Sciences Requirement:** Social and behavioral science courses for students seeking a Bachelor of Arts degree include nine (9) semester hours from at least three (3) of the following areas. Students seeking a Bachelor of Science degree must take six (6) semester hours from two (2) of the following areas.

(a) any lower division course in economics

(b) any course in political science

(c) any course in psychology

(d) any course in sociology

(e) GEOG 3300, *World Geography*

(h) INDC 3325, *Interaction of Science and Religion*

(f) BUSA 3320, *Business Ethics* or BUSA 3302, *Creating Personal Wealth*

D. Humanities Requirement: Humanities courses include twelve (12) semester hours from at least three (3) of the following areas:

- (a) literature
- (b) history
- (c) MASM 1313, *Introduction to Mass Media*
- (d) INDC 3322, *The Hispanic Intellectual Heritage*
- (e) PHIL 1313, *Introduction to Philosophy*, PHIL 3313, *Logic*, PHIL 3323, *Ancient and Medieval Philosophy*, or PHIL 3343, *Modern Philosophy*
- (f) foreign language — six hours in the same language
- (g) writing

E. Fine Arts Requirement: The fine arts requirement may be met by selecting at least three (3) semester hours from the following:

- (a) ART 3353 or 3363, *History of Art*
- (e) ART 3373, *History of Modern Art*
- (f) ART 2343, *Art Appreciation*
- (g) MUHL/CHRI 3371, *Christian Worship and Music*
- (h) MUHL 2312, *Music Appreciation*
- (i) MUSC 3322, *A Survey of Early 20th Century Music*
- (j) MUHL 3342, *American Popular Music*
- (k) MUHL 2313 or 2323, *Music Literature* (with permission of the instructor)

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 2343, *Art Appreciation* or MUSC 2312, *Music Appreciation*. 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.

F. Kinesiology Requirement: The kinesiology requirement is met by successfully completing KINE 2202, *Creating a Wellness Lifestyle*. Transfer students can transfer two (2) physical activity courses in substitution for KINE 2202. These must be in two different sports or activities. For non-transfer students, however, only KINE 2202 will meet the degree requirement.

G. Mathematics Requirement: The mathematics requirement may be met by selecting three hours from MATH 1305, *Math for Critical Thinking*, MATH 1313, *College Algebra*, or a higher level mathematics course.

H. Computer Literacy Requirement: The computer literacy requirement may be met by successful completing CISM 1321, *Introduction to Computer Applications*.

I. Communications Requirement: The communications requirement may be met by successful completion of:

- ENGL 1313 and 1323, *Composition and Literature*
- COMM 1313, *The Communication Process*

15. Majors, Degrees, Certification Programs 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 Biblical Languages Christianity Speech Communications Mass Media Music (Liberal Arts) Music (Jazz Studies) History Political Science Bilingual Education English French Spanish Writing Church Music Music Performance Music Theory & Composition Teacher Certification | BA BS BM | <u>Professional Writing</u> <u>Specialization:</u> 1. Technical Writing 2. Creative Writing 3. Rhetoric <u>Teaching Certification:</u> All Level (PK-12) <ul style="list-style-type: none"> • Art • Music Bilingual Education ESL High School (8-12) <ul style="list-style-type: none"> • Composite Social Studies • English/Language Arts • History Middle Grades (4-8) <ul style="list-style-type: none"> • Composite Social Studies • Reading/Language Arts Secondary (6-12) <ul style="list-style-type: none"> • Communications • Journalism (Mass Media) • French • Spanish | German Greek Philosophy |
| College of Business and Economics | Business Administration Accounting Computer Information Systems Management Economics Entrepreneurship Finance Management Marketing Business | BBA BS BA | | |

| College/Program | Majors | Degrees | Certification or Licensure Programs | Areas but not Majors |
|--|---|------------|---|--|
| College of Education and Behavioral Sciences | Child Development Interdisciplinary Studies EC-4 Kinesiology Multidisciplinary Studies Pedagogy Psychology Sociology | BA or BS | All-Level (EC-12) EC-4 Supplemental Special Education High School (8-12) Middle Grades (4-8) Physical Education (EC-12) Secondary (6-12) | Supplemental Special Education Kinesiology: Teacher Certification Wellness Management ESL |
| College of Nursing | Nursing | ADN BSN | RN | |
| College of Science and Mathematics | Biology Biochemistry-Molecular Biology Chemistry Mathematics Physics | BS | High School (8-12) • Composite Science • Life Science • Mathematical Studies • Physical Science Middle Grades (4-8) • Composite Science • Mathematical Studies | Pre-Health Professions Pre-Engineering |
| Bachelor of General Studies | Any major offered at HBU | BGS | | Concentrations: Fine Arts Communications Humanities & Social Sciences Business Administration |

BACHELOR OF ARTS

Sem. Hrs.

| | |
|--|----|
| Christianity 1313, 1323 and 3 additional hours (See Note 14B, p. 84) | 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 14A, p. 84) | 4 |
| Computer Information Systems Management 1321 | 3 |
| Social and Behavioral Sciences electives (See Note 14C, p. 84) | 9 |
| Humanities and Fine Arts electives (See Note 14D, p. 85) | 15 |
| Kinesiology 2202 (See Note 14F, p. 85) | 2 |
| Two majors (See Note 8, p. 83) | 48 |
| Program requirements and electives | 28 |
| (Including FYSE 1200, if required) | |

BACHELOR OF BUSINESS ADMINISTRATION

Sem. Hrs.

| | |
|--|---------|
| Christianity 1313, 1323 and 3 additional hours (See Note 14B, p. 84) | 9 |
| English 1313, 1323 and Written English Proficiency Exam | 6 |
| Speech Communications 1313 | 3 |
| Written/Oral Communication elective (See Note 7, p. 82-83) | 3 |
| Mathematics 1314 or Calculus 2434 | 3-4 |
| Science with laboratory (See Note 14A, p. 84) | 4 |
| Computer Information Systems Management 1321 | 3 |
| BUSA 3320 | 3 |
| Economics 2302 | 3 |
| Social and Behavioral Science Elective (See Note 14C, p. 84) | 3 |
| Humanities electives (See Note 14D, p. 85) | 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 Management 3330 | 3 |
| ~~Finance 3320 | 3 |
| ~~Management 3305 | 3 |
| ~~Management 4311 | 3 |
| ~~Management 4312 | 3 |
| ~~Marketing 3301 | 3 |
| Second major in Business (See Note 8, p. 83) | 25 - 34 |
| Electives as required to complete 130 semester hours | 3 - 12 |
| ~~(Including FYSE 1200, if required) | |

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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, (3) who are not seeking licensure or certification, (4) who do not need the degree for admission to graduate or professional school, and (5) who 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 14B, p. 84) | 9 |
| English 1313, 1323 | 6 |
| Speech Communications 1313 | 3 |
| Mathematics 1305 or higher level course (depending on concentration) .. | 3 |
| Science with laboratory (See Note 14A, p. 84) | 4 |

| | |
|---|----|
| Computer Information Systems Management 1321 | 3 |
| Social and Behavioral Sciences electives (See Note 14C, p. 84) | 9 |
| Humanities and Fine Arts electives (See Note 14D, p. 85) | 15 |
| Kinesiology 2202 (See Note 14F, p. 85) | 2 |
| Major and Minor Option | |
| OR | |
| Three Academic Concentration Option | |
| Electives to complete degree requirements including FYSE 1200, if required | |

Program Requirements — Option A or B

| | |
|--|--|
| Option A: Major and Minor Program Requirement | |
| Academic Major (See Note 8, p. 83) | 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, 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, 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 Management, 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 MUSIC

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

| | Sem. Hrs. |
|--|---------------|
| Freshman Year Experience 1200, if required | 2 |
| Christianity 1313, 1323 and 3 additional hours (See Note 14B, p. 84) | 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 Management 1321 | 3 |
| Kinesiology 2202 (See Note 14F, p. 85) | 2 |
| Social and Behavioral Science electives (See Note 14C, p. 84) | 6 |
| Speech Communications 1313 | 3 |
| Humanities and Fine Arts (MUHL 2323, plus 6 hrs in humanities)** | 9 |
| Majors and Program Requirements | 89-91* |
| | <hr/> 136-141 |

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

BACHELOR OF SCIENCE IN NURSING

| | 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* <i>Introductory Statistics for Behavioral Sciences</i> | 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*** <i>Perspectives on Health Care Delivery Systems</i> | 2 |
| Nursing 3303*** <i>Epidemiologic Perspectives for Nurses</i> | 3 |
| | <hr/> 33-35 |
| Biology 1404 or 3414 | 4 |
| Biology 2404 & 2414* <i>Anatomy and Physiology I & II</i> | 8 |
| Nursing 3202 <i>Care of Families</i> | 2 |
| Nursing 3212 <i>Care of Populations Based on Major Stratifications</i> | 2 |
| Math Proficiency Examination for Nurses | 0 |
| Nursing 2323 <i>Health Assessment</i> | 3 |
| Nursing 2404 <i>Art and Science of Nursing</i> | 4 |
| Novice Level Curriculum Checkpoint | 0 |
| Nursing 3404 <i>Care of Individuals I</i> | 4 |
| Nursing 3414 <i>Pathophysiology for Health Care or</i> Biology 3433 <i>Pathophysiology</i> | 4 |
| Computer Information Systems Management 1321 | 3 |

| | |
|--|---|
| Humanities electives (See Note 14D, p. 85)* | 6 |
| Nursing 3424, 3434 <i>Care of Individuals II and III</i> | 8 |
| Nursing 4212 <i>Care of Vulnerable Populations</i> | 2 |
| Nursing 4392 <i>Senior Seminar I: Professional Issues and Nursing Research</i> | 3 |
| Advanced Beginner Curriculum Checkpoint | 0 |
| Fine Arts elective (See Note 14E, p. 85) | 3 |
| Kinesiology 2202 | 2 |
| Christianity 1313, 1323 and elective (See Note 14B, p. 84) | 9 |

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| | |
|--|---|
| Humanities elective (See Note 14D, p. 85) | 6 |
| Nursing 4294 <i>Senior Seminar II: Applied Research and Externship</i> | 2 |
| Nursing 4414 <i>Care of Families with Mental Health Problems</i> | 4 |
| Nursing 4424 <i>Nursing in the Community and Nursing the Community</i> | 4 |
| Nursing 4434 <i>Care of Childbearing Families</i> | 4 |
| Nursing 4444 <i>Care of Families with Children</i> | 4 |
| Graduating Student Curriculum Checkpoint | 0 |
| Nursing 4454 <i>Professional Issues and Nursing Management</i> | 4 |
| Nursing 4464 <i>Health Administration for Nurses</i> | 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 three 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 which may be offered in summer sessions.

BACHELOR OF SCIENCE

Sem. Hrs.

| | |
|--|----|
| Christianity 1313, 1323 and 3 additional hours (See Note 14B, p. 84) | 9 |
| English 1313, 1323 | 6 |
| Speech Communications 1313 | 3 |
| Mathematics 1305 or higher level course (depending on major) | 3 |
| Science with laboratory (See Note 14A, p. 84) | 8 |
| Computer Information Systems Management 1321 | 3 |
| Social and Behavioral Science electives (See Note 14C, p. 84) | 6 |
| Humanities and Fine Arts electives (See Note 14D and E, p. 85) | 15 |
| Kinesiology 2202 (See Note 14F, p. 85) | 2 |
| Two majors (See Note 8, p. 83) | 48 |
| Program requirements and electives | 27 |
| (Including FYSE 1200, if required) | |

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GRADUATE DEGREE PROGRAM

Program Policies

- Americans with Disabilities Act
- Graduate Academic Load
- Graduate Degree Application
- Graduate Grading System and Quality Points
- Graduate Residency Requirement
- Graduate Scholastic Standing
- Graduate Transfer Credit
- Student Directory Information
- Time Limit on Length of Program

Graduate Degrees

- Master of Accountancy
- Master of Arts in Christian Counseling
- Master of Arts in Psychology
- Master of Arts in Theological Studies
- Master of Business Administration
- Master of Education
- Master of Liberal Arts
- Master of Science in Health Administration
- Master of Science in Human Resources Management
- Master of Science in Management
- Master of Science in Management Information Systems

GRADUATE DEGREE PROGRAM 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.

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 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.

Graduate Residency Requirement

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. With the exception of students pursuing a second graduate degree in business, students must complete at least twenty-four hours of course work in the degree program at Houston Baptist University. The College of Business and Economics requires 30 semester hours for the second graduate degree. 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 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 or she 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.

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, 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 six semester hours of graduate credit will be allowed in transfer from another college or university. (See "Graduate Admissions" section.) English language courses are ordinarily not accepted from institutions in countries where English is not the primary language.

Student Directory Information

(Please see "Family Education Rights and Privacy Act" section.)

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 or fewer months. 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 ACCOUNTANCY

The Master of Accountancy is designed specifically for the undergraduate Accounting major in the College of Business and Economics at Houston Baptist University who intends to sit for the CPA Examination upon completion of degree requirements. To sit, a candidate must have completed a baccalaureate degree and 150 semester hours of coursework. The undergraduate accounting major directly prepares our accounting graduates for the content of the CPA exam. The Master of Accountancy is specially tailored to be completed concurrently with the Bachelor of Business Administration (BBA) in the fourth and fifth years of enrollment. It combines an altered undergraduate accounting major and complementary graduate courses to fulfill the 150 semester hours requirement. Upon completion of degree requirements, the student will be awarded both a BBA (majors in Business Administration and Accounting) and a Master of Accountancy.

MASTER OF ARTS IN CHRISTIAN COUNSELING

To earn the Master of Arts in Christian Counseling at Houston Baptist University, a student must complete the following forty-eight (48) semester hours with no grade less than “C”: PSYC 5310, 5312, 5314, 5323, 5315, 6301, 6302, 6308, 6310, 6311, 6320, 6315, 6191, and EPSY 6306, and nine hours of electives in psychology. Students may take electives beyond the forty-eight (48) semester hours required.

An applicant for admission to the Master of Arts in Christian Counseling (MACC) program must meet the following requirements for admission: A baccalaureate degree within the past seven years from a regionally accredited college or university with a major in psychology or the equivalents of certain undergraduate courses including the classes listed in the Houston Baptist University’s **Bulletin** as PSYC 1313 (*General Psychology*), PSYC 2301 (*Introduction to Statistics*) and PSYC 2364 (*Abnormal Psychology*); receipt of all official transcripts from each accredited postsecondary institution attended; three letters of professional reference/recommendation, and a letter of recommendation from the student’s pastor. An applicant must have Graduate Record Examination (GRE) scores on file in order to be admitted into the MACC. The student must have a combined score of at least 850 on the verbal and quantitative portions of the GRE. The verbal score must be at least 400.

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, with additional hours, a Licensed Specialist in School Psychology (LSSP). 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).

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 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-" to "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. At the invitation of a professor, the last six hours 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 has been completed. Students in the Accelerated MATS program must file for candidacy after completion of 18 hours of course work.

The Accelerated MATS (Master of Arts in Theological Studies)

The Accelerated MATS program offers undergraduate Christianity majors an opportunity to begin work toward the MATS degree at the beginning of their last term of their junior year. 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. Complete requirements for this program are described in the “College of Arts and Humanities” section of this Bulletin.

MASTER OF BUSINESS ADMINISTRATION

The MBA 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 MBA program requires 51 semester hours of course work.

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

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

The curriculum provides each student with a solid foundation of core courses (36 semester hours). Core courses present a broad, integrated view of the business functions. The student selects the remaining 15 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 seventeen courses involving fifty-one hours of academic work.

Completing the Business Core:

1. ACCT 5360 *Survey of Accounting*
ECON 5360 *Survey of Economics*
FINA 6330 *Financial Management*
MGMT 5349 *Organizational Behavior*
MGMT 5360 *Decision Making Techniques for Managers*
MGMT 6300 *Ethical Context of Business*
MGMT 6310 *Legal and Ethical Environment of Business*
MGMT 6333 *Human Resources Management*
MGMT 6341 *Operations Management*
MGMT 6376 *Business Strategy and Policy*
MKTG 6310 *Marketing Management*
International Business Selection
2. Completing the diversification requirements. Student selects 15 hours from extensive course offerings in Accounting, Finance, Human Resources Management, Information Technology, International Management, Management, and Marketing.

MASTER OF EDUCATION

The College of Education and Behavioral Sciences offers MEd 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) initial teacher certification in Stand Alone (EC-12) Special Education, (3) supplemental certification in ESL (English as a Second Language) or Bilingual Education, (4) a specialization in Instructional Technology, or (5) 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. A QPA of 2.5 or higher is required for all programs. A GRE score of 800 or higher, taken within the last five (5) years, is required for all programs except Counselor Education. Scores must be submitted before program admission. Students not admitted to the MEd program may be approved to enroll for a maximum of six (6) hours by the MEd Graduate Admissions Committee or the Teacher Education Admission Review Committee. If the student has at least a 3.5 QPA for the six (6) hours, the student may be granted full program admission. If the QPA is below 3.5, the student may no longer take graduate education course work unless a GRE score is presented that meets or exceeds 800. Students enrolling in course work required in an MEd program must have met all requirements for MEd program admission unless approved by the appropriate committee.

MASTER OF LIBERAL ARTS

The Master of Liberal Arts (MLA) 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.

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 a broad foundation of courses needed by all health administrators. The second component is the selected major which consists of 15 hours of course work. The two available majors are: Health Care Administration and Human Resource Administration.

Requirements for the Master of Science in Health Administration are detailed in the "Center for Health Studies" section of this **Bulletin**.

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, global HR management, HR information technology applications, employment law, and transformational leadership. 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. The program requires 51 semester hours. Students may complete the program in eight terms by taking two courses per term. Entrance into the program is flexible in that students may begin their course work in any term.

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 thirty semester hours taken from the extensive course offerings of the MBA degree in the following areas: accounting, finance, human resources management, information technology, international management, management, and marketing. Course selection is tailored to the specific needs of the individual student.

MASTER OF SCIENCE IN MANAGEMENT INFORMATION SYSTEMS

The program in Management Information Systems (MS-MIS) 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 51 semester hours of academic course work. The program is designed to be completed in eight consecutive quarters over a twenty-four month period. It is structured as an integrated package.

While the MIS program is designed to be completed in 24 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 five years of first matriculation.

COLLEGE OF ARTS AND HUMANITIES

Academic Resource Center

Pre-Law Program

Undergraduate Programs

Department of Art

Department of Christianity and Philosophy

Biblical Languages

Christianity

Honors Program

The Accelerated MATS Degree

Philosophy

Department of Communications

Speech Communications

Mass Media

Department of History and Political Science

History

Political Science

Composite Social Studies

Department of Languages

Bilingual Education

English as a Second Language

English

French

German

Greek and Hebrew

Spanish

School of Music

Bachelor of Arts/Bachelor of Science Degree

Bachelor of Music

Bachelor of Music (Church Music)

Bachelor of Music (Performance)

Bachelor of Music (Teacher Certification)

Bachelor of Music (Theory/Composition)

Graduate Programs

The Master of Liberal Arts

The Master of Arts in Theological Studies

The Accelerated MATS Degree

COLLEGE OF ARTS AND HUMANITIES

Academic Resource Center (ARC)

Students of all majors may use the ARC to become better writers and oral communicators. In the ARC, students can obtain one-on-one writing instruction and help with revising and developing papers, public speaking instruction, presentational skills, coaching, and communication apprehension. The ARC has 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.

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 in 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.

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/her life situation through creative involvement. The beginner is offered a variety of courses that provide technical training, historical background and professional competence while maintaining 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, 3373, 4292, 4293, and a minimum of 14 semester hours in studio courses, six 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, 3315, 3316, 3353, 3363, 3373, 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**.

Advanced Placement

Advanced Placement (AP) in Art may be awarded for incoming freshmen provided that the following criteria are met:

1. The student arranges for official AP scores be sent from high school to the HBU Registrar's Office.
2. The student presents the AP portfolio compiled through the high school art program to the HBU Art Faculty for evaluation
3. The student receives written approval from the Art Department Chairman to accept the scores and portfolio in lieu of a lower level art course(s).

Each evaluation will be made on a case-by-case basis. No more than six semester hours may be awarded for AP credit.

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 and 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 both junior and senior years. A member of the Art faculty will mentor these exhibition opportunities.

Exit Exam in Art

The exit exam in Art is presented in the form of a formal portfolio review juried by a committee of Art faculty. The review is offered in the final week of Fall, Winter and Spring Quarters, and should be scheduled by the student in the quarter of 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 placement referral service links students with churches seeking part-time and full-time staff. A testing battery assists students with the process of self-discovery.

Biblical Languages

The mission of the Department of Christianity and Philosophy includes offering courses and programs that provide students with a “foundation in the classical theological disciplines.” There is no discipline more foundational to the theological enterprise than reading the biblical texts in their original languages. The Biblical Languages major at Houston Baptist University is designed for students who desire to read and interpret the Christian Scriptures within their social, historical and linguistic contexts. It is appropriate for individuals preparing for vocational ministry and any serious students of the biblical traditions.

For a major in Biblical Languages, thirty-one semester hours are required: (1) six hours of Greek Grammar (GREK 2312 and 2322); (2) six hours of Greek Reading and Syntax (GREK 3311, 3312, 3313, 4311, 4312 or 4313); (3) six hours of Hebrew Grammar (HEBR 2312 and 2322); (4) six hours of Hebrew Reading and Syntax (HEBR 3311, 3312, 3313, 4311, 4312 or 4313); (5) three hours in Hermeneutics (PHIL 2311); and (6) four hours in senior seminars (GREK 4292 and HEBR 4292).

When course content allows, senior seminars in Christianity (CHRI 4292/4293) may be cross-listed with senior seminars in Biblical Languages (GREK 4292 or HEBR 4292).

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, 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, 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, 5340, 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 18 hours in the MATS program. At the invitation of a professor, the student may earn the last six hours through the writing and defense of a thesis. 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 forensics and mock trial team. 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, 3354, 3363, 4304, 4323, 4373, JOUR 3325, and MASM 3335), COMM 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, 3345, 3354, 3363, 4304, 4323, 4373, JOUR 3325, and MASM 3335), COMM 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 Academic Resource Center 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 places students in internships at the local, state, and national level. 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 journalism (JOUR) by also completing two of the following classes: JOUR 3325, 3326, 4314, 4315, 4336. Students who choose the broadcast production 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 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.

The requirements for the history major are:

History majors must complete 34 hours in history including the required six courses listed below (16 hours).

| | |
|---|---|
| HIST 1314 <i>World Civilization to 1650</i> | 3 |
| HIST 1324 <i>World Civilization 1600 to present</i> | 3 |
| HIST 2313 <i>U. S. History to 1877</i> | 3 |
| HIST 2323 <i>U. S. History 1877 to present</i> | 3 |
| HIST 4292 <i>Senior Seminar</i> | 2 |
| HIST 4293 <i>Senior Seminar</i> | 2 |

History majors must take an additional 18 hours of advanced history classes (3000/4000 level), including at least six hours of American history, six hours of European history, and three hours of non-western history (Asia, Africa, Latin America).

For history majors who plan to teach in high school, 9 of the 18 hours must include the following three courses:

| | |
|---|---|
| HIST 3333 <i>History of Texas</i> | 3 |
| HIST 4313 <i>The Gilded Age and Progressive Era</i> | 3 |
| HIST 4363 <i>Twentieth Century America</i> | 3 |

Of the remaining nine hours of advanced history courses (3000/4000 level) for secondary education/history students, six hours must be in European history and three hours must be in non-western history.

All history majors must pass an Exit Exam with a score of at least 70% in order to graduate.

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, U.S. foreign policy, 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 builds 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), *Campaigns and Elections* (POLS 2334), *Public Policy* (POLS 2343), *Senior Seminars* (POLS 4292, 4293), plus fifteen additional advanced hours of political science. All majors are required to pass an Exit Examination with a score of at least 70% in order to graduate.

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 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 EDRE 4310, EDRE 4350 and INDC 4340. Students seeking high school certification complete ECON 2301, and any additional three hours of history and any additional nine hours of political science.

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, Hebrew; 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 480 on the SAT 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 five programs: a liberal arts English major; teacher certification in Language Arts grades 4-8 and Languages Arts grades 8-12; an internship; a professional writing specialization in creative writing, rhetoric, or technical writing; and a writing major. 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, 3321, 3372, and 3370. English majors usually take three hours from any 2000 to 4000 level literature courses.

Honors Program in English

Completing the honors program in English permits English majors to enrich their educational experience and to receive academic recognition for electing the additional challenging course work. To qualify for the honors program in English, students must have completed 64 semester hours for credit (at least 32 hours at HBU); have completed ENGL 1313, 1323, 2353, 3313, 3323, 3331, and 3332; have at least a cumulative 3.25 QPA and a 3.5 QPA for English classes; have a desire to deepen knowledge and appreciation of literature; and have good study and research skills and the ability to complete self-directed work. To complete the program, students must maintain a cumulative 3.25 QPA and a 3.5 QPA for English classes; complete contract work at HBU in two of the following courses: ENGL 3373, 4311, 4313-4319, 4323-4325, 4292 and 4293; and complete HONR 4399 Honors Thesis. Upon successful completion of the program, the student's bound Honors Thesis will be placed in the HBU library and the honors program will be noted on the student's transcript.

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: EDRE 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, 3370, and 3372; ENGL 4292; ENGL 4293; WRIT 3383.

(*Prerequisites: program admission and EDUC 4311)

Internship in English/Writing

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 and students may major in Writing.

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 Required courses

6 hrs from WRIT 3354,
3355, 4364, and 4365
2-3 hrs in WRIT courses
or COMM/MASM 3335

Rhetoric Required courses

6 hrs from WRIT 3303,
3304, 3334, and 3383
2-3 hrs in WRIT courses
or COMM/MASM 3335

Technical Writing Required courses

WRIT 3303 and
WRIT 3345
2-3 hrs in WRIT
courses or
COMM/MASM 3335

WRITING

The writing major curriculum provides students with a wide range of classes in which to develop their writing skills so that they may qualify for the employment opportunities in this field.. They may study creative, technical and/or professional writing. They may elect to include courses in journalism and marketing in their major. Thus they may specialize in one area or develop competencies across a broader spectrum. They participate in an internship where they have the opportunity to apply principles of effective written communication in a professional or academic environment in order to better prepare themselves for employment. Students also have the opportunity to write for HBU's award winning newspaper and literary magazine and other HBU publications, participate in an annual writing competition, and serve as an intern in the Academic Resource Center. Furthermore, proficient writing skills are an enhancement of career tracks such as law, teaching, journalism,

and graduate school. Students prepare a portfolio of their work to demonstrate their proficiencies at the end of their studies. Students complete 28 hours for the major.

12 required hours

WRIT 3303: *Elements of Professional Writing* or WRIT 3304 *Writing and Research Across the Disciplines*

WRIT 3345: *Technical Writing*

MASM/COMM 3335: *Desktop Publishing*

WRIT 4301: *Internship in English*

12 hours selected from courses below (*Students may not select more than 6 hours in JOUR.*)

- JOUR 2303 *Newswriting for Mass Media*
- JOUR 3314 *Advanced Newswriting for Mass Media*
- JOUR 2101, 2102, 3101, 4101 *Newspaper Practicum*
- JOUR 3325 *Public Relations*
- JOUR 4336 *Principles of Advertising*
- JOUR 4314 *Feature Writing*
- WRIT 3334 *Life Writing*
- WRIT 3354 *Creative Writing-Poetry*
- WRIT 3355 *Creative Writing-Fiction*
- WRIT 4353, 4354, 4356, 4357, 4358 *Adv. Creative Writing*
- WRIT 3121, 3221, 3321 *Special Topics*

(Special topics would include courses like Editing, Publishing, Writing for Specific Markets)

- WRIT 4364 *Advanced Poetry Writing*
- WRIT 4365 *Advanced Fiction Writing*
- WRIT 3383 *Advanced Grammar*
- WRIT 3303 *Elements of Professional Writing*
- WRIT 3304 *Writing and Research Across the Disciplines*
- 3 hours from ENGL 2353 and all 3000 and 4000 level literature classes

4 hrs in Senior Seminars

- WRIT 4292 *Sr. Sem Creative Writing in Poetry* (prerequisite WRIT 3354)
- WRIT 4292 *Sr. Sem Creative Writing in Fiction* (prerequisite WRIT 3355)
- WRIT 4293 *Sr. Sem Technical Writing* (prerequisite WRIT 3345 or 3303)
- WRIT 4293 *Sr. Sem Professional Writing* (prerequisite WRIT 3303 or 3304)

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. Students may select the Biblical Languages major described under the Department of Christianity and Philosophy.

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.

Honors Program in French

Completing the honors program in French permits French majors to enrich their educational experience and to receive academic recognition for electing the additional challenging coursework. To qualify for the honors program in French, students must have completed 64 semester hours for credit (at least 32 hours at HBU); have completed FREN 1314, 1324, 2314, 2324, 3314, and 3324; have at least a cumulative 3.25 QPA and a 3.5 QPA for French classes; have a desire to deepen knowledge and appreciation of literature; and have good study and research skills and the ability to complete self-directed work. To complete the program, students must maintain a cumulative 3.25 QPA and a 3.5 QPA for French classes; complete contract work at HBU in two of the following courses: FREN 4305, 4306, 4307, 4292 and 4293; and complete HONR 4399 Honors Thesis. Upon successful completion of the program, the student's bound Honors Thesis will be placed in the HBU library and the honors program will be noted on the student's transcript.

GERMAN

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 of Languages.

GREEK AND HEBREW

The course offerings in Greek and Hebrew 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. Students may select the Biblical Languages major described under the Department of Christianity and Philosophy.

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 3307), 3308, 3335, 3336, 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.

Honors Program in Spanish

Completing the honors program in Spanish permits Spanish majors to enrich their educational experience and to receive academic recognition for electing the additional challenging coursework. To qualify for the honors program in Spanish, students must have completed 64 semester hours for credit (at least 32 hours at HBU); have completed SPAN 1314, 1324, 2314, 2324, 3314, and 3324; have at least a cumulative 3.25 QPA and a 3.5 QPA for Spanish classes; have a desire to deepen knowledge and appreciation of literature; and have good study and research skills and the ability to complete self-directed work. To complete the program, students must maintain a cumulative 3.25 QPA and a 3.5 QPA for Spanish classes; complete contract work at HBU in two of the following courses: SPAN 4305, 4306, 4307, 4313, 4343, 4344, 4292 and 4293; and complete HONR 4399 Honors Thesis. Upon successful completion of the program, the student's bound Honors Thesis will be placed in the HBU library and the honors program will be noted on the student's transcript.

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) Receive a C or better in 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 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. If the examinations are not passed, *Fundamentals of Music* (MUTH 0312) 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, 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 or Guitar Ensemble 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 full-time students 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 I, II (MUTH 1312, 1322) | 6 |
| Theory III, IV (MUTH 2312, 2322) | 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

BACHELOR OF MUSIC

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

Sem. Hrs.

| | |
|--|--------|
| Freshman Year Experience 1200, if required | 2 |
| Christianity 1313, 1323 and 3 additional hours (See Note 14B, p. 84) | 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 Management 1321 | 3 |
| Kinesiology 2202 (See Note 14F, p. 85) | 2 |
| Social and Behavioral Science electives (See Note 14C, p. 84) | 6 |
| Speech Communications 1313 | 3 |
| Humanities and Fine Arts (MUHL 2323, plus 6 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 I, II, III (1312, 1322, 2312) | 9 |
| Applied Major (Private lessons) | 3 to 6 |
| Applied Secondary (Piano for non-keyboard majors) | 3 |
| Cognate courses and specialized program requirements | 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 14C, p. 84) | 3 |
| | <hr/> 38 |
| Sophomore | Sem. Hrs. |
| Music Theory IV, V, VI (2322, 3322, 3352) | 9 |
| Music Literature 2313, 2323 | 6 |
| Applied Major | 3 to 6 |
| Applied Secondary (Piano for non-keyboard majors) | 1 * |
| Cognate Courses and specialized program requirements | 4 to 13 |
| Ensemble (Vocal or Instrumental) | 3 |
| Recommended Academic Program Requirements | |
| Speech Communication 1313 | 3 |
| Kinesiology 2202 (See Note 14F, p. 85) | 2 |
| Foreign Language (Spanish, French or German) 1314, 1324 | 6** |
| Computer Information Systems 1321 | 3 |
| | <hr/> 39 |
| * three to six hours required for theory/composition major. | |
| ** not required for teacher certification major | |
| Junior | Sem. Hrs. |
| Music Theory VII (3362)_ | 3 |
| Music History 3312,3322 | 6 |
| Conducting 3372, 4372 or 3373, 4373 | 6 |
| Applied Major | 6 |
| Cognate Courses and specialized program requirements | 9 to 10 |
| Ensemble (Vocal or Instrumental) | 3 |
| Recommended Academic Program Requirements | |
| Christianity 1323 | 3 |
| Social and Behavioral Science electives (See Note 14C, p. 84) | 6 |
| | <hr/> 39 |

| Senior | Sem. Hrs. |
|--|-----------|
| Senior Seminars 4292, 4293 | 4 |
| Applied Major | 6 |
| Cognate Courses and specialized program requirements | 10 |
| Ensemble (Vocal or Instrumental) | 3 |
| Recommended Academic Program Requirements | |
| Christianity elective (See Note 14B, p. 84) | 3 |
| | <hr/> 36 |

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 * |
| Theory I, II (MUTH 1312, 1322) | 6 |
| Theory III, IV (MUTH 2312, 2322) | 6 |
| Theory V, VI, VII (MUTH 3322, 3352, 3362) | 9 |
| 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 Music (MUSC 3242) | |
| Hymnody (MUSC 3232) | |
| Church Music Leadership (MUSC 4232) | |
| Church Music Internship (MUSC 4211, MUSC 4221) | 19 |
| Vocal Techniques for Children and Youth (MUSC 3312) | 3 |
| | <hr/> 90 |

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 14C, p. 84) | 6 |
| Speech Communications 1313 | 3 |
| Humanities Elective (See Note 14D, p. 85) | 6 |
| Freshman Year Experience 1200, if required | 2 |
| | <hr/> |
| | 46 |

* 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 * |
| Theory I, II (MUTH 1312, 1322) | 6 |
| Theory III, IV (MUTH 2312, 2322) | 6 |
| Theory V, VI, VII (MUTH 3322, 3352, 3362) | 9 |
| 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 |
| | <hr/> |
| | 42 |

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 2202 | 2 |
| Social and Behavioral Sciences (See Note 14C, p. 84) | 6 |
| Speech Communications 1313 | 3 |
| Humanities Elective (See Note 14D, p. 85) | 3 |
| Freshman Year Experience 1200, if required | 2 |

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 |
| | <hr/> 47 |

*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 |
| | <hr/> 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 |
| | <hr/> 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) | 3 |
| | <hr/> |
| | 47 |

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 * |
| Theory I, II (MUTH 1312, 1322) | 6 |
| Theory III, IV (MUTH 2312, 2322) | 6 |
| Theory V, VI VII (MUTH 3322, 3352, 3362) | 9 |
| 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) | 3 |

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 |
| | <hr/> |
| | 72 |

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 (2202) | 2 |
| Computer Information Systems 1321 | 3 |
| History 2313, 2323 | 6 |
| Speech Communications 1313 | 3 |
| Freshman Year Experience 1200, if required | 2 |
| | <hr/> 40 |

PROGRAM REQUIREMENTS

| | |
|------------------------------|----------|
| Science (with lab) | 4 |
| Psychology 3313 | 3 |
| Political Science 2313 | 3 |
| Sociology 2311 | 3 |
| | <hr/> 13 |

PROFESSIONAL EDUCATION

| | |
|--|----------|
| Education 4301, 4312, 4345, 4354 | 12 |
| Student Teaching (4394 and 4397 or 4398) | 6 |
| | <hr/> 18 |

* 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

| | |
|---|---|
| Theory I, II (MUTH 1312, 1322) | 6 |
| Theory III, IV (MUTH 2312, 2322) | 6 |
| Theory V, VI, VII (MUTH 3322, 3352, 3362) | 9 |

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 |

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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 2202 | 2 |
| Social and Behavioral Sciences (See Note 14C, p. 84) | 6 |
| Speech Communications 1313 | 3 |
| Humanities Elective (See Note 14D, p. 85) | 6 |
| 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, of those already engaged in vocational or bi-vocational church ministry, and of those church members who wish to enhance their voluntary ministry in the church. 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 modified tutor-student approach. A professor/specialist in a category will direct a student's study. The professor 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(s) in the subject area, and meet with the professor according to requirements set by the professor. Students who have an undergraduate degree in religion, biblical studies, or Christianity, where undergraduate courses taken covered the prerequisite areas of study, will be granted advanced standing upon their acceptance into the program, and will 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 core 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 from "B-" to "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. (See "*Christianity Major*" for a complete description of the Accelerated MATS degree.)

COLLEGE OF BUSINESS AND ECONOMICS

Undergraduate Programs

BA/BS Business Major

Bachelor of Business Administration

Accounting

Computer Information Systems Management

Economics

Entrepreneurship

Finance

Management

Marketing

Graduate Programs

Master of Accountancy

Master of Business Administration

Master of Science in Human Resources Management

Master of Science in Management

Master of Science in Management Information Systems

Center for Health Studies

Master of Science in Health Administration

COLLEGE OF BUSINESS AND ECONOMICS

The College of Business and Economics holds candidacy status in the Association of Collegiate Business Schools and Programs (ACBSP).

Undergraduate Programs

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

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. For the second major, the student may choose from the following: Accounting, Computer Information Systems Management, 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. The business major provides general business knowledge with the capability of expanding on this foundation with nine additional hours of business electives.

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 as a requirement for graduation.

Information Technology Policy

Students taking courses offered in the College of Business and Economics will be expected to use E-mail, the university's intranet 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 and 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 electing this option must complete MATH 1314, *Finite Math*, or MATH 2434, *Calculus*. Any deviation from the program requirements 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.

BACHELOR OF ARTS / BACHELOR OF SCIENCE BUSINESS MAJOR (BA/BS)

BA/BS BUSINESS MAJOR

The Business major is designed for the student who desires a foundation in business with another major outside of the College of Business and Economics.

The Business major requires students to take the following Social and Behavioral Science options in Smith College:

ECON 2302 *Microeconomics*

BUSA 3320 *Business Ethics*

Students then complete the following foundation business courses:

ACCT 2301 *Principles of Accounting I*

BUSA 2311 *Quantitative Methods I*

BUSA 2320 *Legal Environment of Business*

FINA 3320 *Corporate Finance*

MGMT 3305 *Organizational Behavior and Management*

MGMT 4311 *Production and Operations Management*

MKTG 3301 *Principles of Marketing*

BUSA 4292 *Senior Seminar*

BUSA 4299 *Senior Seminar: Business Strategy and Policy*

Nine hours of business courses (three hours of which must be upper level)

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

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 seven academic areas. The second major is chosen from Accounting, Computer Information Systems Management, Economics, Entrepreneurship, Finance, Management, and Marketing. These majors prepare the degree candidates for continued study toward graduate degrees, for careers as professionals, and as entrepreneurs who are capable of exercising authority and assuming responsibilities consistent with the highest standards of management practice.

BUSINESS ADMINISTRATION (required major for all BBA students)

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

The BBA major requires students to take the following “Social and Behavioral Science” options in Smith College:

ECON 2302 *Microeconomics*

BUSA 3320 *Business Ethics*

Students then complete the following business courses:

ACCT 2301 *Principles of Accounting I*

ACCT 2303 *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*
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*
BBA students choose a second major from the following.

ACCOUNTING

The undergraduate major in accounting is designed to prepare students for careers in public accounting, industry, or government as professional accountants. Emphases are placed upon the interpretation and analysis of financial data and their implication for effective managerial and investment planning and decision-making.

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

ACCT 3303 *Cost Accounting*
ACCT 3304 *Individual Income Tax*
ACCT 3311 *Intermediate Accounting I*
ACCT 3312 *Intermediate Accounting II*
ACCT 3313 *Intermediate Accounting III*
ACCT 3317 *Accounting Information Systems*
ACCT 4301 *Advanced Accounting*
ACCT 4302 *Auditing*
ACCT 4304 *Corporation Income Taxes*
ACCT 4306 *Government and Nonprofit Accounting*
BUSA 4292 *Senior Seminar*
BUSA 4299 *Senior Seminar: Business Strategy and Policy*

COMPUTER INFORMATION SYSTEMS MANAGEMENT

The undergraduate major in computer information systems management is designed to acquaint students with current concepts and processes of information technology. Emphases are 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 Management 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 3303 *Web Design* **or**
 BUSA 4340 *Internship*
 BUSA 4292 *Senior Seminar*
 BUSA 4299 *Senior Seminar: Business Strategy and Policy*

ECONOMICS

The undergraduate major in economics is designed to prepare students for careers in business or government or to serve as the foundation for further professional study at the graduate level. Emphases are 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 3302 *Economic Theory – Intermediate*
 ECON 3305 *Money and Banking*
 ECON 3335 *Mathematical Economics*
 ECON 4312 *Global Economy*
 ECON 4330 *Seminar on Law and Economics*
 ECON 4335 *History of Economic Thought*

Six semester hours of upper level business electives (prerequisites must be honored for all courses taken)

BUSA 4292 *Senior Seminar*
 BUSA 4299 *Senior Seminar: Business Strategy and Policy*

ENTREPRENEURSHIP

The undergraduate major in entrepreneurship is designed to prepare students to start their own businesses, 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*
 BUSA 4340 *Internship*
 BUSA 4292 *Senior Seminar*
 BUSA 4299 *Senior Seminar: Business Strategy and Policy*

FINANCE

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 courses with the FINA rubric)

Six hours of upper level Accounting electives

BUSA 4292 *Senior Seminar*

BUSA 4299 *Senior Seminar: Business Strategy and Policy*

MANAGEMENT

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. Emphases are 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*

A choice of six hours from:

MGMT 3333 *Leadership Development*

MGMT 4313 *Technology, Organization, and Economics*

MGMT 4315 *Power and Negotiation*

A choice of three hours from:

ECON 4312 *Global Economy*

BUSA 4340 *Internship*

Any upper level Business elective

BUSA 4292 *Senior Seminar*

BUSA 4299 *Senior Seminar: Business Strategy and Policy*

MARKETING

The undergraduate major in marketing is designed to prepare students for a career in marketing and provide the background necessary for subsequent advancement to higher level marketing positions. Marketing majors can function as retail store managers, buyers, or owners of their own stores. 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 4350 *Marketing Research*

MKTG 4360 *Marketing Strategy*

A choice of three hours from the following:

MKTG 3360 *Professional Selling*

MKTG 3380 *Online Marketing*

MKTG 4336 *Principles of Advertising*

A choice of six hours (two electives) from:

MKTG 4330 *International Marketing*

MKTG 4340 *Internship*

MKTG 3360, 3380, 4336 (if not taken previously)

Three hours of upper level business electives

or JOUR 3325 *Principles of Public Relations*

BUSA 4292 *Senior Seminar*

BUSA 4299 *Senior Seminar: Business Strategy and Policy*

Graduate Programs

MASTER OF ACCOUNTANCY

The Master of Accountancy is designed specifically for the accounting major in the College of Business and Economics at Houston Baptist University who intends to sit for the CPA Examination upon completion of degree requirements. Upon completion of degree requirements, the student is awarded both the BBA and the MACCT. If the MACCT is not completed, graduate courses will be accepted to satisfy corresponding BBA – Business Administration and Accounting degree requirements.

To apply for the MACCT program, students must have already completed 90 semester hours. Of these, 24 must be completed at HBU, nine of which must be upper level.

In order to be admitted to this specialized program, a student must meet all of the following requirements:

All 2000-level business administration major 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*

ENTR 2311 *Entrepreneurship and New Venture Management*

BUSA 3311 *Quantitative Methods II*

ACCT 3311 *Intermediate Accounting I**

ACCT 3312 *Intermediate Accounting II**

ACCT 3313 *Intermediate Accounting III**

(*3.6 QPA is required for the Intermediate Accounting sequence and a student may not enroll in any Intermediate Accounting course more than twice)

Students must have an overall QPA of 3.25 including both HBU and transferred courses and have a minimum composite score of 500 on the GMAT with a minimum 3.5 AWA.

A student admitted to the program is allowed to take graduate courses in partial satisfaction of undergraduate degree requirements. The following courses must be completed:

ACCT 5302 *Auditing* instead of ACCT 4302

ACCT 5304 *Corporate Income Taxes* instead of ACCT 4304

ACCT 5306 *Government and Nonprofit Accounting* instead of ACCT 4306

ACCT 5311 *Advanced Accounting* instead of ACCT 4301

The remainder of the undergraduate accounting major consists of:

ACCT 3303 *Cost Accounting*

ACCT 3304 *Individual Income Tax*

ACCT 3317 *Accounting Information Systems*

BUSA 4292 *Senior Seminar*

BUSA 4299 *Senior Seminar: Business Strategy and Policy*

BUSA 4320 *Business Law*

Two hours of general electives

The remainder of the graduate course requirements are:

ACCT 6360 *Financial Statement Analysis*
 ACCT 6361 *Tax Issues in Business Decisions*
 ACCT 6362 *Business Information Process Framework and the Audit*
 CISM 6367 *Global Business and Technology Strategies*
 MGMT 6318 *Managerial Communications*
 MGMT 6383 *Transformational Leadership*

MASTER OF BUSINESS ADMINISTRATION: MBA

Core Courses

The following courses must be completed by all students in the MBA Program:

ACCT 5360 *Survey of Accounting*
 ECON 5360 *Survey of Economics*
 FINA 6330 *Financial Management*
 MGMT 5349 *Organizational Behavior*
 MGMT 5360 *Decision Making Techniques for Managers*
 MGMT 6300 *Ethical Context of Business*
 MGMT 6310 *Legal and Ethical Environment of Business*
 MGMT 6333 *Human Resources Management*
 MGMT 6341 *Operations Management*
 MGMT 6376 *Business Strategy and Policy*
 MKTG 6310 *Marketing Management*
 International Business Selection

Diversification Courses

The student selects 15 hours from extensive course offerings in accounting, finance, human resources management, information technology, international management, and management. Course offerings include:

ACCT 6360 *Financial Statement Analysis*
 ACCT 6361 *Tax Issues in Business Decisions*
 ACCT 6362 *Business Information Process Framework and the Audit*
 CISM 6310 *Information Resource Management*
 CISM 6326 *Information Resource Planning and Strategy*
 CISM 6328 *Systems Development Life Cycle*
 CISM 6331 *Societal, Legal & Ethical Aspects of Information Systems*
 CISM 6332 *IS Management Methods*
 CISM 6340 *Network Design and Management*
 CISM 6341 *The Automation of Business Processes*
 CISM 6342 *Modeling the Business*
 CISM 6364 *Emerging Business and Technology Trends*
 CISM 6365 *e-Business Concepts and Strategies*
 CISM 6366 *Strategic Information Technology*
 CISM 6367 *Global Business and Technology Strategies*
 FINA 6331 *Money, Banking and Financial Institutions*

FINA 6332 *Investments*
 FINA 6333 *International Finance*
 FINA 6334 *Financial Policy*
 FINA 6335 *Risk Management*
 MGMT 5361 *Staffing and Performance Management*
 MGMT 5362 *Human Resources Information Technology*
 MGMT 5365 *Labor Relations*
 MGMT 6309 *Entrepreneurship*
 MGMT 6318 *Managerial Communications*
 MGMT 6336 *Organizational Theory*
 MGMT 6337 *Organizations in Change and Development*
 MGMT 6345 *Service Management*
 MGMT 6364 *Training and Development*
 MGMT 6367 *Compensation*
 MGMT 6378 *Management of Global HR*
 MGMT 6382 *Strategic Planning & HRM Challenges*
 MGMT 6383 *Transformational Leadership*
 MGMT 6385 *Organizational Diagnosis and Transformation*
 MGMT 6387 *Benefits and Policies*
 MGMT 6393 *Global Enterprise Management*
 MGMT 6395 *International Management Experience*
 MGMT 6396 *Washington Experience*
 MKTG 6333 *International Marketing Seminar*
 MKTG 6334 *Marketing Strategy Seminar*
 MKTG 6376 *Changing Markets and Organizations*

The 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 an opportunity to apply knowledge acquired from texts and classroom discussions. The Internship Program is an educational partnership between the interning student and the sponsoring organization.

The business community in Houston provides the MBA student with numerous and diverse alternatives for exploring career opportunities. Each corporate sponsor interviews the prospective intern just as he or she 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

Core Courses

The following seven courses must be completed by all MS-HRM students:

- ACCT 5360 *Survey of Accounting*
- ECON 5360 *Survey of Economics*
- FINA 6330 *Financial Management*
- MGMT 5349 *Organizational Behavior*
- MGMT 5360 *Decision Making Techniques for Managers*
- MGMT 6300 *Ethical Context of Business*
- MKTG 6310 *Marketing Management*

30 hours of electives to be chosen from the following:

- MGMT 5361 *Staffing and Performance Management*
- MGMT 5362 *Human Resources Information Technology*
- MGMT 5365 *Labor Relations*
- MGMT 6310 *Legal and Ethical Environment of Business*
- MGMT 6318 *Managerial Communications*
- MGMT 6364 *Training and Development*
- MGMT 6367 *Compensation*
- MGMT 6378 *Management of Global Human Resources*
- MGMT 6382 *Strategic Planning and HRM Challenges*
- MGMT 6383 *Transformational Leadership*
- MGMT 6385 *Organizational Diagnosis and Transformation*
- MGMT 6387 *Benefits and Policies*
- MGMT 6395 *International Management Experience*

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 or her skill and knowledge base. The degree consists of thirty hours of graduate work selected from the current MBA course offerings. Course selections include:

- ACCT 5360 *Survey of Accounting*
- ACCT 6360 *Financial Statement Analysis*
- ACCT 6361 *Tax Issues in Business Decisions*
- ACCT 6362 *Business Information Process Framework and the Audit*
- CISM 6310 *Information Resource Management*
- CISM 6326 *Information Resource Planning and Strategy*
- CISM 6328 *Systems Development Life Cycle*
- CISM 6331 *Societal, Legal and Ethical Aspects of Information Systems*
- CISM 6332 *IS Management Methods*
- CISM 6340 *Network Design and Management*
- CISM 6341 *The Automation of Business Processes*
- CISM 6342 *Modeling the Business*
- CISM 6364 *Emerging Business and Technology Trends*
- CISM 6365 *e-Business Concepts and Strategies*

CISM 6366 *Strategic Information Technology*
 CISM 6367 *Global Business and Technology Strategies*
 ECON 5360 *Survey of Economics*
 FINA 6330 *Financial Management*
 FINA 6331 *Money, Banking and Financial Institutions*
 FINA 6332 *Investments*
 FINA 6333 *International Finance*
 FINA 6334 *Financial Policy*
 FINA 6335 *Risk Management*
 MGMT 5349 *Organizational Behavior*
 MGMT 5360 *Decision-Making Techniques for Managers*
 MGMT 5361 *Staffing and Performance Management*
 MGMT 5362 *Human Resources Information Technology*
 MGMT 5365 *Labor Relations*
 MGMT 6309 *Entrepreneurship*
 MGMT 6310 *Legal and Ethical Environment of Business*
 MGMT 6318 *Managerial Communications*
 MGMT 6333 *Human Resources Management*
 MGMT 6336 *Organizational Theory*
 MGMT 6337 *Organizations in Change and Development*
 MGMT 6341 *Operations Management*
 MGMT 6345 *Service Management*
 MGMT 6364 *Training and Development*
 MGMT 6367 *Compensation*
 MGMT 6376 *Business Strategy and Policy*
 MGMT 6378 *Management of Global HR*
 MGMT 6382 *Strategic Planning & HRM Challenges*
 MGMT 6383 *Transformational Leadership*
 MGMT 6385 *Organizational Diagnosis and Transformation*
 MGMT 6387 *Benefits and Policies*
 MGMT 6393 *Global Enterprise Management*
 MGMT 6395 *International Management Experience*
 MGMT 6396 *Washington Experience*
 MKTG 6310 *Marketing Management*
 MKTG 6333 *International Marketing Seminar*
 MKTG 6334 *Marketing Strategy Seminar*
 MKTG 6373 *Changing Markets and Organizations*

Please refer to the College of Business and Economics' course descriptions for further information regarding specific course content.

MASTER OF SCIENCE IN MANAGEMENT INFORMATION SYSTEMS

Core Courses

The following seven courses must be completed by all MS-MIS students:

- ACCT 5360 *Survey of Accounting*
- ECON 5360 *Survey of Economics*
- FINAN 6330 *Financial Management*
- MGMT 5349 *Organizational Behavior*
- MGMT 5360 *Decision Making Techniques for Managers*
- MGMT 6300 *Ethical Context of Business*
- MKTG 6310 *Marketing Management*

30 hours of electives to be chosen from the following:

- CISM 6310 *Information Resource Management*
- CISM 6326 *Information Resource Planning and Strategy*
- CISM 6328 *Systems Development Life Cycle*
- CISM 6331 *Societal, Legal, and Ethical Aspects of Information Systems*
- CISM 6332 *IS Management Methods*
- CISM 6340 *Network Design and Management*
- CISM 6341 *The Automation of Business Processes*
- CISM 6342 *Modeling the Business*
- CISM 6364 *Emerging Business and Technology Trends*
- CISM 6365 *e-Business Concepts and Strategies*
- CISM 6366 *Strategies*
- CISM 6367 *Global Business and Technology Strategies*

Please refer to the “Course Description” section of the **Bulletin** for further information regarding specific course content.



CENTER FOR HEALTH STUDIES

Graduate Program

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 curriculum; and
- diverse nature of the faculty and student body

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.

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 course work. The two available majors are:

Health Care Administration

Human Resource 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): Nine (9) hours from MGMT 5361, 5362, 5365, 6364, 6367, 6378, 6379, 6385, 6387. Six (6) hours required: HADM 6375 and 6376, or 6377 and 6378. Health Care Administration: (15 semester hours): HADM 6366, 6367, 6368, and 6375 and 6376, or 6377 and 6378.

COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES

Undergraduate Programs

Education and Kinesiology

Teacher Preparation Programs

Approved Teacher Certification Programs

Early Childhood through Grade Four Generalist
Certification

Early Childhood through Grade Four Bilingual
Generalist Certification

English as a Second Language (ESL)

Supplemental Special Education

Stand Alone (EC-12) Special Education

Middle Grades Certification

All-Level Certification

Procedures and Policies for HBU Teacher Certification
Programs

Certification Requirements

Majors in the Department of Education

Child Development

Supplemental Special Education

Kinesiology

Interdisciplinary Studies

Multidisciplinary Studies

Pedagogy

Majors in the Department of Behavioral Sciences

Psychology

Sociology

Graduate Programs

Master of Education Degree

Bilingual Education

Counselor Education

Curriculum and Instruction

Educational Administration

Educational Diagnostician

Reading Education

Master of Arts in Christian Counseling

Master of Arts in Psychology

COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES

Undergraduate Programs

NOTE: Teaching certificates are issued by the state of Texas, not the University. The State frequently changes certification levels and requirements. In order to meet new guidelines from the State Board for Educator Certification (SBEC), and the University may change requirements described in this Bulletin. 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 physical education, 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, 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 along with an initial EC-4 Generalist Certificate by choosing the ESL Specialization within the Multidisciplinary major in the undergraduate program.

Supplemental Special Education

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

Stand Alone Special Education (EC-12)

An EC-12 Special Education Stand Alone program is available as a graduate program.

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 teaching fields listed below 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
Composite Social Studies

English Language Arts and Reading
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 teaching fields listed below and the Pedagogy major. On the graduate level, it requires completion of a 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*
Composite Science
Composite Social Studies
English Language Arts
French*
History

Journalism (Mass Media)*
Life Science
Mathematical Studies
Physical Science
Spanish*

*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 Physical Education 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 Bachelor 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: a 2.75 on the last 60 hours of University course work.
 - d. If graduate: a 3.0 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 THEA test.
 - b. Writing proficiency must be demonstrated through writing samples on the application and a passing THEA writing score.
 - c. Demonstration of math proficiency must be met with a passing THEA math score.
 - 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 the program.

- A. The 2.50 cumulative quality point average must be maintained through graduation for undergraduate students and the 3.0 for graduate students.
- 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. 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. Undergraduates must complete EDUC 4340 *Action Research* during the quarter immediately prior to spring or winter student teaching and during August immediately prior to fall student teaching.
- 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 TExES 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.
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 5331 or INDC 4330 and EDUC 4331.
10. If ESL, completion of 9 hours of ESL.
11. If 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 University undergraduate students are not allowed to take these exams without authorization from the department.
- 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 (if applicable).
 2. Submit a completed teacher certification exam registration form to the Education Office two weeks prior to the state application deadline or request a barcode number for online registration. Applicants may register online or by mail.
- D. 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.
 1. Bilingual education certification 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**. 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.texas.nesinc.com. Registration booklets can be obtained in the College of Education Office.
3. Student must apply for certification online at the SBEC website: www.sbec.state.tx.us.

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 three 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 4293, 4294, 4304, 4306, 4310, 4311, and 4351; EDUC 2311; and three hours chosen from EDRE 4320, KINE 3336, 4323, PSYC 3313, 4330, 4332, SOCI 3393, 4310.

SUPPLEMENTAL SPECIAL EDUCATION

Supplemental special education is not a major. It is a supplemental certification that may be added to an EC-4 certificate. 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, 4160, 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, a bilingual 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 (EDRE 4310, 4320, 4350, 4351, EDSP 4302, INDC 4160, 3310 or 3320, 4330, 4331, 4340 and 4350. If specializing in Reading and other subject areas, EDRE 4330 is required. If specializing in Generic Special Education, EDSP 4311 is required);
- (2) an early childhood specialization (EDEC 4293, 4304, 4306, 4310, 4311 and INDC 4294);
- (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 special education specialization can lead to supplemental certification in special education. It requires completion of EDSP 4252, 4319, 4335, 4336 and EDRE 4304.

The reading specialization 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 3398 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, 2115, 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 for students planning careers in social research, criminology, demography, social psychology, public administration, gerontology, or market research. Sociology provides a useful background for those planning to enter law, business, medicine, community planning, architecture, or politics. Students who wish to pursue sociology as a career should be prepared to do graduate studies.

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, 2115, 2301, 3303, 3330, 4292, 4293, 4332, 4340 and three additional upper-level sociology courses for a minimum of 32 semester hours.

Please refer to the “*Course Description*” section of the **Bulletin** for further information regarding specific course content.

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, EC-12 Stand Alone Special Education, 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) EC-12 Stand Alone certification in Special Education, (3) supplemental certification in ESL (English as a Second Language), (4) a specialization in Instructional Technology, or (5) 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 3.0 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 teacher certification, 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. Students not admitted to the M.Ed. program may be approved to enroll for a maximum of six (6) hours by the M.Ed. Graduate Admissions Committee or the Teacher Education Admission Review Committee. Students enrolling in course work required in an M.Ed. program must have met all requirements for M.Ed. program admission unless approved by the appropriate committee. After analysis of previously earned credits, a “deficiency plan,” which lists the necessary requirements for the initial certification is prepared on an individual basis. Upon completion of all requirements, students are recommended to the State Board for Educator Certification for certification.

Students who are seeking a Master of Education in Curriculum and Instruction with certification in Special Education (EC-12) and are currently Texas certified teachers must meet the same requirements as those in the other Master of Education in Curriculum and Instruction programs. Students who have a bachelor’s degree and are not currently certified must submit passing scores on the THEA.

To be approved for the standard 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 secure authorization from the Education office to register for an exam. Students may register online or by mail.

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

BILINGUAL EDUCATION

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 (80th) percentile in each of the four skill areas (listening, speaking, reading, and writing), or must take the appropriate course or courses to remove language deficiency in each area where the score is less than the minimum standard.

Degree in Bilingual Education

To earn a degree in Bilingual Education, a student must complete the following 36 semester hours with no grade less than “C”: 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 possess 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 Teacher 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. 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 course is also required. This course must have been completed with a “B” or better within seven years of program admission.
- B. To earn the M.Ed. degree in Counselor Education, a student must complete the following 37 semester hours with no grade less than “C”: EDSP 5302; EDUC 6301, 6310, 6320; EPSY 5363, 6191, 6306, PSYC 5310, 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.
- C. For a person to be certified as a school counselor, the State Board for Educator Certification requires that the student have two 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. Each Curriculum and Instruction program requires a core of courses.

Curriculum and Instruction Without Certification or Specialization

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 some 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**. 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 teacher certification in art, physical education, or music. The student must meet all admission, retention, and certification requirements for teacher education and have a degree plan or deficiency plan completed by the certification officer. Based on an analysis of previous course work and TExES scores, this deficiency plan may require additional hours in the teaching field.

The following courses must be completed with no grade less than a “C”: 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 physical education, 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 physical education (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 content area and pedagogy 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, EDUC 5394, 5397 or 5398; and for all-level physical education, EDUC 5384 and 5385.

Curriculum and Instruction with EC-4 Generalist Certification

NOTE: Teaching certificates are issued by the state of Texas, not the University. In order to meet any new guidelines from the State Board for Educator Certification (SBEC), the University may change requirements described in this **Bulletin**. 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 program requires 36 hours of course work.

The following courses must be completed: EDEC 5306, 5310; EDRE 5310, 5320, 5350; EDSP 5302; EDUC 5331, 5340, 5350, 6301, 6302, and 6304. 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. In order to meet any new guidelines from the State Board for Educator Certification (SBEC), the University may change requirements described in this **Bulletin**. 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 with no grade less than "C": 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 (English) Language Arts and Reading

NOTE: Teaching certificates are issued by the state of Texas, not the University. In order to meet any new guidelines from the State Board for Educator Certification (SBEC), the University may change requirements described in this **Bulletin**. 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 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 with no grade less than “C”: EDBI 5304; EDRE 5306, 5310, 5320, 5330, 5350, 5352; EDSP 5302; EDUC 5354, 6301, 6304, and 6312. 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 some certification levels and requirements. In order to meet any new guidelines from the State Board for Educator Certification (SBEC), the University may change requirements described in this **Bulletin**. 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 with no grade less than “C”: EDRE 5330, 5352; EDSP 5302; EDUC 5306, 5354, 6301, 6304, 6310, 6312, 6340. If math is the teaching field, EDUC 5331 is required. 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 a 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 36 hours: EDUC 5306, 6304, 6310, 6320 and 6322, and additional specialization courses. The additional specialization courses include EDAD 5319, 5320; EDUC 5302, 5305, 6307, 6308 and EDSP 5336. All course work must be completed with no grade less than “C”.

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 36 semester hours listed above.
- b. And a comprehensive examination.

The Instructional Technology Specialization without the M.Ed. degree requires completion of the following 27 hours: EDAD 5319, 5320, EDSP 5336, EDUC 5302, 5305, 5306, 6307 and 6308.

Curriculum and Instruction with Stand Alone Certification in Special Education (EC-12)

NOTE: Teaching certificates are issued by the state of Texas, not the University. The state is currently changing some certification levels and requirements. In order to meet any new guidelines from the State Board for Educator Certification (SBEC), the University may change requirements described in this **Bulletin**. 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 certification in Special Education (EC-12). It will prepare educators to teach students with all handicapping conditions on all grade levels.

Applicants with a BS or BA degree who do not hold a valid Texas teaching certificate must take the THEA test and have passing scores. They must also meet all admission, retention, and certification requirements for teacher education. Applicants who are currently certified to teach in Texas are not required to take the THEA or apply to the teacher education program.

All applicants are required to meet admission requirements for Master of Education Programs.

The following courses must be completed with no grade less than “C”: EDRE 5310, 5350, EDSP 5302, 5306, 5311, 5319, 5335, 5336, 5351; and EDUC 5331, 6302 and 6304.

Supplemental Certification in ESL

NOTE: Teaching certificates are issued by the state of Texas, not the University. The State is currently changing some 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**. 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 a M.Ed. in Curriculum and Instruction or simply added to an existing certificate without obtaining a M.Ed. degree.

The following courses must be completed with no grade less than “C”: 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 for 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 with no grade less than “C”: EDUC 6300, 6310; EDAD 5306, 6291, 6292, 6301, 6302, 6303, 6304, 6308, 6309, 6310, and 6313, and successfully complete a comprehensive exam.

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 an M.Ed. degree as an Educational Diagnostician, the student must complete the following 39 semester hours with no grade less than “C”: EDRE 5304, 5351, EDSP 5302, 5306, 5311, 5319, 5335, 6305, 6315, 6344, 6345 and EDUC 5306, 6304.

To earn professional certification as an Educational Diagnostician, the student must complete the 39 graduate hours listed above, earn the M.Ed. degree – prior to certification, document two (2) years of teaching experience in an accredited public or accredited private school, and show satisfactory performance on the certification exam required by the State Board for Education Certification.

One may enter this program in Track 1 or Track 2. Track 1 is for Texas certified teachers. These individuals must meet requirements for University and Master of Education admission, and meet requirements stated above for Educational Diagnosticians.

Track 2 is for individuals who hold a bachelor’s degree (degree in Education not required) but are not certified teachers. Track 2 applicants must take and present passing scores on the THEA and complete the application for admission to Teacher Education in addition to the above requirements.

READING EDUCATION

To earn a degree in Reading Education, a student must complete the following 36 semester hours with no grade less than “C”: 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 an all-level, secondary education, middle grades, or high school certificate must complete EDUC 6370, EDRE 5310 and EDRE 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, 6304, 6305 and EDUC 6310. 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 CHRISTIAN COUNSELING

To earn the Master of Arts in Christian Counseling at Houston Baptist University, a student must complete the following forty-eight (48) semester hours with no grade less than "C": PSYC 5310, 5312, 5314, 5315, 5323, 6301, 6302, 6308, 6310, 6311, 6320, 6315, 6191, and EPSY 6306, and nine hours of electives in psychology. Students may take electives beyond the forty-eight (48) semester hours required.

An applicant for admission to the Master of Arts in Christian Counseling (MACC) program must meet the following requirements for admission: A baccalaureate degree within the past seven years from a regionally accredited college or university with a major in psychology or the equivalents of certain undergraduate courses including the classes listed in the Houston Baptist University's **Bulletin** as PSYC 1313 (*General Psychology*), PSYC 2301 (*Introduction to Statistics*) and PSYC 2364 (*Abnormal Psychology*); receipt of all official transcripts from each accredited post secondary institution attended; three letters of professional reference/recommendation and a letter of recommendation from the student's pastor. An applicant must have Graduate Record Examination (GRE) scores on file in order to be admitted into the MACC. The student must have a combined score of at least 850 on the verbal and quantitative portions of the GRE. The verbal score must be at least 400.

In addition, one of the following criteria will be necessary for admission.

OPTION 1

A student with a QPA of at least 3.0 and a combined score of 900 or better on the verbal and quantitative portions of the GRE meets the requirements for full admission.

OPTION 2

A student who has above a 2.8 but below a 3.0 QPA and a combined score of at least 950 on the GRE meets the requirements for full admission.

OPTION 3

A student who has a combined GRE score of at least 850 but less than 900 on the verbal and quantitative portions of the GRE and a QPA of 3.2 or better meets the requirements for full admission.

If a student does not meet one of the above options the student may request an interview with the Department Chair, and with the approval of the Program Admission Committee of the Department of Behavioral Sciences, be granted conditional admittance to the Master of Arts in Christian Counseling program.

Admission to a specific degree program is not possible without current admission to the University. The University requires that an official GRE score report be sent directly from the Educational Testing Service (ETS). All application materials must be completed at least three weeks prior to registration for the quarter in which one wishes to enroll. As of September, 1997, these requirements supersede all previous policies for admission.

1. Students must be fully admitted to the program or have departmental approval prior to taking any course work.
2. The student must be admitted to candidacy in order to receive the MACC.
3. 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.
4. The student must receive the recommendation of the Department of Behavioral Sciences based upon satisfactory completion of a comprehensive oral examination.
5. The student must satisfactorily complete practicum work as judged by ratings of site supervisor(s) and by faculty supervisor(s).

MASTER OF ARTS IN PSYCHOLOGY

To earn a Master of Arts degree in psychology, a student must complete the following forty-eight (48) semester hours with no grades less than "C": PSYC 5310, 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. Students must be fully admitted to the program or have departmental approval prior to taking any course work.
2. The student must be admitted to candidacy in order to receive the MAP.
3. 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.

4. The student must receive the recommendation of the Department of Behavioral Sciences based upon satisfactory completion of a comprehensive oral examination.
5. 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.



COLLEGE OF NURSING

Undergraduate Programs

- Associate Degree in Nursing

- Degrees with Distinction

- Courses Required for ADN Program Entry

- Challenge Program for LVN's, Returning, and/or

- Transfer Nursing Students

- Bachelor of Science Degree in Nursing

- Advanced Standing Program (RN to BSN Degree Program)

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,
333 Guadalupe #3-460, Austin, TX 78701**

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, 333 Guadalupe #3-460, Austin, TX 78701, (512) 305-6818, website: www.bne.state.tx.us.

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 **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 3.0 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 | 4 |

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 dean or designated faculty member;
- 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 **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.

Courses Required for ADN Program Entry*

| | |
|---|------|
| BIOL 1414 or 3414, & 2404, 2414 | 12** |
| CHEM 1404 | 4 |
| COMM 1313 | 3 |
| ENGL 1313, 1323 plus Written English Exam | 6 |
| PSYC 1313, 2301, 3313 | 9 |
| MATH 1305, 1313 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 |

Courses Required for Graduation

| | |
|--|----|
| Humanities elective (See Note 14D, p. 85) | 12 |
| Fine Arts (See Note 14E, p. 85) | 3 |
| KINE 2202 | 2 |
| CHRI 1313, 1323, plus 3 additional hours (See Note 14B, p. 84) | 9 |
| CISM 1321 | 3 |

Nursing Courses

| | |
|-----------------------|---|
| NURS 2222, 3303 | 5 |
| NURS 3202, 3212 | 4 |
| NURS 2323, 2404 | 7 |

Novice Level Curriculum Checkpoint

| | |
|------------------------------------|---|
| NURS 3404, 3414 or BIOL 3433 | 8 |
| NURS 3424, 4212 | 6 |
| NURS 3434, 4392 | 7 |

Advanced Beginner Curriculum Checkpoint

| | |
|-----------------------|---|
| NURS 4414, 4294 | 6 |
| NURS 4424, 4434 | 8 |
| NURS 4444 | 4 |

Graduating Level Curriculum Checkpoint

| | |
|-----------------------|---|
| NURS 4454, 4464 | 8 |
|-----------------------|---|

* Meeting minimal entry requirements does not guarantee program admission.

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.

Program Entry Requirements* (Prerequisite Courses)

Sem. Hrs.

REQUIREMENTS FOR ADVANCED STANDING (RN) STUDENTS

Program Entry Requirements*

| | |
|---|------|
| 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 |
| BIOL 1414 or 3414 and 2404, 2414 | 12** |
| CHEM 1404 | 4 |

Advanced Standing Credit

When admitted to the Advanced Standing Program, the student will receive 35 credit hours for these nursing courses upon successful completion of a standardized comprehensive examination given to validate prior knowledge of nursing:

| | |
|---|---|
| NURS 2222 <i>Perspectives on Health Care Delivery Systems</i> | 2 |
| NURS 2323 <i>Health Assessment</i> | 3 |
| NURS 2404 <i>Art and Science of Nursing</i> | 4 |
| NURS 3202 <i>Care of Families</i> | 2 |
| NURS 3404 and 3424 <i>Care of Individuals I and II</i> | 8 |
| NURS 4414 <i>Care of Families with Mental Health Problems</i> | 4 |

| | |
|---|---|
| NURS 4434 <i>Care of Childbearing Families</i> | 4 |
| NURS 4444 <i>Care of Families with Children</i> | 4 |
| NURS 4454 <i>Professional Issues and Nursing Management</i> | 4 |

Courses Required for Graduation

| | |
|---|----|
| Humanities (See Note 14D, p. 85) | 12 |
| Fine Arts (See Note 14E, p. 85) | 3 |
| KINE 2202 | 2 |
| CHRI 1313, 1323 plus 3 additional hours (See Note 14B, p. 84) | 9 |
| CISM 1321 | 3 |

Required Additional BSN Nursing Courses

| | |
|--|------|
| NURS 3303 <i>Epidemiologic Perspectives for Nurses</i> | 3 |
| NURS 3212 <i>Care of Populations Based on Major Stratifications</i> | 2 |
| NURS 3414 <i>Pathophysiology for Health Care</i> or BIOL 3433 <i>Pathophysiology</i> ... | 4 |
| NURS 3434 <i>Care of Individuals III</i> | 4*** |

Advanced Beginner Curriculum Checkpoint

| | |
|---|---|
| NURS 4212 <i>Care of Vulnerable Populations</i> | 2 |
| NURS 4424 <i>Nursing in the Community and Nursing the Community</i> | 4 |
| NURS 4392 <i>Senior Seminar I: Professional Issues and Nursing Research</i> | 3 |
| NURS 4294 <i>Senior Seminar II: Applied Research and Externship</i> | 2 |

Graduating Student Curriculum Checkpoint

| | |
|---|---|
| NURS 4464 <i>Health Administration for Nurses</i> | 4 |
|---|---|

* 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.

*** NURS 3434 may be credited through a challenge exam process if the RN has a minimum of 1 year of recent (within 5 years) professional experience in critical care nursing.

Summary of Credits

| | |
|--|----|
| Credit hours for validation of ADN/Diploma Nursing Courses | 35 |
| Nursing course requirements | 28 |
| Prerequisite and Smith College courses | 69 |

| | |
|--|-----|
| TOTAL SEMESTER HOURS REQUIRED FOR THE BSN DEGREE | 132 |
|--|-----|

Please refer to the “Course Description” section of the **Bulletin** for further information regarding specific course content.

COLLEGE OF SCIENCE AND MATHEMATICS

Undergraduate Programs

Biology

Biochemistry-Molecular Biology

Chemistry

Composite Science

Life Science

Mathematical Studies

Mathematics

Physical Science

Physics

Pre-Professional Program Advising

Pre-Engineering Program

Pre-Medical/Pre-Dental Program

Pre-Optometry Program

Pre-Pharmacy Program

Pre-Physical Therapy Program

Pre-Physician Assistant Program

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. Options for majors for students pursuing teacher certification are composite science, life science, mathematical studies, and physical science.

BIOLOGY

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 3335, 3433, 3434, 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

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

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

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, 3335, 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.

LIFE SCIENCE

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 36 credit hours of biology including BIOL 2404, 2414, 2473, 2474, 3335, 3434, 3444, 4211, and senior seminars 4290 and 4293. Students must also take CHEM 2415, 2416 and INDC 3333.

MATHEMATICAL STUDIES

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, 2434, 3301, 3302, 3310, 3404, and senior seminars 4290, 4291. INDC 4330, INDC 4331, EDRE 4352 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 35 hours in mathematics including MATH 1323, 1434, 2434, 2444, 3301, 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

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 2434, 2444, 3301, 3323, 3333, 3353, 3414, 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

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

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.

PRE-PROFESSIONAL PROGRAM ADVISING

The College of Science and Mathematics also offers (in addition to advising for HBU degree requirements) specialized advising for students planning to continue their education after obtaining a degree from HBU by attending medical, dental, optometry, pharmacy, physical therapy, physician assistant, or an engineering school. The requirements as listed below are continually updated by maintaining close contact with all professional schools. Since professional schools are continually modifying their curriculum, students should consult with the director of the health professions and/or pre-engineering program for the most current requirements for a post-baccalaureate program.

PRE-ENGINEERING PROGRAM

The pre-engineering program is designed to allow students to complete an engineering degree after two years of full-time study at HBU and approximately three years of full-time study at an engineering school. The exact time required will depend on the school and the field of engineering chosen. The program allows students to take all, or nearly all, of their math and science courses and some of their general elective courses at HBU before transferring. The courses recommended below are intended to provide the student with a strong background regardless of which engineering school or field of engineering he or she chooses. Most, but not all, of these courses are required by all engineering schools and for all fields of engineering. Students may, at their discretion, substitute other courses for those recommended. The program director in engineering will provide students with advice and assistance in selecting courses, but it is the responsibility of all students to check with the university that they plan to attend after leaving HBU to verify that the courses taken at HBU will satisfy that school's requirements.

Recommended Program of Study

| First Year | Sem Hrs. |
|-------------------------------|----------|
| FYSE 1200* | 2 |
| CHEM 2415, 2416 | 8 |
| CISM 2313 | 3 |
| ENGL 1313, 1323 | 6 |
| ENGR 1301 | 3 |
| MATH 1434**, 2434, 2444 | 12 |
| | <hr/> 34 |

Second Year

| | |
|--|----------|
| CISM 3305 | 3 |
| KINE 2102, 2102 (two different activities) | 2 |
| MATH 3323, 3333, 3404, 3414 | 14 |
| PHYS 2413, 2423 | 8 |
| General Electives*** | 6 |
| | <hr/> 33 |

* Required by HBU for all beginning freshmen or transfer students with fewer than 15 semester hours credit.

** This course may be omitted by students who successfully pass the Calculus I placement test. Students with deficiencies in their mathematical background should take MATH 1313, College Algebra, and MATH 1323, Trigonometry, in place of, or in addition to, MATH 1434 before taking MATH 2434, Calculus I. To complete all of the courses listed above within two years, it will be necessary for such students to take MATH 1313 in the summer before their first fall quarter at HBU.

*** HIST 2313, 2323 are recommended, in part because these courses and six hours of political science are required by all state universities in Texas. The following courses satisfy degree requirements at many engineering schools and are recommended for students who want to take additional general elective courses at HBU before transferring: POLS 2313, PSYC 1313 or SOCI 1313, ECON 2301 or 2302, COMM 1313, WRIT 3345, and ART 2343. Students who wish to take additional math or science courses at HBU should consider MATH 3383, PHYS 2343, 3313, 3323, and 3414.

PRE-MEDICAL/PRE-DENTAL PROGRAM

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

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

| | Sem Hrs. |
|---|----------|
| 1. BIOL 2473, 2474, 2475 plus 4 advanced hours including a lab | 16 |
| Chemistry 2415, 2416, 3121, 3313, 3333, 4262 | 17 |
| (CHEM 4373 is required for students applying to the University of Houston Dental School.) | |
| MATH 2434 | 4 |
| Physics 2413, 2423 | 8 |

2. The student must complete 3 full-time quarters (24 credit hours) of residency at Houston Baptist University.
 - a) Of the 24 HBU hours, 16 hours must be science courses designated for science majors.
 - b) If a student takes a course at HBU for which he has previously received a grade of an "A" or "B" at another institution, this course will not be credited toward the residency requirement for evaluation.

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 prerequisites for BIOL 3454.

CHEM 3313 and 3333 are prerequisites for CHEM 4373

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 |
| Fine 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 Information Systems Management 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 Information Systems Management 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 |

Please refer to the "Course Description" section of the **Bulletin** for further information regarding specific course content.

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. 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; budgeting; determining product costs; and 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 Information Systems

An active, hands-on class that equips the accounting 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 3313.

ACCT 4181, 4281, 4381 Special Topics

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

ACCT 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; types of audits; ethics of the profession. Prerequisite: ACCT 3313.

ACCT 4304 Corporation Income Taxes

Federal income tax determination for corporations. Taxable income, exclusions, deductions, capital gains, credits, special corporate problems, tax returns. Prerequisite: ACCT 3304.

ACCT 4306 Government and Nonprofit Accounting

Application of financial accounting principles to governmental entities and nonprofit organizations; entails a detailed study of fund accounting and reporting practices. Requires proficiency in Microsoft® Excel. Prerequisites: ACCT 2301, 2303.

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 5360 Survey of Accounting

This course covers the basics of what accounting information is, what it means, and how it is used. Students will examine financial statements and determine what they do and do not communicate. This knowledge will help gain decision-making and problem-solving abilities that are needed outside the classroom. The course introduces both financial and managerial accounting to provide an overall perspective about the introductory accounting topics and presentation. The course is also intended to help students learn how to become effective users of accounting information. As such, the course provides a balance between the preparer and the user points of view. The course includes coverage of legal and ethical issues facing accountants as well as highlighting international accounting differences. **This course must be taken within the first 12 semester hours in the program.** Graduate Business programs only.

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 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. Graduate Business programs 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. Graduate Business programs 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 collection and processing of information about the client's strategies, supporting business process, and the external forces that threaten the viability of its strategies. Graduate Business programs only.

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 provides a comparative analysis of various modes of expression in all of the visual arts through description and evaluation. Emphasis is made upon historical movements, language, media, and stylistic identity. The survey is designed to prompt the student to see art as a personal experience and to respond more sensitively to the visual arts in a cultural context.

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: Admission to the HBU teacher education program.

ART 3310 Art for Pre-Adolescents

This course explores the philosophy of preschool and elementary pedagogy based upon Discipline-based Art Education (DBAE) and Texas Essential Knowledge and Skills standards. The lab experience emphasizes practical applications for integrating art into a cross-curriculum program. Prerequisite: Admission to the HBU Teacher Education Program. (Offered also as INDC 3310.)

ART 3315 Cultural Craft for the Pre-Adolescent Student

This course combines a basic multicultural study of classical and traditional craft and creative problems in three-dimensional media for teaching in the pre-adolescent (EC-6) classroom. Prerequisite: Admission to the HBU Teacher Education Program. (Offered also as INDC 3315.)

ART 3316 Cultural Craft for the Adolescent Student

This course encourages expanded multicultural appreciation of classical and traditional craft and includes practical experience and preparation for teaching a variety of fiber arts, printmaking, bookbinding, mosaic and three-dimensional design in the adolescent (6-8 and 9-12) classroom. Prerequisite: Admission to the HBU Teacher Education Program. (Offered also as INDC 3316.)

ART 3353 History of Art: Prehistoric through Gothic

Painting, sculpture and architecture are reflections of man's thinking (social, religious, and political) and the means through which he has 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 traces 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 3373 History of 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 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

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 9 under "Undergraduate Degree Requirements".

ART 4293 Senior Seminar: Portfolio

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 9 under "Undergraduate Degree Requirements".

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. Prerequisites: four semester hours of chemistry and BIOL 2473, 2474, and 2475. (Also offered as BIOL 3414.)

BCMB 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 microbial techniques, membrane biology, enzymology, 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.

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: Note 9 under “Undergraduate Degree Requirements”; four hours selected from BCMB 3414, 4424, 4444, or 4464.

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: Note 9 under “Undergraduate Degree Requirements”; 19 hours in biology, including at least one course from the following: BCMB 3414, 4424, 4444, or 4464.

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. Prerequisites: Note 9 under “Undergraduate Degree Requirements”; permission of the instructor.

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. Prerequisites: 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 3335 Nutrition and Metabolism

Nutrition and Metabolism is designed to acquaint the student with the role of nutrients in health, the physiology of the gastrointestinal tract, and the importance of nutrition in preventive and curative medicine. Prerequisites: BIOL 2473, 2474 and either BIOL 2475 or BIOL 2404, 2414.

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. Prerequisites: 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. Prerequisites: 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 in vertebrates with the major emphasis on humans. Mechanisms of kidney function, circulation, respiration, nerve transmission, muscular contraction, endocrine function, and digestion are discussed in detail. 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. Prerequisites: 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 advanced physiology, diet, diseases, cellular physiology, cancer biology, 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. Prerequisite: Note 9 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 9 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: Note 9 under "Undergraduate Degree Requirements"; 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. Prerequisite: Note 9 under "Undergraduate Degree Requirements".

BIOL 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 cholinergic-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.)

BUSINESS ADMINISTRATION**BUSA 2311 Quantitative Methods I**

Computation of statistical measures and applications to business including averages, dispersion, statistical inferences, linear regression and correlation. Prerequisites: CISM 1321; 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. Emphases are given to the law of contracts, torts, intellectual property, as well as employment law dealing with discrimination and its relation to human resources.

BUSA 3302 Creating Personal Wealth

This course will focus on how to make money and increase personal wealth. Primary emphases 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). Prerequisite: Student must have completed a minimum of 42 semester hours before enrolling in this course.

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 universal issues raised when adopting an ethical system and the particular issues involved in applying the ethical system to business issues. Main 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. The particular human resources issues of diversity, whistle blowing, recruiting and hiring, and compensation will be discussed as part of the application of ethical principles.

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. An emphasis is placed on international and human resources issues. 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. Prerequisite: See Note 9 under “Undergraduate Degree Requirements” which requires completion 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. Prerequisite: See Note 9 under “Undergraduate Degree Requirements” which requires completion of 80 semester hours, 15 of which must be in the field to be studied.

BUSA 4301 International Business

This course combines classroom work with international travel and provides the student with direct contact with managers operating in other countries. An international trip is scheduled at the end of the course. Class time will cover basic principles of global business and cross-cultural interaction. It will particularly emphasize cultural and historical differences in the countries the students will visit and how those differences produce different managerial styles and contrasting business practices. In addition, students will do through research, preparation, and presentations on the specific companies they are scheduled to visit. There are no prerequisites for this course. However, students whose advisors wish to allow this course to substitute for one of the required senior seminars must meet the prerequisites for the senior seminars – 80 or more total hours including a minimum of 15 hours in business – in order to receive credit. This class may not be taken in the quarter a student intends to graduate.

BUSA 4320 Business Law

Study of the uniform commercial code applied to commercial documents. Introduction to creditors' rights and bankruptcy, agency and employment, business organizations, and property law. Prerequisite: BUSA 2320.

BUSA 4340 Internship

The course is an integrating field experience by which students learn actual business practices by undertaking responsible roles in an organization. The students develop interpersonal skills while acquiring practical knowledge in their disciplines. The students are exposed to various work roles and career choices. Prerequisites: See the College of Business Internship Coordinator for current prerequisite information.

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 50 clock hours are spent in observing and working in a pre-school program. Included are techniques of instruction; management and technical considerations; and interaction of the roles of all personnel in programs for young children. This course must be completed immediately prior to student teaching or the last quarter in attendance at the university. Prerequisites: CDEV 4304, 4306, 4310, 4311, 4351 and EDUC 2311 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 observation which must be completed during student teaching or the CDEV practicum. (Offered also as INDC 4294.)

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. 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 4351/5351, and EDSP 4351/5351.)

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. Prerequisites: 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. Prerequisites: 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. (Also offered as PHYS 4211.)

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. Prerequisite: Note 9 under “*Undergraduate Degree Requirements*”.

CHEM 4291 Senior Seminar: Topic Research Project

A topic of current research interest in chemistry will be offered each quarter. Each student enrolled in 4291 will select one aspect of this topic for an in-depth study of the significant literature. All students will meet each week with faculty for instruction, guidance and exploration of the topic. A written senior research paper is required. Prerequisites: Note 9 under “*Undergraduate Degree Requirements*”; completion or concurrent enrollment in CHEM 4290.

CHEM 4292 Senior Seminar: Laboratory Research Project

One quarter of laboratory research (4292) is required for a student majoring in two areas of science. The execution of the research will emphasize the application of the fundamentals presented in 4290. At the conclusion of the research, a written paper will be presented to the student's seminar advisor and an oral presentation of the results will be presented to the research group. Attendance is required. Prerequisite: Note 9 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 9 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. Prerequisite: 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.

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. Prerequisites: CHRI 1313, 1323. (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, 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, 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. Prerequisites: CHRI 1313, 1323.

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. Prerequisites: CHRI 1313, 1323.

CHRI 3310 Introduction to Judaism

An introduction to the faith and practice of Judaism in the United States. Prerequisites: CHRI 1313, 1323.

CHRI 3314 History of Christianity

A course designed to introduce Christianity in its historical development. Prerequisites: CHRI 1313, 1323.

CHRI 3333 Jesus and His Teachings

An intensive study of the life and teachings of Jesus. Prerequisites: CHRI 1313, 1323.

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. Prerequisites: CHRI 1313, 1323.

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. Prerequisites: CHRI 1313, 1323.

CHRI 3363 Evangelism

A general study of the theology and methods of evangelism, including practical preparation and application for a life-style evangelism. Prerequisites: CHRI 1313, 1323.

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. Prerequisites: CHRI 1313, 1323.

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. Prerequisites: CHRI 1313, 1323. (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. Prerequisites: CHRI 1313, 1323.

CHRI 4292, 4293 Senior Seminar

Directed studies in selected areas of the student's special interests, including opportunities for independent research. Prerequisite: See Note 9 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. Prerequisites: CHRI 1313, 1323.

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. Prerequisites: CHRI 1313, 1323. (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. Prerequisites: CHRI 1313, 1323. (Offered also as PSYC 4334.)

CHRI 4335 Systematic Theology

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

CHRI 4343 Old Testament Prophets

A study of the prophetic movement in Israel and the writings of the canonical prophets. Prerequisites: CHRI 1313, 1323.

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. Prerequisites: CHRI 1313, 1323. (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. Prerequisites: CHRI 1313, 1323. (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. Prerequisites: CHRI 1313, 1323.

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.

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 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 3303 Web Design

A comprehensive study of the design, creation and maintenance of effective business web sites. Current leading edge technologies for the creation, deployment, and maintenance of web pages will be applied. Students will create active dynamic web pages that retrieve and store information in relational databases simulating an e-business environment. Prerequisite: CISM 1321.

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; 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 management 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 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 performing 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 6310 Information Resource Management

Managing data resources of large organizations. 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. Graduate Business programs 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 fourth generation languages, artificial intelligence systems, teleconferencing, and electronic mail systems into the organization for strategic or competitive advantage. Graduate Business programs only.

CISM 6328 Systems Development Life Cycle

An integrating vehicle for the technical track for the MIS 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. Graduate Business programs 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. Graduate Business programs only.

CISM 6332 IS Management Methods

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. Graduate Business programs only.

CISM 6340 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. Graduate Business programs only.

CISM 6341 The Automation of Business Processes

Redesign of business processes 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. Graduate Business programs only.

CISM 6342 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. Graduate Business programs only.

CISM 6364 Emerging Business and Technology Trends

Analyze and evaluate impact of current and emerging technologies and business practices. Focus 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. Graduate Business programs 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. Graduate Business programs 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. Graduate Business programs 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. Graduate Business programs only.

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 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 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 9 under "Undergraduate Degree Requirements".

COMM 4304 Interpersonal Communication

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

COMM 4314 American Public Address

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

COMM 4315 Political Communication

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

COMM 4323 Intercultural Communication

A study of the impact of globalization, technology, travel, and immigration on communication. The effects of culture and experience on perception are also studied. Prerequisite: COMM 1313.

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 prior to the beginning of the quarter registered.

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 3305 Money and Banking

A study of the structure of the banking system, the Federal Reserve System and the management of the money supply with emphasis on theories of money and their application to monetary policy. Prerequisite: FINA 3320.

ECON 3335 Mathematical Economics

This course will provide the mathematical tools required for advanced economic analysis with an emphasis on economic application. Economic analysis will include statics, comparative statics, optimization problems, dynamics and mathematical programming. Prerequisite: MATH 1314.

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 4312 Global Economy

This course examines international trade beginning with an evaluation of the gains of trade, types of restrictions on free 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; ECON 2302.

ECON 4330 Seminar on Law and Economics

This course will provide an analytical framework for studying the relationship between the environment and economic and political systems. Students will cover cost/benefit analysis and economic issues concerning valuation, and then apply the theory to current legislation, case law, and state and federal statutes dealing with air and pollution, waste management, wildlife management, and resource management. Prerequisites: BUSA 2320; ECON 2302.

ECON 4335 History of Economic Thought

A survey of major contributors to economic thought from Adam Smith to Milton Friedman in modern times with emphasis on their impact on contemporary economic thought and analysis. Research papers will be required on selected topics in economic history. Prerequisites: ECON 2301, 2302.

ECON 5360 Survey of Economics

A survey course of microeconomic and macroeconomic theory. Microeconomic theory will include supply and demand analysis, with emphasis on the determination of price and output in the competitive and noncompetitive market structures of American capitalism. A study of the macroeconomic theory will include application of economic principles relating to the behavior of aggregate economic activity and the price level. The course examines the implications of global markets, including the increasingly stiff competition of foreign products, impact of foreign currency and exchange rates, the rate of the International Monetary Fund (IMF) and the international economic system. Topics include aggregate economic variables and their measurement, economic growth, economic fluctuations, inflation, unemployment, government deficits, monetary policy, and fiscal policy. **This course must be taken within the first 12 semester hours in the program.** Graduate Business Programs only.

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 5306.

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, 5306.

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. Prerequisites: 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 curriculum programs 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. Includes examination of 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 regular and special school programs. Included are state and federal regulations.

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

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 3336 Advanced Spanish Writing Workshop

An introduction to the writing of personal history. Students write their personal histories through memories elicited by things they see, songs, dreams, overheard conversations, collections, books, quotes, as well as reflections. Their project will involve a compilation of entries with a focus on composing, revising, editing, and publishing a “memoir book”. Prerequisite: EDBI/SPAN 3335 Spanish Writing Workshop. (Offered also as SPAN 3336.)

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. Prerequisites: EDUC 4301 and 4312 or permission of the instructor. (Offered as ENGL 4304, FREN 4304, and SPAN 4304.)

EDBI 4305 Second Language Acquisition

Theories of second-language acquisition; comparison of first- and second-language acquisition; second-language acquisition in children and adults; the bilingual child. Sociolinguistic considerations. Assessment of language dominance and proficiency. 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. Prerequisites: 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. Prerequisites: Two 3000-level Spanish courses or the equivalent. Not open to students with language proficiency below Intermediate High. (Offered also as SPAN 4343, 4344.)

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. Prerequisites: 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.

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 4293 Senior Seminar: Practicum in Early Childhood

Prerequisites: EDEC 4304, 4306, 4310, 4311, 4351 and EDUC 2311 or permission of Program Director. (Offered also as CDEV 4293.)

EDEC 4302 Survey of Exceptional Children

Prerequisites: EDUC 4301 or 4311

(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 5311.)

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

Prerequisite: EDEC 5304 or permission of the instructor.

(Offered also as CDEV 4306, EDEC 4306, and EDSP 4306/5306.)

EDEC 5310 Preschool Curriculum and Instruction

Prerequisites: EDEC 5304, 5306 or permission of the instructor. (Offered also as CDEV 4310 and EDEC 4310.)

EDEC 5311 Kindergarten Curriculum and Instruction

Prerequisites: EDEC 5304, 5306 or permission of the instructor. (Offered also as CDEV 4311 and EDEC 4311.)

EDEC 5351 Emergent Literacy

(Offered also as CDEV 4351, EDSP 4351/5351, EDRE 4351/5351 and EDEC 4351.)

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 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 EDRE 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 EDRE 4304. Prerequisite: EDUC 4301, 5313 or 6302, and EDRE 4350 or 4310. (Offered also as EDRE 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 4351/5351, 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 EDRE 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 EDRE 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 4351/5351, and EDSP 4351/5351.)

EDRE 5352 Literacy in the Secondary Schools

(Offered also as EDRE 4352.)

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.

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. Prerequisites: EDUC 4301 or 4311. (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. Prerequisites: EDSP 4302 or permission of Program Director; must be computer literate. (Offered also as EDSP 5311.)

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. Students are required to be computer literate. Prerequisite: EDSP 4302, 4311, or permission of Program Director. 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. Students are required to be computer literate. Prerequisite: EDSP 4302, 4311, or permission of director. (Offered also as EDSP 5335.)

EDSP 4336 Instructional Techniques and Assistive Technology for Physically Impaired Learners

The focus of this course is a blending of instructional strategies and the use of assistive technology, augmentative and alternative communication, and specific curriculum areas that are unique to individuals with physical, health, or multiple disabilities. Foundational knowledge will be explored addressing the impact and implications of specific disabilities, along with educational strategies, and the use of task and situational analysis, and other curricular options to provide a quality education to physically and multiply impaired individuals. Students must be computer literate. Prerequisite: EDSP 4302, 4311, or permission of program director. (Offered also as EDSP 5336.)

EDSP 4351 Emergent Literacy

(Offered also as CDEV 4351, EDEC 4351/5351, EDSP 5351, and EDRE 4351/5351.)

EDSP 5181, 5281, 5381, 6181, 6281, 6381 Special Topics

A study of topics of current interest. May also be used for individual study, in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need and must be approved by the instructor.

EDSP 5302 Survey of Exceptional Children

Prerequisite: EDUC 5313, 5314, 6302, or 6312. (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

Prerequisites: EDSP 5302 or permission of Program Director; must be computer literate. (Offered also as EDSP 4311.)

EDSP 5319 Teaching Strategies in Special Education

Students are required to be computer literate. Prerequisite: EDSP 5302, 5311 or permission of Program Director. (Offered also as EDSP 4319.)

EDSP 5335 Growth, Abnormalities, Identification, and Evaluation of Early Childhood

Students are required to be computer literate. Prerequisite: EDSP 5302, 5311 or permission of Program Director. (Offered also as EDSP 4335.)

EDSP 5336 Instructional Techniques and Assistive Technology for Physically Impaired Learners

Students must be computer literate. Prerequisite: EDSP 5304, 5311 or permission of Program Director. (Offered also as EDSP 4336.)

EDSP 5345 Student Evaluation Techniques

Prerequisites: Teaching experience and/or a course in instructional design, i.e. EDUC 4301/5313/6302, 4311/5314/6312 or 6322). (Offered also as EDUC 4345/5345 and EDAD 5345.)

EDSP 5351 Emergent Literacy

(Offered also as CDEV 4351, EDEC 4351/5351, 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 diagnostician certification courses or permission of the instructor.

EDSP 6344 Educational Appraisal of Handicapped Students

This course is an introduction to appraisal techniques and instruments used to identify the presence or absence of handicapping conditions. Administration, scoring, interpretation, written reports and the development of IEPs will be taught in this course. Prerequisites: EDSP 5302, 5311, 5335, and 5319. (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 Wechsler Achievement Test, the Bender Gestalt, the Test of Nonverbal Intelligence, the Woodcock Johnson cognitive battery the UNIT, the KABC, Adaptive Behavior scales and the Vineland Social Maturity Scale. Prerequisites: EDSP 5302, 5311, 5319, 5335, 6305, 6344 or permission of Program Director. Students must be computer literate.

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 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 certification 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. Prerequisite: 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

The Action Research model is explored and students complete an Action Research project. Preparation for certification exams is also a component of the course. Students take this course immediately preceding student teaching or concurrent with student teaching if student teaching in the Fall quarter.

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 4370 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 Physical Education

This course is a field-based teaching experience in elementary school physical education for the student preparing for all-level physical education 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 Physical Education

This course is a field-based teaching experience in secondary school physical education for the student preparing for all-level physical education 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. 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 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. Prerequisites: demonstration of second language proficiency and approval of the Teacher Education Committee. (Offered also as EDUC 4671.)

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 twelve 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 twelve weeks. Prerequisite: Approval of the Teacher Education Committee. (Offered also as EDUC 5694.)

EDUC 5000 Student Teacher Seminar

(Offered also as EDUC 4000.)

EDUC 5001 ACP Teaching in the Early Childhood-Grade 12 Classroom

This course is a non-credit, field-based course required for students in the HBU Alternative Certification Program (ACP). To be enrolled in the course, the student must be employed as a teacher in an EC-12 state-accredited school. HBU faculty will provide regular supervision and support for the student during the quarter to assist the student in becoming a successful and effective teacher. This course must be taken for three consecutive academic quarters (Fall, Winter, and Spring only). Prerequisites: Must have an ACP plan on file in the COEBS office and be employed in an EC-12 school as a teacher.

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 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.

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

Prerequisites: EDUC 5313, 5314, 6302, or 6312. (Offered also as EDSP 4302, 5302, EDEC 4302/5302 and CDEV 4302.)

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 5331 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 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 Physical Education

(Offered also as EDUC 4384.)

EDUC 5385 Student Teaching in Secondary Physical Education

(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 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 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 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, 5306.

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, 5306.

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, 5306.

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 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

The Action Research model is explored and a simulated or actual Action Research project is completed. Preparation for certification exams is also a component of the course.

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.

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, ENGL 1003 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. Prerequisite: ENGL 1313 (or its equivalent).

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 are 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 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. This course is designed for non-English majors. Prerequisites: ENGL 1313 and 1323.

ENGL 3335 African American Literature I

The study of African American literature from the period of slavery to 1900. Includes poetry, folk tales, gospels, spirituals, slave narratives, and essays. This course is designed for non-English majors. Prerequisites: ENGL 1313 and 1323.

ENGL 3336 African American Literature II

The study of 20th century African American literature, beginning with Booker T. Washington and W.E.B. DuBois. Also includes the Harlem Renaissance, Black Arts Movement of the 1960's, and the study of representative novels of the century. This course is designed for non-English majors. 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. This course is designed for non-English majors. 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. This course is designed for non-English majors. 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. This course is designed for non-English majors. 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 as a Humanities selection in 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 but not to fulfill requirements for the English or Spanish major. Prerequisites: ENGL 1313 and 1323. (Offered also as SPAN 3370.)

ENGL 3372 Multicultural Literature

Students study ethnic literatures, including works by authors from the following cultural voices: North American Indian, African American, Mexican American, Asian American, and Americans of Middle Eastern descent. This course is designed for non-majors seeking upper level elective credit or to fulfill Smith College requirements and for students seeking certification in Language Arts Grades 4-8. Prerequisites: ENGL 1313 and 1323.

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 9 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.

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. Prerequisites: MATH 1313 and 1323 or the equivalent.

ENTREPRENEURSHIP

ENTR 2311 Entrepreneurship and 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 and 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 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 and 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 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 nine hours in major.

ENTR 4331 Entrepreneurship in the Global Economy

Introduces the entrepreneur to techniques for entering the world market. Students will examine 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.

EDUCATIONAL PSYCHOLOGY

EPSY 5323 Theories of Counseling and Psychotherapy

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 Dying, Bereavement, and Counseling

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. Permission of the department required.

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. (Offered also as EDSP/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 and clinical 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. Prerequisite: EPSY 5323 or permission of the instructor. (Offered also as PSYC 6308.)

EPSY 6344 Educational Appraisal of Handicapped Students

Students must be computer literate. Prerequisites: EDSP 5302, 5311, 5335, 5319 or permission of Program Director. (Offered also as EDSP 6344.)

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. Prerequisite: Student must have completed a minimum of 42 semester hours before enrolling in this course. (Offered also 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. 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 2302.

FINA 3325 Personal Financial Planning

A comprehensive introduction to the field of personal finance which includes the following topics: 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 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.

FINA 3330 International Finance

A study of the theories and practices of international trade and finance, direction and composition of world trade, institutions for facilitating trade, international payments, capital movement, exchange rates. Prerequisite: FINA 3320.

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 4307 Investment Principles

An introductory investment course designed to teach students how to make investment decisions. It helps prepare students become investment professionals and financial planners. It analyzes different types of investment products and discusses the characteristics of different kinds of investors for purposes of developing an effective investment policy. Topics include debt securities, equity securities, derivative securities, security analysis, and portfolio management. The course provides the first good step for those students who are interested in obtaining the CFP® (Certified Financial Planner) certification or the CFA® (Chartered Financial Analyst) charter. Prerequisite: FINA 3320.

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 6330 Financial Management

Application of current financial analysis techniques within the firm. Topics covered include capital budgeting techniques, investment analysis, capital structure decisions, financial planning, and working capital management. The course includes review of multinational or global corporations and multinational versus domestic financial management. This course also looks at business ethics and social responsibility by firms, including agency problem, management compensation, and executive stock options. Legal aspects are considered throughout the course and involve Securities and Exchange Commission (SEC), bankruptcy, reorganizations, liquidation proceedings, initial offerings (IPO's) and mergers, leveraged buyouts (LBO's), divestitures, and holding companies. Graduate Business programs 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. Graduate Business programs 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. Graduate Business programs 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. Includes the international payments system, foreign exchange rates, and international capital movements. Prerequisite: FINA 6330. Graduate Business programs only.

FINA 6334 Financial Policy

An investigation of the firm's investment and financing activities, including working capital management, capital budgeting, capital structure strategies and valuation theory. The practical application of financial policy is stressed for decision-making purposes. Emphasis will be placed on the ethical dimensions of financial policy. Case methodology will be used. Prerequisites: FINA 6330 plus 6 semester hours selected from FINA 6331, 6332, 6333, 6335. Graduate Business programs 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. Prerequisite: FINA 6330. Graduate Business programs only.

FRENCH

FREN 1314, 1324 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.

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 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 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. They study the professional language of the workplace and the institutions and culture of France. 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 9 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. (Offered also 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 deals with the twentieth century theatre. The second 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.

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.)

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. (Offered also 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) 20th 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, 4314, 4315, 4316 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 4292 Senior Seminar

Directed studies in Greek literature of the Hellenistic age.

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.

GREK 6301, 6302 Advanced Greek Studies

Advanced studies in Greek grammar, syntax, and literature of the Koine Period.

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. Prerequisite: 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. Prerequisite: 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. Prerequisite: HADM 5310.

HADM 6366, 6367, 6378, Health Care Administration I, II, III

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 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 six 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 six semester hours; therefore, all core and major courses must be completed prior to enrolling.

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, 4314, 4315, 4316 Hebrew Reading and Syntax

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

HEBR 4292 Senior Seminar

Directed studies in the Hebrew Bible and other second temple Jewish literature.

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.

HEBR 6301, 6302 Advanced Hebrew Studies

Advanced studies in Hebrew grammar, syntax, and literature from the Second Temple Period.

HISTORY

HIST 1314, 1324 World Civilization

A survey of the history of humanity with emphasis on political, intellectual, social, and cultural development in the world community at large. HIST 1314 covers the period to 1650. HIST 1324 extends from 1600 to the present. Prerequisite: none.

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 1877, and the second quarter brings the survey from the close of Reconstruction to the present. This course is required for certification to teach in the public schools of Texas. Prerequisite: none.

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. Prerequisite: none.

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. Prerequisite: none.

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. Prerequisite: none.

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. Prerequisite: none.

HIST 3335 History of the American Presidency

This course is a study of the presidents of the United States and their presidencies, from the time of George Washington to the present. Prerequisite: none.

HIST 3345 History of Modern Mexico

This survey course examines the modern history of Mexico from independence (1821) to the present. Prerequisite: none.

HIST 3354, 3364 History of Britain

The origins and development of political, social, and cultural institutions in the British Isles, including Britain's impact on Europe and the British Empire. HIST 3354 extends from pre-Roman times to 1714. HIST 3364 starts at 1688 and deals with Britain's rise and fall as a colonial and world power up to the present day. Prerequisite: none.

HIST 3356 History of Africa

An advanced study of the history of Sub-Saharan Africa. This survey includes an examination of ancient Africa, medieval Africa, the pre-colonial and colonial periods, and modern Africa. Prerequisite: none.

HIST 3373 History of Modern Vietnam

This survey course examines the modern history of Vietnam from the colonial era, with a special emphasis on the U.S. – Vietnamese relationship. Prerequisite: none.

HIST 3376 History of the Ancient World

This course is an in-depth study of the cultures of Western antiquity. This survey will include the ancient Near East, Greece, and Rome. Prerequisite: none.

HIST 3383 History of Modern China

This survey course examines the modern history of China from the rise of the Qing Dynasty to the present. Prerequisite: none.

HIST 3393 History of Modern Japan

The survey course examines the modern history of Japan from the Tokugawa period to the present. Prerequisite: none.

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 9 under “Undergraduate Degree Requirements”.

HIST 4313 The Gilded Age and Progressive Era, 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. Prerequisite: none.

HIST 4333 United States Foreign Policy

A survey of the foundation 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. Prerequisite: none.

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. Prerequisite: none.

HIST 4353 Europe, 1814-1870

A study of the intellectual, religious, economic, social, diplomatic, and political trends of the period, with emphasis on the revolutionary movement of 1848, the reign of Napoleon III, the unification of Germany, and the Franco-Prussian War. Prerequisite: none.

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. Prerequisite: none.

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). Prerequisite: none.

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. Prerequisite: none.

HIST 4363 Twentieth Century America

A study of American political, social, and economic history from 1900 to the present. Prerequisite: none.

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. Prerequisite: none.

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.

INTERDISCIPLINARY COURSES: LIBERAL ARTS

INDC 3322 The Hispanic Intellectual Heritage

The Hispanic Intellectual Heritage is an integrated course in the fine arts, humanities, and social sciences of the Hispanic world, from the Middle Ages to the present. The course is designed to acquaint students with the intellectual accomplishments of the Hispanic world: the development of artistic and philosophical roots in Spain; their combination with native cultures in the New World; and their presence and development in the United States today. The course is taught in English.

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.

INTERDISCIPLINARY COURSES: PROFESSIONAL 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 3316 Cultural Craft for the Adolescent Student

This course encourages expanded multicultural appreciation of classical and traditional craft and includes practical experience and preparation for teaching a variety of fiber arts, printmaking, bookbinding, mosaic and three-dimensional design in the adolescent (6-8 and 9-12) classroom. Prerequisite: Admission to the HBU Teacher Education Program. (Offered also as ART 3316.)

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.)

INDC 4294 Senior Seminar: Classroom Management

Must be taken during the CDEV practicum. (Offered also as CDEV 4294, 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 after INDC 4331 during the school year. Prerequisites: EDUC 4301 and INDC 4331. (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 before INDC 4330 during the school year. Prerequisite: EDUC 4301.

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.

JOURNALISM

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. Prerequisites: 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 focuses 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 is designed to help 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.)

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, on test subjects 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 test 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 to name a few. 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. Prerequisites: 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 4160 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.)

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.

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 9 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 prior to the beginning of the quarter registered.

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 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 2434 Calculus I

Limits, continuity, differentiation and integration of elementary and transcendental functions, L'Hôpital's Rule. Applications, including rates of change, max/min problems, and area between curves. This course includes one semester hour credit for laboratory sessions. Prerequisite: MATH 1313, and MATH 1323 or 1434 or a satisfactory score on a placement test.

MATH 2444 Calculus II

A continuation of Mathematics 2434.

Topics include: Techniques and applications of integration, improper integrals, parametric representations of curves, polar coordinates, L'Hôpital's Rule, numerical approximation of integrals, an introduction to differential equations, and infinite series. This course includes one semester hour credit for laboratory sessions. Prerequisite: MATH 2434.

MATH 3301 Foundations of Higher Mathematics

This course is a mathematically rigorous introduction to fundamental concepts required for higher-level mathematics. Topics include logic, sets, relations, functions, and algebraic structures, with an emphasis on formal mathematical proof techniques. It is required for both the mathematics major and the mathematical studies major. Prerequisite: MATH 2434 or consent of the instructor.

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 3301.

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 2434 and 3301.

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 2434 and 3301 or consent of the instructor.

MATH 3333 Ordinary Differential Equations

Existence and uniqueness of solutions, initial and boundary value problems, exact solutions of first order equations, exact solutions of linear equations of higher order, infinite series solutions, numerical solutions, systems of equations, Laplace transforms, and applications. 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. (Offered also 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: three-dimensional coordinate systems, quadric surfaces, cylindrical and spherical coordinates, vector calculus in three dimensions, partial derivatives, the total differential, multiple integrals, line integrals, surface integrals, vector fields, Green's Theorem, Stokes' Theorem, the Divergence Theorem, 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 9 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 9 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.

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 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: BUSA 2311, 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 are also discussed. The course heavily depends upon cases that stimulate decision-making in the real business setting. Prerequisite: MGMT 3305.

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 disciplines. The students will be exposed to various work roles and career choices. Prerequisites: current enrollment in MBA Program, completion of 12 hours in the MBA Program, good academic standing.

MGMT 5345 HRM Internship

An opportunity or experience for students to 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 disciplines. 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. HRM Program only

MGMT 5349 Organizational Behavior

This course deals with the basic concepts of management from a behavioral viewpoint. The behavior of individuals and groups in an organizational setting as well as the dynamics of the organization as the aggregate of individual behaviors are emphasized. Organizational theory and human resource management is discussed. Production operations management will be introduced. This course satisfies the three semester hour requirement in organizational behavior management. **This course must be taken within the first 12 semester hours in the program.** Graduate Business Programs only.

MGMT 5360 Decision Making Techniques for Managers

This course will provide a sound knowledge of many quantitative methods used by managers in the decision making process – linear programming, multi-objective decision making, analytic hierarchy process, decision making under uncertainty and decision trees. Topics include simplex method, sensitivity analysis, transportation and scheduling models, inventory models and other widely used quantitative methods. This course will integrate modeling into many functional areas of business, including Finance, Marketing and Operations Management. Students will get hands-on modeling experience in a Microsoft Excel environment. Basic principles of probability and statistics are also explored. **This course must be taken within the first 12 semester hours in the Program.** Graduate Business programs only.

MGMT 5361 Staffing and Performance Management

Examines strategic approaches for determining staffing requirements. Focuses on the overall staffing process including identifying non-traditional innovative recruiting sources, labor and supply and demand impacts, candidate evaluation/selection methods, legal framework, interviewing techniques and marketing strategies for attracting the best candidates. Development of knowledge and skills in contemporary performance management processes, and coaching methods. Graduate Business programs 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. Graduate Business programs only.

MGMT 5365 Labor Relations

Reviews the history and development of the labor movement and the contemporary issues impacting labor relations today.. Topics include union organizing methods, labor law, labor economics, bargaining, contract administration, labor arbitration, preventive labor relations, maintaining a non-union environment and establishing positive relationships between labor and management. Graduate Business programs only.

MGMT 6181, 6281, 6381 Special Topics

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

MGMT 6300 Ethical Context of Business

This course provides an integrating experience as the student progresses through the graduate business degree curriculum. The requirements include attendance at the following: the orientation prior to beginning course work, four speaker engagements on HBU campus, and the Executive Evening sponsored by the Graduate Business Programs, as well as the completion of a research project that analyzes business decisions in terms of the conflicts between legal codes and ethical standards. The course activities span the entire time the student is enrolled in the program. This course is required for all graduate business students. Graduate Business programs only.

MGMT 6309 Entrepreneurship

Examines the formation of a new enterprise. Emphasizes the characteristics for the successful entrepreneur, the stages of business development, and the forms of business organization. Consideration is given to activities including acquiring seed capital, obtaining venture capital for growth or for purchase of an existing business. Graduate Business programs 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. Graduate Business programs 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. MIS Program only.

MGMT 6318 Managerial Communications

This course covers leadership and managerial communications in both written and spoken formats. Students will learn the structure for building both informational and persuasive speeches and written communications. The use of presentation technology as well as honing of presentation and writing skills will be a course focus. The skills will be enhanced through written assignments and presentations, followed by feedback for improvement from the students and instructor. Students will gain an appreciation of the differences and appropriate situations for using leadership versus managerial communication styles. The power of communications in managing change, dealing with conflict, handling crises, and gaining commitment of others to action and engagement will be emphasized. Graduate Business programs 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. Graduate Business programs only.

MGMT 6336 Organizational Theory

This course will provide students 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. Graduate Business 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. Graduate Business programs only.

MGMT 6341 Operations Management

This course explores the design, management and improvement of productive processes, systems and projects associated with services, manufacturing and public sector organizations. Continuous improvement processes, time-based competition, work design and project management are described. Attention is given to global supply chain and e-Procurement, inventory management, six sigma and service operations. This course emphasizes a value-based management process. Graduate Business programs 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 nonprofit service organizations, leadership, and international service management. Graduate Business programs only.

MGMT 6364 Training and Development

Focuses on creating learning designs and delivery approaches to meet employee development needs and business priorities. Topics include training needs analysis, methods of instruction, consulting skills to determine performance issues and potential training solutions, audio-visual hardware, educational software, validation and evaluation. Students are exposed to new learning technologies and authoring tools and the broader issues of employee development, including career planning and succession management. Graduate Business programs only.

MGMT 6367 Compensation

Provides 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. Ethical issues in compensation design and administration are emphasized. Topics include job classification methods, performance appraisal methods, salary structures, short and long-term incentive plan design, executive compensation programs, and the financial impact of compensation programs. Graduate Business programs only.

MGMT 6376 Business Strategy and Policy

This course focuses on strategic management from a value-based perspective. The corporate level of decision-making is emphasized. Various models of the strategic process from formulation, to implementation, to evaluation are discussed. How resources, including such intangible assets as knowledge, are used to implement strategic decisions is evaluated. Graduate Business programs only.

MGMT 6378 Management of Global Human Resources

Examines the human resources issues facing multi-national organizations and joint venture. Areas covered include the process of expanding internationally, the process of understanding culture and applying human resource management concepts in a multinational environment. Provides an understanding of organizational design in multinational corporations. The course will develop skills in gathering information on the business, economic, legal and cultural environment in various regions and countries around the world. Graduate Business programs only.

MGMT 6380 Seminar: Selected Topics

Directed study. Involves specification and approval of a study design; development of data; and analysis and reporting results. Graduate Business programs 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. Graduate Business programs only.

MGMT 6383 Transformational Leadership

This course focuses on integrating leadership theory, business cases, current events and experiential practice to help students become better leaders in all aspects of their work and personal life. The course will emphasize the importance of ethical behavior in leadership, strategic thinking, leading transformational change, and shaping organizational culture to nurture leadership development. This course is designed for students who want to become better leaders, not simply learn about leadership. Graduate Business programs 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. Graduate Business programs only.

MGMT 6387 Benefits and Policies

Examines benefit plan design concepts and best practices in communicating and marketing to employees the value of their benefits package. Reviews the legal and ethical framework that determines many aspects of benefit plan design. Firm financial impacts and cost control strategies are covered plus developing and understanding the role of benefit plan design in reinforcing organizational culture, employee retention and business strategy. In addition, the course covers the development of human resource policy and the relationship of policy to the establishment of a healthy work environment and the reinforcement of corporate values. Graduate Business programs only.

MGMT 6393 Global Enterprise Management

The multinational enterprise must deal with a variety of institutions, forces, and problems that extend far beyond those faced by the organization which operates in only one economy. Effective management of the multinational requires solving a set of problems that differ intrinsically from those faced by the manager in a single economy. This course addresses the nature of these problems and their effective solutions. Graduate Business programs 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. Graduate Business programs only.

MGMT 6396 The Washington Experience

This course consists of several days of intensive experience in Washington, D.C. providing first hand exposure to the political process and its impact on management. A faculty of high-level government officials and corporate executives is utilized. Governmental action and political organization is related to management strategy and decision making. Time in Washington is combined with preparatory and summary classroom work to produce a comprehensive understanding of business-government interaction. Graduate Business programs 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. Prerequisite: ECON 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 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 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. Prerequisite: Junior or senior standing.

MKTG 4340 Internship

The course is an integrating field experience by which students learn actual business practices by undertaking responsible roles in an organization. The students develop interpersonal skills while acquiring practical knowledge in their disciplines. The students are exposed to various work roles and career choices. Prerequisites: See the College of Business 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. Prerequisite: 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. This course culminates with the presentation of a comprehensive marketing plan to a panel of venture capitalists. Graduate Business programs 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. Graduate Business programs only.

MKTG 6334 Marketing Strategy Seminar

A comprehensive course that studies strategy formulation, planning procedures and challenges present in today's marketplace. This course uses case analysis to illustrate contemporary issues and decision making. Prerequisite: MKTG 6310. Graduate Business programs 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 are also provided. Information technology from a marketing perspective is tied to the newly emerging business structures. Graduate Business programs only.

MASTER OF LIBERAL ARTS

MLA 5311 Islam: Resurrection of Empire

This course will address the question of 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.

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 5330 Cloak and Dagger — Spies in Fiction and Film

Spies appear in some of humankind's oldest stories; in modern culture, the spy is viewed as both hero and antihero. The moral and political ambiguities of espionage fiction are considered parables of the moral dilemmas of modern humankind.

MLA 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.

MLA 5341 Three Cities of the Revolution

This class will enhance the student's critical understanding of the American republic through studies and readings in Revolutionary War perspectives presented by Williamsburg, Boston, and Philadelphia.

MLA 5342 America Through the Eyes of Broadway

This course will study the historical backdrop behind famous Broadway musicals.

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 5345 Faulkner

Students read novels and short stories by William Faulkner and relate his themes and style to American Modernism.

MLA 5347 Seminar in Creative Writing

Through writing assignments and a final project, students will demonstrate the development of both fiction and /or nonfiction. Upon completion of this course, students should be able to evaluate and critique their own writing to determine markets and publishable modes, edit their own writing to meet acceptable industry standards, and develop a writing style that is suitable to professional standards.

MLA 5351 Great Books in Ancient and Medieval Political Theory

This course is an examination of the classic dilemmas and recurring problems in political theory and how they are dealt with by ancient Greek, Roman, and Medieval thinkers. Central to the course is a discussion of the nature of man, the meaning of life, and how best to achieve it.

MLA 5352 Dangers and Dilemmas in Democracy

By examining classic texts in democratic theory, students will develop greater insight into the dangers and dilemmas of democracy, how they might be resolved, and how our own nation might overcome some of these same obstacles.

MLA 5353 Southern Women Writers

Students will examine the literature of writers of the American South that reflect issues peculiar to that region as it comes to terms with slavery and its legacy. The reading list will include selected works of Kate Chopin, Harper Lee, Ellen Gilchrist and Eudora Welty.

MLA 5390, 5391, 5392 Western Culture and Human Experience

These courses are a core component of the MLA program and offer a broad overview of history, politics, art, and philosophy. 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 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 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 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 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 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."

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.

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.

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.

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*.

MLA 6370 Women of the Medieval World

This course examines both the restrictions women faced in the medieval world and their creativity in overcoming them. The lives of Hilda of Whitby, a major saint of Anglo-Saxon England; the treacherous Queen Fredegund of Frankish Gaul; Queen Matilda, consort of William the Conqueror; and Eleanor of Aquitaine are examples of some of the medieval women that will be examined.

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.

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. 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.

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.

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.

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 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.

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 6391 Three Auteurs of the Cinema: Bergman, Fellini, Truffaut

Student will examine three films each of these universally recognized masters of the post-World War II cinema. Their vision of movies as art will be emphasized.

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.

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.

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 1900. Emphasis is placed upon principal forms, styles, and composers as well as practical consideration of particular pianistic techniques and problems. (Offered also as MUHL 4292.)

MUAP 4215 Organ Literature I

Study of solo organ literature from the Middle Ages through the work of J.S. Bach.

MUAP 4224 Piano Literature

Practical survey of major keyboard repertoire written during the twentieth century. Emphasis is placed upon principal forms, styles, composers, notation, as well as practical consideration of particular pianistic problems encountered in avant-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. Prerequisite: 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 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.)

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 3181, 3281, 4181, 4281 Special Topics

Directed study in a specialized area of Musicology (literature or history). A minimum of 30 clock hours of independent study or project development is required for each hour of credit given. Topics and projects are selected based on student career interest and need. Prerequisite: permission of the instructor and the Director of the School of Music.

MUHL 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. (Offered also 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

A survey of hymns and hymn tunes from the Greek and Latin period to the present. The course will also examine other styles of congregational song, such as Taizé and folk songs, with specific emphasis on Contemporary Christian Worship Music. The course is designed to help students develop an understanding of the heritage of congregational song, as well as to explore recent trends in our 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. (Offered also as MUSC 4292.)

MUSC 3322 A Survey of Early 20th Century Music

A course with a multidisciplinary approach, drawing on the student's area of study to enrich the class experience and content. The course is focused on music from 1880-1930, placing music and composers into an historical and cultural context. Considerable reading as well as oral and written presentations are required. Music reading is not required. Prerequisite: 60 hours of earned credit.

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. Prerequisites: MUSC 4373 and permission of 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. Prerequisites: 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. Prerequisites: 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 1312, 1322 Music Theory I, II

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. The course also includes intensive work in aural skills and sightsinging. May not be taken out of sequence. Prerequisite: MUTH 0312 or demonstrated equivalent.

MUTH 2312, 2322 Music Theory III, IV

Chromatic harmony integrated with analysis and basic composition techniques. The course also includes intensive work in aural skills and sightsinging. Prerequisite: MUTH 1322. 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. Prerequisites: completion of MUTH 2222 and permission of instructor.

MUTH 3222 Advanced Keyboard and Aural Skills

A continuation of skills acquired in MUTH 2112, 2122, and 2132. Prerequisite: completion of MUTH 2132.

MUTH 3322 Music Theory V (20th Century Theory)

A study of new compositional materials and analytical techniques in the 20th Century. The course also includes intensive work in aural skills and sight-singing. A continuation of skills and techniques introduced in MUTH 2312, 2322. Prerequisite: MUTH 2322. May not be taken out of sequence.

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 3352 Music Theory VI (Counterpoint)

A study of polyphonic writing of the eighteenth through the twentieth centuries. Includes a study of forms and incorporates composition of shorter contrapuntal forms. The course also includes intensive work in aural skills. Prerequisite: MUTH 2322. May not be taken out of sequence.

MUTH 3362 Music Theory VII (Advanced Analysis)

The study of shaping elements of musical forms from the Renaissance through the 20th Century. The course also includes intensive work in aural skills. Prerequisite: MUTH 3352. May not be taken out of sequence.

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 1001 Singing Men

The ensemble is a volunteer ensemble available to all men on campus, including faculty and staff. The ensemble performs on choral concerts and for various on-campus and off-campus events during the academic year.

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

NURSING

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 faculty member and dean.

NURS 2108, 2208, 4106, 4208 Advanced Medical-Surgical Nursing

Under faculty direction, students work with a preceptor on clinical units to gain additional practice in medical-surgical nursing with development of professional competencies and skills. Students receive guided assistance in the achievement of predetermined objectives specific for the clinical site. Prerequisites are the nursing courses that are foundational for the clinical experiences. To enroll in this elective course, students must have permission of the instructor and dean by mid-quarter of the quarter prior to enrollment. NURS 2108 and 4106 are one (1) semester hour courses that require 40 clinical contact hours with a preceptor in the clinical environment. NURS 2208 and 4208 are two (2) semester hours credit and require 80 clinical contact hours with a preceptor.

NURS 2110/2210/3121 Clinical Preparation

A course designed to assist students in preparing for clinical experiences by applying concepts of assessment, pathophysiology, pharmacology, diagnostic and laboratory testing analysis, and therapeutic interventions to specific clinical situations. The course involves didactic and experiential teaching methods and active learning experiences. In addition to preparing for clinical experiences, the course is designed to promote the development of critical and creative thinking, problem-solving, and time management skills. Offered only on a pass/fail basis.

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.

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. 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.

NURS 3103, 3203, 4101, 4203 Advanced Parent-Infant Health

Under faculty direction, students work with a preceptor on clinical units to gain additional practice in parent-infant nursing with development of professional competencies and skills. Students receive guided assistance in the achievement of predetermined objectives specific for the clinical site. Prerequisites are the nursing courses that are foundational for the clinical experiences. To enroll in this elective course, students must have permission of the instructor and dean by mid-quarter of the quarter prior to enrollment. NURS 3103 and 4101 are one (1) semester hour courses that require 40 clinical contact hours with a preceptor in the clinical environment. NURS 3203 and 4203 are two (2) semester hours credit and require 80 clinical contact hours with a preceptor.

NURS 3105, 3205, 4103, 4205 Advanced Critical Care Nursing

Under faculty direction, students work with a preceptor on clinical units to gain additional practice in critical care nursing and development of critical care competencies and skills. Students receive guided assistance in the achievement of predetermined objectives. Prerequisites are NURS 3434. It is expected that BSN students will have completed NURS 3414 prior to enrolling in this special topics elective course. NURS 3105 and 4103 are one semester hour courses that require 40 clinical contact hours with a preceptor in the clinical environment. NURS 3205 and 4205 are two semester hours credit and require 80 clinical contact hours with a preceptor.

NURS 3106, 3206, 4104, 4206 Advanced Child Health

Under faculty direction, students work with a preceptor on clinical units to gain additional practice in child health care and nursing with development of professional competencies and skills. Students receive guided assistance in the achievement of predetermined objectives specific for the clinical site. Prerequisites are the nursing courses that are foundational for the clinical experiences. To enroll in this elective course, students must have permission of the instructor and dean by mid-quarter of the quarter prior to enrollment. NURS 3106 and 4104 are one semester hour courses that require 40 clinical contact hours with a preceptor in the clinical environment. NURS 3206 and 4206 are two semester hours credit and require 80 clinical contact hours with a preceptor.

NURS 3107, 3207, 4105, 4207 Advanced Emergency Nursing

Under faculty direction, students work with a preceptor on clinical units to gain additional practice in emergency nursing with development of professional competencies and skills. Students receive guided assistance in the achievement of predetermined objectives specific for the clinical site. Prerequisites are the nursing courses that are foundational for the clinical experiences. To enroll in this elective course, students must have permission of the instructor and dean by mid-quarter of the quarter prior to enrollment. NURS 3107 and 4105 are one semester hour courses that require 40 clinical contact hours with a preceptor in the clinical environment. NURS 3207 and 4207 are two semester hours credit and require 80 clinical contact hours with a preceptor.

NURS 3121, 3204, 4102, 4204 Advanced Perioperative Nursing

Under faculty direction, students work with a preceptor on clinical units to gain additional practice in perioperative nursing and development of perioperative competencies and skills. Students receive guided assistance in the achievement of predetermined objectives. Prerequisites are NURS 3404. It is expected that BSN students will have completed NURS 3414 prior to enrolling in this special topics elective course. NURS 3121 and 4102 are one semester hour courses that require 40 clinical contact hours with a preceptor in the clinical environment. NURS 3204 and 4204 are two semester hours credit and require 80 clinical contact hours with a preceptor.

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 3212 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, 3303, PSYC 1313, 2301, 3313, and 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.

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 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: NURS 2323, 2404; GPA of 2.5 or higher, and successful completion of the Novice Level Curriculum Checkpoint. Co-requisites: NURS 2222, 3202, or NURS 3414, or BIOL 3433 may be taken concurrently with this course.

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. Prerequisites: CHEM 1404, NURS 3212, 2323 and 2404, and GPA of 2.5 or higher.

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.

NURS 4108/4109/4210/4211 Advanced Clinical Preparation

Courses designed to assist students in preparing for clinical experiences by applying concepts of assessment, pathophysiology, pharmacology, diagnostic and laboratory testing analysis, and therapeutic interventions to specific clinical situations. The courses involve didactic and experiential teaching methods and active learning experiences. In addition to preparing for clinical experiences, the courses are designed to promote the development of critical and creative thinking, problem-solving, and time management skills. Co-requisites: The student must be concurrently enrolled in a clinical nursing course. 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 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 or BIOL 3433, and NURS 3404, and a GPA of 2.5 or higher. Co-requisite: NURS 3424.

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, 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 in nursing 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 4212, and GPA of 2.5 or higher. Co-requisite: NURS 3434.

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, GPA of 2.5 or higher, and successful completion of the Advanced Beginner Curriculum Checkpoint.

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 3212, 3303, 3434, 4212, and 4294; and a GPA of 2.5 or higher.

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, 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, 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, 4434, and NURS 4444.

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: all requirements for graduation, NURS 4414 4434, 4444, 4294, NURS 4424; GPA of 2.5 or higher and successful completion of the Graduating Student Level Curriculum Checkpoint. Co-requisite: NURS 4454.

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 3344 Modern and Contemporary 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. Prerequisites: 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: PHOT 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. Prerequisites: PHOT 4321 and permission of 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, black holes, quasars, cosmology, and the structure and origin of the universe. Concepts and critical thinking are strongly emphasized. The course includes one semester hour credit for laboratory investigations consisting of computer work and observation sessions. 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 3313 Mechanics

Topics include single-particle Newtonian mechanics, oscillations, gravitation, calculus of variations, Lagrangian and Hamiltonian dynamics, central-force motion and dynamics of system of particles. 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 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, 3414. (Also offered as MATH 3383.)

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. (Offered also 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. (Offered also as CHEM 4211.)

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 9 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 9 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 4290. At the conclusion of the research, a written paper and an oral presentation are required. Prerequisites: Note 9 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 9 under "Undergraduate Degree Requirements".

PHYS 4323 Thermodynamics and Statistical Mechanics

Energy in Thermal Physics, The Second Law of Thermodynamics, Thermal Interactions. 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.

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. This 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. Prerequisite: none.

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. Prerequisite: none.

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. Prerequisite: POLS 1313.

POLS 3348 American Political Thought

This course covers American political thought from 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. Prerequisite: none.

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. Prerequisite: none.

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. Prerequisite: none.

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 9 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. Prerequisite: none.

POLS 4333 United States Foreign Policy

A survey of the foundation of foreign policy and the major diplomatic developments from the founding period to the present. Emphasis will be placed on the means and methods by which United States foreign policy is formulated and executed.

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. Prerequisite: none.

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.

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 2115 Introduction to Professional Psychology/Sociology

This course is designed to familiarize students with constructing formal papers according to the guidelines of the American Psychological Association (APA). It includes information on developing research designs, literature writing reviews and reporting data. Use of APA style is the standard for graduate and undergraduate programs in psychology and sociology. Career information is included. (Offered also as SOCI 2115.)

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. May be used as an advanced elective for psychology majors. Prerequisites: PSYC 2115, 2301 and WRIT 3303 or 3304 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. Prerequisites: PSYC 1313, 2115 and WRIT 3303 or 3304 or permission of instructor

PSYC 3313 Human Growth and Development

An upper level psychology elective, this course is designed to emphasize the continuity of human development throughout the life span. The interrelationships among physical, cognitive and psychosocial development will be emphasized.

PSYC 3343 Experimental Psychology

This is an applied research course for psychology majors. Research design for experiments, co-relational 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, 2115, 2301, and WRIT 3303 or 3304.

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. Departmental approval required.

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 2115, 2301, 3343, WRIT 3303 or 3304, and 15 hours in psychology. See Note 9 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 9 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. Prerequisites: PSYC 1313, 2115 and WRIT 3303 or 3304.

PSYC 4316 Child Psychopathology

This course will focus on major forms of atypical development in childhood and adolescence. Course material will include disorders of behavior, disorders of emotion, developmental and learning problems, and problems related to mental health. Child and adolescent disorders will be discussed in terms of defining characteristics, associated features, possible causes, theoretical formulations, research evidence, and current approaches to intervention and prevention. The possible developmental course of each disorder will be presented to show how biological, psychological and socio-cultural factors interact with the child's environment to determine the expression of atypical development. Prerequisites: PSYC 1313, 2115, WRIT 3303 or 3304 or permission of instructor. (Offered also as PSYC 5316.)

PSYC 4323 Theories of Counseling and Psychotherapy

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. Prerequisites: PSYC 1313, 2115, WRIT 3303 or 3304, or permission of the instructor. (Offered also as EPSY 5323 and PSYC 5323.)

PSYC 4326 Psychology of Dying, Bereavement, and Counseling

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: PSYC 2115, WRIT 3303 or 3304 or permission of instructor. (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. Prerequisites: PSYC 2115, WRIT 3303 or 3304. (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. Prerequisites: PSYC 2115, WRIT 3303 or 3304. (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 3304. (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, 2115, BIOL 1404, 2404, 2475, or 2414 and WRIT 3303 or 3304.

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. Permission of instructor required.

PSYC 5310 Ethical and Professional Issues in Psychology and Counseling

A seminar format will provide the student with opportunities to study ethical standards and applications in psychology.

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 5314 Methods and Techniques in Christian Counseling

This course is designed to introduce graduate students to basic techniques, methods, and theories behind the practice of Christian counseling and to integrate established psychotherapeutic techniques into the practice Christian counseling.

PSYC 5315 Christian Integration Seminar I

The purpose of this course is to help the student begin a path to effectively integrate their Christian faith with psychology and counseling. Theological backgrounds of counseling, major theories of Christian integration with counseling and the role of the Christian counselor in society will be examined. The student will formulate their own Christian integration perspective based on activities and readings in the course. This course is to be taken in the student's first year in the MACC program.

PSYC 5316 Child Psychopathology

(Offered also as PSYC 4316.)

PSYC 5323 Theories of Counseling and Psychotherapy

(Offered also as PSYC 4323 and EPSY 5323.)

PSYC 5326 Psychology of Dying, Bereavement, and Counseling

(Offered also as PSYC 4326, EPSY 5326.)

PSYC 5330 Psychology of Learning

(Offered also as EDUC 4330, PSYC 4330, and EPSY 5330.)

PSYC 5332 Social Psychology

(Offered also as PSYC 4332 and SOCI 4332.)

PSYC 5334 Psychology of Religion

(Offered also as CHRI 4334 and PSYC 4334.)

PSYC 5353 Physiological Psychology

A study of physiological bases of behavior with an emphasis on mental disorders, behaviors, and emotions.

PSYC 6101, 6102, 6103, 6104, 6105, 6106 Licensed Specialist in School Psychology Internship

This course is designed for students who have completed the Masters of Arts in Psychology degree and the additional hours required for the LSSP. 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 state 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 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

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 EPSY 6301.)

PSYC 6302 Measurement and Appraisal

Principles and techniques of psychological measurement are emphasized. Major instruments are surveyed, exclusive of projective measures and individual intellectual measures. The knowledge and skills covered can apply in a variety of settings; agencies, clinics, schools, and businesses. Uses and critical evaluation of achievement, aptitude, interest, and non-projective personality tests are included, as are experiences in administering and scoring of tests, and ethical standards for uses of tests. (Offered also as EPSY 6302.)

PSYC 6305 Individual Psychological Evaluation

Review of theory underlying individual ability tests; supervised practice in test administration, scoring, and interpretation. Skills in report preparation are addressed. The Wechsler scales are emphasized. Prerequisite: EPSY/PSYC 6302 or permission of instructor. (Offered also as EPSY 6305 and EDSP 6305.)

PSYC 6308 Methods of Group Process

Group aspects of student personnel work for counselors, administrators, and other professionals dealing in services where group counseling is provided. Theory and research relevant to providing group counseling to various populations are emphasized. Didactic and experiential activities are offered.

Prerequisite: PSYC 5323. (Offered also as EPSY 6308.)

PSYC 6310 Clinical Psychopathology

A course that examines the etiology, symptoms, diagnosis, prognosis and therapeutic methods applicable to the major psychological disorders. Current research on psychopharmacological developments is examined. Prerequisite: 24 graduate semester hours in psychology or permission of instructor.

PSYC 6315 Christian Integration Seminar II

This course is an advanced survey course in the field of Christian Counseling. Students will learn how to apply the prominent theories that form the basis of Christian Counseling and develop a working knowledge of the special ethical and cultural considerations unique to the Christian counselor. Prerequisites: PSYC 5315 and at least 21 hours completed since taking PSYC 5315 or permission of the instructor.

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. (Offered also 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 or permission of instructor.

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 9 under "Undergraduate Degree Requirements").

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 2115 Introduction to Professional Psychology/Sociology

This course is designed to familiarize students with constructing formal papers according to the guidelines of the American Psychological Association (APA). It includes information on developing research designs, literature writing reviews, and reporting data. Use of APA style is the standard for graduate and undergraduate programs in psychology and sociology. Career information is included. (Offered also as PSYC 2115)

SOCI 2301 Introductory Statistics for the Behavioral Sciences

Prerequisites: 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. Prerequisites: SOCI 2115, 2301, WRIT 3303 or 3304, or permission of instructor. (Offered also as PSYC 3303.)

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. Prerequisites: WRIT 3303 or 3304; SOCI 2115. (Offered also as EDUC 3324.)

SOCI 3325 Social Change

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. Prerequisites: SOCI 2115; WRIT 3303 or 3304.

SOCI 3326 Criminology

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. Prerequisites: SOCI 2115, WRIT 3303 or 3304.

SOCI 3330 Classical Social Theory

A study of the development of social theories, beginning with the Enlightenment and ending with the early 20th century American sociologists. The course focuses on political and social contexts and forces which led to the development of sociology as a discipline. Another focus of the course will be to understand the various paradigms which make up the theoretical aspects of the discipline. Prerequisites: SOCI 1313, 2115, WRIT 3303 or 3304.

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. Prerequisites: SOCI 2115, WRIT 3303 or 3304.

SOCI 3385 Social Deviance

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. Prerequisites: SOCI 2115, WRIT 3303 or 3304.

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. Permission of department required.

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 3304, SOCI 2115, 2301, 3303, and 15 hours in sociology. See Note 9 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 9 under "Undergraduate Degree Requirements".

SOCI 4312 Cultural Studies

A course 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. Prerequisites: SOCI 2115; WRIT 3303 or 3304.

SOCI 4315 Pop Culture

This course is an exploration and examination of American pop culture. Students will be immersed experientially in current examples of pop culture. The class will focus on a variety of learning experiences in order to understand how popular culture functions; to explore the ways that popular culture is created and maintained; and to examine the variety of meanings of popular culture first hand. Prerequisites: SOCI 2115; WRIT 3303 or 3304.

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. Prerequisites: PSYC/SOCI 2115, and WRIT 3303 or 3304. (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 3304. (Offered also as CHRI 4333.)

SOCI 4340 Contemporary Social Theory

This course explores the roots of social theory and its development in the late 20th and 21st century. It examines a variety of contemporary theoretical explanations for the transformation of the social world. Prerequisites: SOCI 1313, 2115, and WRIT 3303 or 3304

SOCI 4343 Sociology of 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. Prerequisites: SOCI 2115; WRIT 3303 or 3304.

SOCI 4374 The American Family

An in-depth examination of current research related to the family as a dynamic component of American culture. Recent trends reflected in research data will be carefully examined within the context of sociological theory. Selected concepts and theories of the institutions of marriage and the family and factors and forces of society which impact on self-understanding, relationships, human development, life cycles, mate selection, alternative life styles, feminine and masculine roles, marital adjustments, parenting, and family crises will be addressed. Prerequisites: SOCI 2115; WRIT 3303 or 3304.

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 complete a series of projects where they 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 3308 Business Spanish

Students develop the communication skills needed to succeed in a business environment where Spanish is spoken by studying the various forms of business communications, including Spanish-language business publications, letters, memos, reports, and resumes. They practice the interpersonal skills of negotiating, persuading, defending, and hypothesizing. They study the effects of culture and experience on perception. They increase their knowledge about the countries where Spanish is spoken. [Prerequisites: SPAN 1314, 1324, 2314, and 2324 or the equivalent (an intermediate knowledge of written and spoken Spanish).]

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 be 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 3336 Advanced Spanish Writing Workshop

An introduction to the writing of personal history. Students write their personal histories through memories elicited by things they see, songs, dreams, overheard conversations, collections, books, quotes, as well as reflections. Their project will involve a compilation of entries with a focus on composing, revising, editing, and publishing a “memoir book”. Prerequisite: EDBI/SPAN 3335. (Offered also as EDBI 3336.)

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 but not 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 9 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. (Offered also 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.

BROADCAST PRODUCTION**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 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 3304, Writing and Research Across the Disciplines

Students will study (1) the role of writing in science, the social sciences, the arts, and humanities, (2) proposals, research prospectuses, abstracts, summaries, and reviews, (3) the role of research in the writing of these documents. Special emphasis is placed on using the various research tools available in the modern library environment as well as the types of scholarly research which can be pursued on-line. Note: Students may select this course for elective credit towards the Professional Writing Specialization in Technical Writing, Rhetoric, or Creative Writing. Prerequisites: ENGL 1313 and 1323.

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 3354, Creative Writing – Poetry

An introduction to poetry writing, accomplished through the study and analysis of reputable literary models, followed by production of original poems and discussion of those poems in a workshop format. Note: WRIT 3354 fulfills Smith College credit under Humanities and may be used for the Professional Writing Specialization.

WRIT 3355, Creative Writing – Fiction

An introduction to fiction writing, accomplished through the study and analysis of reputable literary models, followed by production of original short stories and discussion of those stories in a workshop format. Note: WRIT 3355 fulfills Smith College credit under Humanities and may be used toward the Professional Writing Specialization.

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 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 4292 Senior Seminar: Creative Writing in Poetry

This seminar is designed to build upon the groundwork established in WRIT 3354. Class time is spent in the analysis of models-works from the tradition and more recent works in experimental veins – and intensive discussion of student poems. Students also present and monitor their progress on the research project and share final results with class. Prerequisite: WRIT 3354 or 3355, or permission of the instructor.

WRIT 4292 Senior Seminar: Creative Writing in Fiction

This seminar is designed to build upon the groundwork established in WRIT 3354. Class time is spent in the analysis of models-works from the tradition and more recent works in experimental veins – and intensive discussion of student short stories or chapters from novels or novellas. Students also present and monitor their progress on the research project and share final results with class.

WRIT 4293 Senior Seminar: Professional Editing and Proofreading

This course offers students advanced study in proofreading and revising documents for an improved appearance and style. Each student will visit a professional writing establishment to watch editors at work, conduct research, create an annotated bibliography, and prepare a professional portfolio of his or her work and a research project.

WRIT 4293 Senior Seminar: Technical Writing

This course offers students advanced study in 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, letters, proposals, and reports. Each student will produce a professional writing portfolio of his or her work and a research project.

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.

WRIT 4364 Advanced Poetry Writing

This advanced poetry writing course is designed to build upon the groundwork established in WRIT 3354. Class time is spent in the analysis of models - works from the tradition and more recent works in experimental veins - and intensive discussion of student poems. Students may select this course for credit toward the Professional Writing Specialization. Prerequisite: WRIT 3354 or 3355, or permission of the instructor.

WRIT 4365 Advanced Fiction Writing

This advanced fiction writing course is designed to build upon the groundwork established in WRIT 3355. Class time is spent in the analysis of models - works from the tradition and more recent work in experimental veins - and intensive discussion of student short stories or chapters from novels or novellas. Students may select this course for credit toward the Professional Writing Specialization.



Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| 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 | | | X | X | |
| ACCT 3312 | | | X | X | | | X | X |
| ACCT 3313 | X | | | X | X | | | X |
| ACCT 3317 | | | X | | | | X | |
| ACCT 4301 | | X | | | | X | | |
| ACCT 4302 | | | | X | | | | X |
| ACCT 4304 | | | | X | | | | X |
| ACCT 4306 | | X | | | | X | | |
| ADN 2535 | X | | | | | | | |
| ADN 2545 | X | | | | | | | |
| ART 0000 | | X | X | | | X | X | X |
| ART 1303 | | X | | | | X | | |
| ART 1313 | | | | X | | | | X |
| ART 1323 | | | | | | | | X |
| ART 2231 | | X | | | | X | | |
| ART 2232 | | X | | | | X | | |
| ART 2233 | X | X | | | X | X | | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| ART 2234 | | X | | | | X | | |
| 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 | | | | |
| ART 3315 | | | | | | | | X |
| ART 3323 | | | | X | | | | |
| ART 3325 | | | | | | | | |
| ART 3345 | | | | X | | | | X |
| ART 3353 | | X | | | | X | | |
| ART 3363 | X | | X | | X | | X | |
| ART 3373 | | | | | | | | X |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|-----------------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| ART 4181 | | | | | | | | |
| ART 4292 | | X | X | | | X | X | |
| ART 4293 | | | X | X | | | X | X |
| BCMB 3414 | | X | | | | X | | |
| BCMB 4211 | | X | | | | X | | |
| BCMB 4294 | | X | | | | X | | |
| BCMB 4295 | | | X | | | | X | |
| BCMB 4296 | | | | X | | | | X |
| BCMB 4324 | | X | | X | | X | | X |
| BCMB 4363 | | | | X | | | | X |
| BCMB 4424 | | | | X | | | | X |
| BCMB 4444 | X | | X | | X | | X | |
| BCMB 4464 | | X | | | | X | | |
| BIOL 1101, 1102, 1103 | | X | | X | | X | | X |
| BIOL 1404 | | | X | X | | | X | X |
| BIOL 1414 | X | X | | 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 3335 | X | | | | X | | | |
| BIOL 3414 | | X | | | | X | | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| BIOL 3433 | X | | | | X | | | |
| BIOL 3434 | | | | X | | | | X |
| BIOL 3444 | | X | X | X | | X | X | X |
| BIOL 3454 | | X | | | | X | | |
| BIOL 3464 | | | X | | | | X | |
| BIOL 4211 | | X | | | | X | | |
| BIOL 4290 | | X | X | X | | X | X | X |
| BIOL 4291 | | | | X | | | | X |
| BIOL 4292 | | X | X | X | | X | X | X |
| BIOL 4293 | As Needed | | | | | | | |
| BIOL 4324 | | X | | X | | X | | X |
| BIOL 4325 | | | X | | | | X | |
| BIOL 4363 | | | | X | | | | X |
| BIOL 4423 | | X | | | | X | | |
| BIOL 4424 | | | | X | | | | X |
| BIOL 4425 | | | X | | | | X | |
| BIOL 4433 | | | | X | | | | X |
| BIOL 4443 | | | | X | | | X | |
| BIOL 4444 | X | | X | | X | | X | |
| BIOL 4464 | | X | | | | X | | |
| BUSA 2311 | | X | X | X | | X | X | X |
| BUSA 2320 | | X | X | X | | X | X | X |
| BUSA 3302 | | X | | | | X | | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|-----------------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| 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 | | | | | |
| BUSA 4340 | X | X | X | X | X | X | X | X |
| CDEV 4181, 4281, 4381 | | As needed | As needed | As needed | As needed | | | |
| CDEV 4292 | | X | X | | | X | X | |
| CDEV 4293 | | X | X | | | X | X | |
| CDEV 4302 | X | X | | | X | X | X | |
| CDEV 4304 | | X | | X | | X | | X |
| CDEV 4306 | | X | X | | | X | X | |
| CDEV 4313 | | | | X | | | | X |
| CDEV 4344 | | | X | | | | X | |
| CDEV 4351 | | | X | X | | | X | X |
| CHEM 1404 | X | X | X | X | X | X | X | X |
| 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 3301 | As Needed | | | | | | | |
| CHEM 3313 | X | X | X | | X | X | X | |
| CHEM 3333 | X | | X | X | X | | X | X |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| CHEM 3405 | As Needed | | | | | | | |
| CHEM 3415 | | | X | | | | X | |
| CHEM 3443 | | | X | X | | | X | X |
| CHEM 4211 | As Needed | | | | | | | |
| CHEM 4262 | | X | | X | | X | | X |
| CHEM 4290 | | X | X | X | | X | X | X |
| CHEM 4291 | | | | X | | | | X |
| CHEM 4292 | | X | X | X | | X | X | X |
| CHEM 4293 | As Needed | | | | | | | |
| 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 | |
| CHRI 3333 | | X | | | | X | | |
| CHRI 3344 | | | X | | | | X | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| CHRI 3353 | | | | X | | | | X |
| CHRI 3363 | | | X | | | | X | |
| CHRI 3370 | | | | | X | | | |
| CHRI 3371 | | X | | | | X | | |
| CHRI 4292-4293 | X | X | 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 2313 | | X | X | X | | X | X | X |
| CISM 3302 | | | X | X | | | X | X |
| CISM 3303 | | X | | | | X | | |
| CISM 3305 | | | | X | | | | X |
| CISM 3311 | | X | | | | X | | |
| CISM 3330 | | X | X | | | X | X | |
| CISM 3341 | | | X | | | | X | |
| CISM 4311 | | | X | | | | X | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|-----------------------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| CISM 4326 | | | | X | | | | X |
| CISM 4333 | | X | | | | X | | |
| CISM 4336 | | | | 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 | | X | | X |
| COMM 3305 | | | X | | | | X | |
| COMM 3323 | | | X | | | | X | |
| COMM 3324 | | X | | | | X | | |
| COMM 3325 | | | | X | | | | X |
| COMM 3334 | | | | 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 | |
| COMM 4314 | | | | | | X | | |
| COMM 4315 | | X | | | | | | |
| COMM 4323 | | | | X | | | | X |
| COMM 4333 | | | X | | | | X | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|-----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| 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 3305 | | | | | | | | X |
| ECON 3315 | | X | | | | | | |
| ECON 3325 | | X | | | | | | |
| ECON 3330 | | | | X | | | | |
| ECON 3335 | | | | X | | | | |
| ECON 4307 | | | X | | | | | |
| ECON 4312 | | | | | | | X | |
| ECON 4330 | | | | | | X | | |
| ECON 4335 | | | X | | | | | |
| EDBI 3173-75 | | X | X | X | | X | X | X |
| EDBI 3335, 3336 | | X | | | | X | | |
| EDBI 3387 | | | | | | X | | |
| EDBI 4293 | | | | | | | | X |
| EDBI 4304/5304 | X | | | X | X | | | X |
| EDBI 4305/5305 | X | | X | | X | | X | |
| EDBI 4306/5306 | | | X | | | | X | |
| EDBI 4314/5314 | | X | | | X | X | | |
| EDBI 4315/5315 | X | X | | | | X | | |
| EDBI 4343/5343 | | | X | | | | | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|-----------------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| EDBI 4344/5344 | | | | | | | X | |
| EDEC 4181, 4281, 4381 | | As needed | As needed | As needed | As needed | | | |
| EDEC 4293 | X | X | X | | X | X | X | |
| EDEC 4302 | X | X | 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 4351 | | | X | X | | | X | X |
| EDRE 1333 | | X | X | X | | X | X | X |
| EDRE 4192 | | | TBA | | | | | |
| EDRE 4193 | | | | X | | | | X |
| EDRE 4292 | | | | X | | | | X |
| EDRE 4293 | | X | | | | X | | |
| EDRE 4304 | | | X | | | | X | |
| EDRE 4305 | | | | X | | | | X |
| EDRE 4310 | X | X | | X | X | X | | X |
| EDRE 4315 | | | X | | | | X | |
| EDRE 4320 | X | X | 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 | | | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|-----------------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| 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 4336 | | X | | | | X | | |
| EDSP 4351 | | | X | X | | | X | X |
| EDUC 2311 | | X | X | X | | X | X | X |
| EDUC 4000 | | X | X | 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 4306 | | 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 |
| EDUC 4354 | | 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 |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| 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 1323 | X | X | X | X | X | X | X | X |
| ENGL 2353 | X | | | | | | | |
| ENGL 2363-2368 | X | X | | | X | X | | |
| 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 3335 | X | | | | | | | X |
| ENGL 3336 | | | | X | X | | | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| ENGL 3337-3339 | | | | | | | | |
| ENGL 3363 | | | | X | | | | X |
| ENGL 3370 | | | | | | | | |
| ENGL 3372 | | | | X | | | | X |
| ENGL 3373 | | | | X | | | | X |
| ENGL 4292/4293 | | X | X | X | | X | X | X |
| ENGL 4304 | | | | | | | | |
| ENGL 4311 | | | | | | | | |
| ENGL 4313-4319 | | X | X | | | X | X | |
| ENGL 4323-4325 | | | | | | | | |
| ENGR 1301 | | X | | | | X | | |
| ENTR 2311 | | X | X | X | | X | X | X |
| ENTR 3325 | | X | | | | X | | |
| ENTR 3335 | | | X | | | | X | |
| ENTR 3345 | | | | | | | | |
| ENTR 3355 | | | | | | | | |
| ENTR 3365 | | | | X | | | | X |
| ENTR 4321 | | | | | | | | |
| ENTR 4331 | | | | | | | | |
| FINA 3302 | | X | | | | X | | |
| FINA 3315 | | X | | | | X | | |
| FINA 3320 | | X | X | X | | X | X | X |
| FINA 3325 | | X | | | | X | | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| FINA 3330 | | | | X | | | | X |
| FINA 4307 | | | X | | | | X | |
| FINA 4318 | | | X | | | | X | |
| FINA 4322 | | | | 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 | | | | | | | | |
| FREN 4292/4293 | | | | X | | | | X |
| FREN 4304 | | | | | | | | |
| FREN 4305-4307 | | | | X | | | | X |
| FREN 4385-4387 | | X | X | X | | X | X | X |
| GEOG 3300 | | X | X | | | X | X | |
| GEOG 3415 | | | | | | | | |
| GERM 1314 | | X | | | | X | | |

Course Scheduling Frequency Matrix

[illegible]

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|-----------------------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| HIST 3376 | As Needed | | | | | | | |
| HIST 3383 | As Needed | | | | | | | |
| HIST 3393 | As Needed | | | | | | | |
| HIST 4292 | | X | | X | | | X | |
| HIST 4293 | | | X | | | X | | X |
| HIST 4313 | | | | | | X | | |
| HIST 4333 | | | | | | | | |
| HIST 4352 | As Needed | | | | | | | |
| HIST 4353, 4354, 4355, 4356 | As Needed | | | | | | | |
| HIST 4363 | | | X | | | | | X |
| HIST 4373, 4374, 4375, 4376 | As Needed | | | | | | | |
| HIST 4383 | As Needed | | | | | | | |
| INDC 3301 | | | | | | | | |
| INDC 3305 | | | | | | | | |
| INDC 3306 | | | | | | | | |
| INDC 3310 | X | X | | | X | X | | |
| INDC 3311 | | | | | | | | |
| INDC 3320 | | | | X | | | | X |
| INDC 3322 | | | | X | | | | |
| INDC 4160 | X | | | X | X | | | X |
| INDC 4294 | | X | X | X | | X | X | X |
| INDC 4330 | X | | X | | X | | X | |
| INDC 4331 | | X | X | | | X | X | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|-----------------------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| 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 2101 | | 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 | | |
| KINE 2232 | | | X | | | | X | |
| KINE 2332 | | X | | | | X | | |
| KINE 2334 | | | X | | | | X | |
| KINE 2335 | | | | X | | | | X |
| KINE 2336 | | X | | | | X | | |
| KINE 3230 | | | | X | | | | X |
| KINE 3336 | | X | X | X | | X | X | X |
| KINE 3393 | | X | | | | X | | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|-----------------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| KINE 3397 | | | X | | | | X | |
| KINE 3398 | | | | X | | | | X |
| KINE 4160 | | | | X | X | | | X |
| KINE 4181, 4281, 4381 | | As needed | As needed | TBA | | | | |
| KINE 4290 | | X | | | | X | | |
| KINE 4292 | | | X | | | | X | |
| KINE 4293 | | | | TBA | TBA | | | |
| KINE 4323 | | | | X | | | | X |
| KINE 4326 | | | X | | | | X | |
| KINE 4327 | | | | X | | | | X |
| KINE 4363 | | | 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 |
| 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 |
| MATH 1323 | | X | X | | | X | X | |
| MATH 1434 | | X | X | X | | X | X | X |
| MATH 2314 | As Needed | | | | | | | |
| MATH 2434 | X | X | X | X | X | X | X | X |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| MATH 2444 | | | X | X | | | X | X |
| MATH 3301 | | | | X | | | | X |
| MATH 3302 | | | X | | | | X | |
| MATH 3310 | | | X | | | | X | |
| MATH 3323 | | X | | | | X | | |
| MATH 3333 | | | X | | | | X | |
| MATH 3353 | | | X | | | | X | |
| MATH 3383 | As Needed | | | | | | | |
| MATH 3404 | | | | X | | | | X |
| MATH 3414 | | X | | | | X | | |
| MATH 4290 | | X | | | | X | | |
| MATH 4291 | | | X | | | | X | |
| MATH 4292 | | | X | | | | X | |
| MATH 4293 | | | | 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 | |
| MGMT 3337 | | | X | | | | X | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| MGMT 4311 | | X | X | X | | X | X | X |
| MGMT 4312 | | X | X | X | | X | X | X |
| MGMT 4313 | | X | | | | X | | |
| MGMT 4315 | | X | | | | X | | |
| MKTG 3301 | X | X | X | X | X | X | X | X |
| MKTG 3310 | | X | | | | X | | |
| MKTG 3360 | | | | | | | | |
| MKTG 3380 | | | | 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 |
| MUAP 1129 | | X | X | X | | X | X | X |
| MUAP 1146 | | | | | | X | | |
| MUAP 1166 | | | X | | | | | X |
| MUAP 2104 | | | X | | | | X | |
| MUAP 2146 | | | | X | | | | |
| MUAP 3115 | | X | X | X | | | | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| 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 | | | | | | | | |
| MUAP 4223 | | | | | | | X | |
| MUAP 4224 | | | | | | | X | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| 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 | | | | | | | | |
| MUHL 3371 | | X | | | | X | | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| 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 |
| 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 3172 | | X | | | | X | | |
| MUSC 3173 | | X | | | | X | | |
| MUSC 3181 | | | | | | | | |
| MUSC 3212 | | | X | | | | X | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| MUSC 3222 | | | | X | | | | X |
| MUSC 3232 | | | | | | | X | |
| MUSC 3242 | | | | | | | X | |
| MUSC 3272 | | | X | | | | X | |
| MUSC 3273 | | | X | | | | X | |
| MUSC 3281 | | | | | | | | |
| MUSC 3312 | | | | X | | | | X |
| MUSC 3322 | | 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 4212 | | | | | | | | X |
| MUSC 4221 | | | | | | | | X |
| MUSC 4223 | | | | | | X | | |
| MUSC 4272 | | | | X | | | | X |
| MUSC 4273 | | | | X | | | | X |
| MUSC 4281 | | | | | | | | |
| MUSC 4292 | | | | | | | | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| MUSC 4303 | | X | | | | X | | |
| MUSC 4372 | | | X | | | | X | |
| MUSC 4373 | | | X | | | | X | |
| MUTH 0312 | | X | | | | X | | |
| MUTH 1132 | | X | | | | | | |
| MUTH 1312 | | X | X | | | X | X | |
| MUTH 1322 | | | X | X | | | X | X |
| MUTH 2132 | | X | | | | | | |
| MUTH 2312 | | X | X | | | X | X | |
| MUTH 2322 | | | X | X | | | X | X |
| MUTH 2232 | | X | | X | | X | | X |
| MUTH 3181 | | | | | | | | |
| MUTH 3281 | | | | | | | | |
| MUTH 3322 | | | X | X | | | X | X |
| MUTH 3332 | | X | | | | X | | |
| MUTH 3352 | | | | X | | | | X |
| MUTH 3362 | | | | X | | | | X |
| MUTH 4181 | | | | | | | | |
| MUTH 4281 | | | | | | | | |
| MUTH 4292 | | X | | X | | X | | X |
| MUTH 4293 | | | | X | | | | X |
| MUTH 4332 | | | X | | | | X | |
| MUTH 4381 | | | | | | | | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|-----------------------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| MUVE 0101 | | X | X | X | | X | X | X |
| MUVE 0141 | | X | X | X | | X | X | X |
| MUVE 1001 | | X | X | X | | X | X | X |
| MUVE 2101 | | X | X | X | | X | X | X |
| MUVE 3101 | | | | | | | | |
| 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 2103, 2203, 4101, 4203 | X | X | X | X | X | X | X | X |
| NURS 2104, 2204, 4102, 4204 | X | X | X | X | X | X | X | X |
| NURS 2105, 2205, 4103, 4205 | X | X | X | X | X | X | X | X |
| NURS 2106, 2206, 4104, 4206 | X | X | X | X | X | X | X | X |
| NURS 2107, 2207, 4105, 4207 | X | X | X | X | X | X | X | X |
| NURS 2108, 2208, 4106, 4208 | X | X | X | X | X | X | X | X |
| NURS 2110, 2210, 4109, 4211 | 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 | |
| NURS 3212 | | X | X | | | X | X | |
| NURS 3303 | | X | | X | | X | | X |
| NURS 3404 | | X | | X | | X | | X |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|-----------------------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| NURS 3414 | | X | | X | | X | | X |
| NURS 3424 | | X | X | | | X | X | |
| NURS 3434 | | | 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 |
| NURS 4414 | X | X | X | X | X | X | X | X |
| NURS 4424 | | X | | X | | X | | X |
| NURS 4434 | X | X | X | X | X | X | X | X |
| NURS 4444 | X | X | X | X | X | X | X | X |
| NURS 4454 | | | X | X | | | X | X |
| NURS 4464 | | | X | X | | | X | X |
| PHIL 1313 | | X | X | X | | X | X | X |
| PHIL 2311 | | X | | | | X | | |
| PHIL 3313 | | X | | | | X | | |
| PHIL 3323 | | | | | | | X | |
| PHIL 3344 | | | X | | | | | |
| PHIL 4323 | | | | | | | | X |
| PHIL 4353 | | | | | | | X | |
| PHIL 4363 | | | | X | | | | X |
| PHOT 3103, 3104, 4103, 4104 | | X | X | X | | X | X | X |
| PHOT 3321 | | X | | X | | X | | X |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|-----------------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| PHOT 3322 | | | X | | | | X | |
| PHOT 4181, 4281, 4381 | | | | | | | | |
| PHOT 4321 | | | | X | | | | X |
| PHYS 1401 | | X | | | | X | | |
| PHYS 1403 | As Needed | | | | | | | |
| PHYS 1411 | | | | X | | | | X |
| PHYS 2343 | | X | | | | X | | |
| PHYS 2413 | X | X | X | | X | X | X | |
| PHYS 2423 | X | | X | X | X | | X | X |
| PHYS 3405 | | | | X | | | | X |
| PHYS 3313 | TBA | | | | | | | |
| PHYS 3323 | TBA | | | | | | | |
| PHYS 3383 | As Needed | | | | | | | |
| PHYS 3413 | As Needed | | | | | | | |
| PHYS 3415 | | | X | | | | X | |
| PHYS 3423 | As Needed | | | | | | | |
| PHYS 4211 | As Needed | | | | | | | |
| PHYS 4290 | TBA | | | | | | | |
| PHYS 4291 | TBA | | | | | | | |
| PHYS 4292 | TBA | | | | | | | |
| PHYS 4293 | As Needed | | | | | | | |
| PHYS 4323 | TBA | | | | | | | |
| PHYS 4343 | TBA | | | | | | | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| PHYS 4344 | As Needed | | | | | | | |
| POLS 1313 | X | X | | X | X | X | X | |
| POLS 2313 | X | X | X | X | X | X | | X |
| POLS 2334 | X | X | | | X | | | |
| POLS 2343 | | | X | | | | X | |
| POLS 3324 | | | X | | | | X | |
| POLS 3344 | | | | | | X | | |
| POLS 3345 | | | | X | | | | |
| POLS 3348 | | | X | | | | | X |
| POLS 3353 | | X | | | | X | | |
| POLS 3374 | | | | | | | X | |
| POLS 3384 | | | | X | | | | X |
| POLS 4292 | | X | | X | | | X | |
| POLS 4293 | | | X | | | X | | X |
| POLS 4313 | | | | X | | | | X |
| POLS 4333 | | | X | | | | X | |
| POLS 4353 | | | | | | | | X |
| POLS 4383 | | | | | | | | |
| PSYC 1313 | | X | X | X | | X | X | X |
| PSYC 2301 | X | | X | X | X | X | X | X |
| PSYC 2311 | | X | X | X | | | | |
| PSYC 2364 | X | | X | X | X | X | X | X |
| PSYC 3303 | X | | X | | X | | X | |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|----------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| PSYC 3305 | | | | X | | | | X |
| PSYC 3313 | X | | X | X | X | X | X | X |
| PSYC 3343 | X | | X | X | X | | X | X |
| PSYC 4292 | | X | X | X | X | X | X | X |
| PSYC 4295 | X | X | X | X | X | X | X | X |
| PSYC 4310 | | X | X | | | X | X | |
| PSYC 4323 | X | | X | X | X | X | | X |
| PSYC 4326 | | X | | | | X | | |
| PSYC 4330 | X | X | | | X | X | | |
| PSYC 4332 | X | X | X | | X | X | X | |
| PSYC 4334 | | | | 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 | |
| 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 4292 | | X | X | X | | X | X | X |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|------------------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| SOCI 4293 | | X | X | X | | X | X | X |
| SOCI 4310 | | X | | | | X | | |
| SOCI 4332 | X | X | X | | X | X | X | |
| SOCI 4315 | X | | | | X | | | |
| SOCI 4333 | | | X | | | | X | |
| SOCI 4343 | | | | X | | | | X |
| SOCI 4374 | | | | 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 | X |
| SPAN 2324 | | X | X | X | | X | | X |
| SPAN 3173-3175 | | X | X | X | | X | X | X |
| SPAN 3305-3307 | | | | X | | | | X |
| SPAN 3308 | | | | X | | | | X |
| SPAN 3314 | | | X | | | | X | |
| SPAN 3324 | | X | | | | X | | |
| SPAN 3335, 3336 | | X | | | | X | | |
| SPAN 3386-3390 | | | X | | | | X | |
| SPAN 4292/4293 | | X | X | X | | X | X | X |
| SPAN 4304 | | | | | | | | |
| SPAN 4305-4307 | | X | | | | X | | |
| SPAN 4313 | | | | X | | | | X |
| SPAN 4324 | | | | | | | | X |

Course Scheduling Frequency Matrix

| Course Offered | Summer 2004 | Fall 2004 | Winter 2004-2005 | Spring 2005 | Summer 2005 | Fall 2005 | Winter 2005-2006 | Spring 2006 |
|-----------------------------|----------------|--------------|---------------------|----------------|----------------|--------------|---------------------|----------------|
| SPAN 4343, 4344 | | | | | | X | | |
| SPAN 4385-4387 | | X | X | X | | X | X | X |
| TELE 1324 | X | X | | | X | X | | |
| TELE 2103, 2104, 3102, 4102 | X | X | X | X | X | X | X | X |
| TELE 3365 | | | X | | | | X | |
| TELE 3366 | | | | X | | | | X |
| TELE 4181, 4281, 4381 | | | | | | | | |
| TELE 4367 | X | | | | X | | | |
| WRIT 3121 | | | | | | | | |
| WRIT 3303 | X | | X | X | | | X | X |
| WRIT 3304 | X | X | X | X | X | X | X | X |
| WRIT 3334 | | X | X | | X | X | X | |
| WRIT 3345 | | X | X | X | X | | X | X |
| WRIT 3354 | X | X | | | X | X | | |
| WRIT 3355 | | | X | X | | | X | X |
| WRIT 3383 | | X | | | | X | | |
| WRIT 4101, 4201, 4301 | | X | X | X | | X | X | X |
| WRIT 4292 | | | | X | | | | X |
| WRIT 4293 | | | X | | | | X | |
| WRIT 4364 | | X | | X | | X | | |
| WRIT 4365 | | | X | X | | | X | X |

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Rev. Ralph D. West, Pastor, The Church Without Walls, Houston (2004)

Mrs. Stanley J. (Diane) Williams, Business, Houston (2006)

Mr. Don Woo, Business, Houston (2006)

(Date denotes year of expiration of current term.)

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BBA, MEd, MS, PhD, University of Mississippi

DONALD W. LOOSER, Vice-President for Academic Affairs (1964)

BME, BM, Baylor University; MM, Northwestern University; PhD, Florida State University

RICHARD D. PARKER, CPA, Vice-President for Financial Affairs (1994)

BA, BS, Rice University

DON R. BYRNES, Legal Counsel to the President (1969)

BA, MA, Trinity University; BD, Southern Methodist University; PhD, Tulane University; JD, University of Houston

NORM SLOSTED, Vice-President for Student Affairs (2003)

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BA, Houston Baptist University; MBA, Texas Tech University

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BA, University of Texas-Pan American; MEd, Texas A & M University

CHUCK CROCKER, Associate Vice-President, Enrichment Center (1997)

BSL, Ozark Christian College; MEd, University of Missouri-Columbia

DAVID MELTON, Associate Vice-President for Enrollment Services and Director of Admissions (1997)

BA, Mount Vernon Nazarene College; MA, Nazarene Theological Seminary

BARBARA WALKER, Associate Vice-President for Development (2002)

BS, Baylor University, MS, Texas A&M University-Texarkana

HUGH McCLUNG, Assistant Vice-President for Treasury Operations (1994)

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KIRBY HARGIS, Assistant Vice-President for Student Affairs (2000)

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RICK OGDEN, Assistant Vice-President for Church Relations (2003)

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LOREE WATSON, Assistant Vice-President and Controller (1980)

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CYNTHIA A. YOUNG, Assistant Vice-President for Institutional Effectiveness and Research (1967)

BS, MA, Sam Houston State University; PhD, University of Houston

(Date denotes year of employment.)

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JOSEPH D. BROWN, PhD (2002)

Dean, College of Education and Behavioral Sciences

BS, Florida Southern College; MS, Louisiana Tech University; PhD, Texas A&M University

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BS, East Central University, Oklahoma; MBA, California State University, Long Beach; M. Phil, PhD, New York University

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BA, MA, Auburn University; PhD, Florida State University

PHYLLIS THOMPSON, PhD (1970)

Associate Dean, College of Arts and Humanities

AB, MA, University of Rochester; PhD, Rice University

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Dean, College of Science and Mathematics

BS, MS, Baylor University; PhD, University of Houston

NANCY YUILL, PhD (1981)

Dean, College of Nursing

BSN, Houston Baptist University; MS, PhD, Texas Woman's University

(Date denotes year of employment.)

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(Date indicate year of initial appointment).

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PhD, University of North Texas

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MS, University of Wisconsin-LaCrosse; MSN, University of Texas Medical
Branch, Galveston

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Associate Professor in Physics

BS, University of the Philippines; MS, Purdue University; PhD, Purdue
University

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Professor in Christianity; Director of the Master of Arts in Theological Studies
Program

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Seminary

MICHAEL BORDELON (1987)

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MICHAEL BOURKE (1989)

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Information Management Institute

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MARTIN S. BRESSLER (2001)

Professor in Entrepreneurship and Marketing and Area Coordinator in Entrepreneurship

BA, Worcester State College; MBA, Anna Maria College; EdD, University of Sarasota

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Professor in Marketing; Area Coordinator in Marketing

Prince-Chavanne Chair in Christian Business Ethics

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KELLYE BROOKS (1992)

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- UCHE M. NWABUEZE (2001)
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- LAURA SINCLAIR ODELIUS (2001)
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- ANN OWEN (1990)
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- PHAEDON P. PAPADOPOULOS (2001)
Professor in Management
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- VERNA M. PETERSON (1976)
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- SALLY CHRISTINE PHILLIPS (1977)
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- P. RICHARD PIERSALL, JR. (2002)
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- ERNEST S. PYLE, JR. (1973)
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- RON J. REXILIUS (2002)
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- OLA RILEY (2001)
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- DEAN RILEY (1994)
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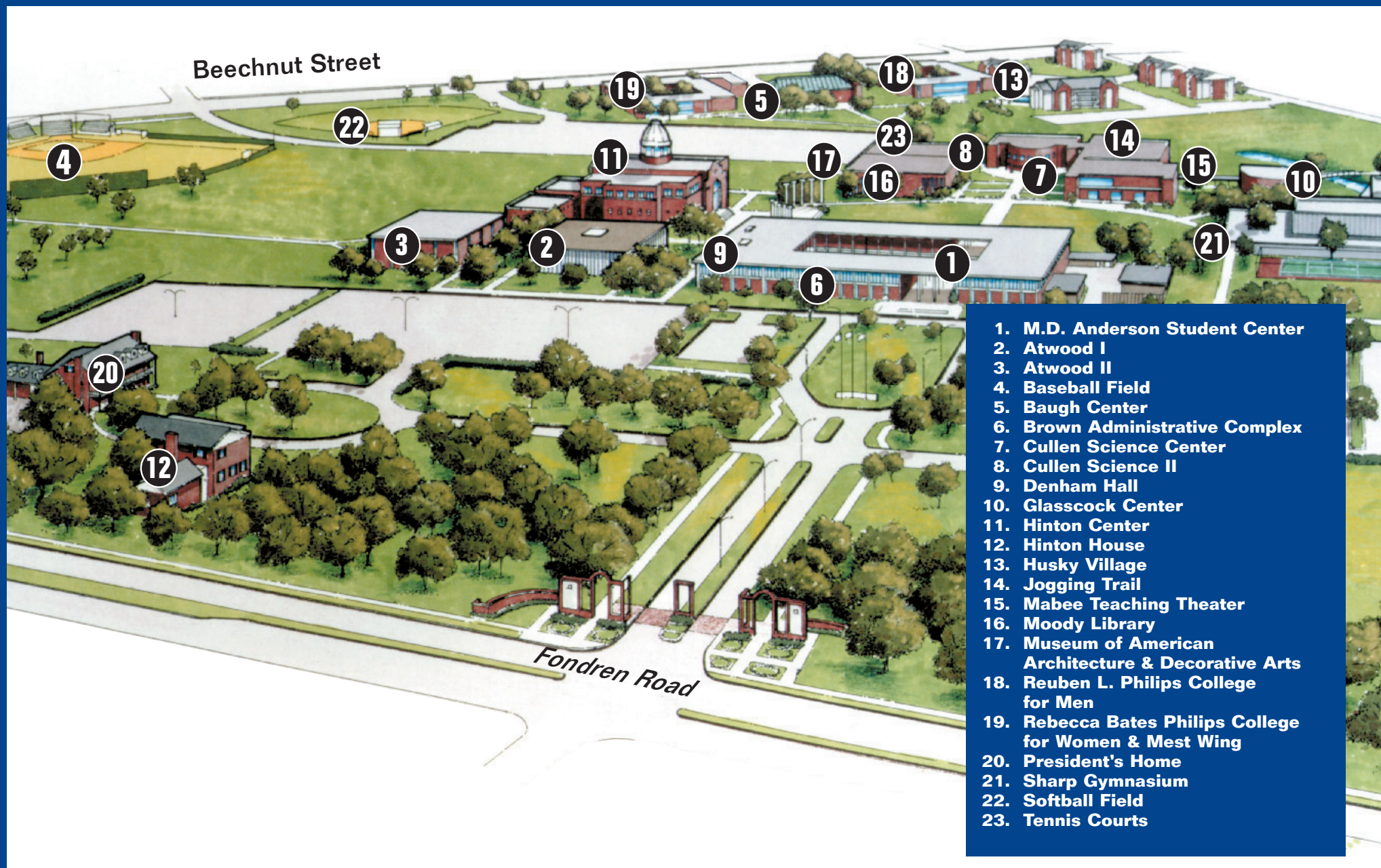
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2. Atwood I
3. Atwood II
4. Baseball Field
5. Baugh Center
6. Brown Administrative Complex
7. Cullen Science Center
8. Cullen Science II
9. Denham Hall
10. Glasscock Center
11. Hinton Center
12. Hinton House
13. Husky Village
14. Jogging Trail
15. Mabree Teaching Theater
16. Moody Library
17. Museum of American Architecture & Decorative Arts
18. Reuben L. Philips College for Men
19. Rebecca Bates Philips College for Women & Mest Wing
20. President's Home
21. Sharp Gymnasium
22. Softball Field
23. Tennis Courts