

# HBU

HOUSTON BAPTIST  
UNIVERSITY

2006-2008

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#### **GRADUATE PROGRAMS:**

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**Health Administration** 281-649-3306  
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**Psychology** 281-649-3095  
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**Theological Studies** 281-649-3288  
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**HBU**  
HOUSTON BAPTIST  
UNIVERSITY

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



# Write your own story

## Current Degrees

**Associate Degree in Nursing (ADN)**

**Bachelor of Arts/Bachelor of Science (BA/BS) –**

*Art*  
*Biblical Languages*  
*Biochemistry-Molecular Biology\**  
*Biology*  
*Business*  
*Chemistry*  
*Child Development*  
*Christianity*  
*Education\*\*\**  
*English*  
*French*  
*History*  
*International Business\*\**

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\* Match with Biology or Chemistry only.

\*\* Match with History, Public Policy, Political Science, or a

\*\*\* Education areas include:

Bilingual Education-Early Childhood through Grade

Early Childhood through Grade 4 (Multidisciplinary

Specialization option: ESL, Special Education, or a

Early Childhood to Grade 12 – choose from:

*Art*                      *Kinesiology*

Middle School/Grades 4 to 8 (Pedagogy) – choose one

*Composite Science*      *Composite Social Studies*

High School/ Grades 8-12 (Pedagogy) – choose one

*Communication*      *English/Language Arts*

*Composite Science*      *French*

*Composite Social Studies*      *History*

## Graduate Programs

*Master of Accountancy\**  
*Master of Arts in Christian Counseling*  
*Master of Arts in Psychology*  
*Master of Arts in Theological Studies*  
*Master of Business Administration*

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\* Limited to current students pursuing a BBA-Accounting

• <http://www.hbu.edu> •

— choose two (2) of the following:

*Kinesiology*  
*Mass Communication*  
*Mathematics*  
*Music*  
*Physics*  
*Political Science*  
*Psychology*  
*Public Policy*  
*Sociology*  
*Spanish*  
*Speech Communication*  
*Writing*

† Foreign Language only.

‡ 4 (Interdisciplinary Studies)

§ Studies)

any HBU major

ne (1) of the following:

*English/Language Arts*      *Mathematical Studies*

(1) of the following:

*Journalism*                      *Physical Science*

*Life Science*                    *Spanish*

*Mathematical Studies*

#### **Bachelor of Business Administration (BBA)**

— choose *Business Administration* and one (1) of the following:

*Accounting*  
*Computer Information Systems Management*  
*Economics*  
*Entrepreneurship*  
*Finance*  
*International Business*  
*Management*  
*Marketing*

#### **Bachelor of Music (BM)** — choose one (1):

*Church Music*  
*Performance*  
*Teacher Certification*  
*Theory/Composition*

#### **Bachelor of Science in Nursing (BSN)**

#### **Bachelor of General Studies (BGS)**

#### **Pre-Professional Programs**

*Pre-Dental*  
*Pre-Engineering*  
*Pre-Law*  
*Pre-Medical*  
*Pre-Optometry*  
*Pre-Pharmacy*  
*Pre-Physical Therapy*  
*Pre-Physician Assistant*

#### **Teacher Certification**

*Alternative Certification Program*

*Master of Education*  
*Master of Liberal Arts*  
*Master of Science in Human Resources*  
*Management*  
*Master of Science in Management*

8.



Don Looser  
Vice President for  
Academic Affairs

This 2006-2008 **Catalog** 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 catalog is a collection of our institutional policies designed to describe clearly 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 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 continuing relationships with future generations of HBU students.

*Don Looser*

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HBU complies with all applicable federal and state non-discrimination laws, and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, gender, age, or disability in either employment or the provision of services. Inquiries concerning this notice or the application of the laws referenced herein should be referred to the Director of Human Resources.

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### **Memberships**

American Accounting Association  
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  
Association of Texas Graduate Schools  
Board of Nurse Examiners for the State of Texas  
Conference of Southern Graduate Schools  
Council for Christian Colleges and Universities  
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 Intercollegiate Press  
Texas State Board for Educator Certification  
The College Board

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# 2006-2008 UNIVERSITY CALENDAR

## Summer, 2006

June 2 .....	Graduate/Undergraduate Registration for SUMMER/FALL quarters Written English Proficiency Exam administered: 9:30 a.m.
June 5 .....	Classes Begin: First 5 1/2-Week Term & All-Summer Term
June 5 .....	Registration for SUMMER Quarter for evening students; Late Registration for SUMMER Quarter for all other students Registration for FALL Quarter
June 5-7 .....	Period to Add/Drop Courses: First 5 1/2-Week Summer Term & All-Summer Term only
June 5 - July 11 .....	First 5 1/2-Week Summer Term
June 5 – August 17 .....	All-Summer Term
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 12-13 .....	Registration and Period to Add/Drop: Second 5 1/2-Week Term & Second 4-Week Summer Term Registration: FALL Quarter
July 14 .....	Late Registration and Period to Add/Drop: Second 5 1/2-Week Term & Second 4-Week Summer Term Registration: FALL Quarter
July 12 .....	Classes Begin: Second 5 1/2-Week Term & Second 4-Week Term
July 12 - August 11 .....	Second 4-Week Term
July 12 - August 17 .....	Second 5 1/2-Week Term
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 9 .....	Add/Drop opportunity for FALL Quarter for returning students Last Priority Registration for FALL Quarter
August 11 .....	Final Examinations; End of Second 4-Week Term
August 15 .....	Grades due in Registrar's Office for Summer 06 Graduates: 4:00 p.m.
August 17 .....	Final Examinations; End of Second 5 1/2-Week Term & All-Summer Term
August 18 .....	Grades due in Registrar's Office: 4:00 p.m.
August 19 .....	Summer Commencement

## Fall, 2006

September 1	Registration for New, Re-Entry, Evening Students; Late Registration for returning students Written English Proficiency Exam administered: 9:30 a.m.
September 4	Labor Day Holiday-No Day or Evening Classes meet
September 5	First Day of Class for FALL Quarter
September 5-7	Registration for evening students; Late Registration for all other students; Period to Add/Drop Courses
September 7	Opening Fall Convocation
October 9-20	Academic Advising Weeks
October 23	Last Day to Drop a Course
October 24-27	Priority Registration for WINTER for currently enrolled students
October 30-Nov 3	Schedule Modification Week
November 10	Last Day of Classes Grades due in Registrar's Office for November 06 Graduates: 4:00 p.m.
November 13	Study Day; No student activities; Final Exams 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 22	University Closes at 1:00 p.m. for Thanksgiving Holidays

## Winter, 2006-2007

November 27 (Monday)	First Day of Class for WINTER Quarter
November 27-28	Registration for New, Re-Entry & Evening Students; Late Registration for Returning Students
November 29-30	Late Registration for all students
November 27-30	Period to Add/Drop Classes
December 15	Last Day of Classes before Christmas Holidays
January 2, 2007	Classes Resume
January 15	University Holiday
January 16-26	Academic Advising Weeks
January 29	Last Day to Drop a Class
January 30-Feb 2	Priority Registration for SPRING Quarter for currently enrolled students
February 5-9	Schedule Modification Week
February 16	Last Day of Classes Grades due in Registrar's Office for February 07 Graduates: 4:00 p.m.
February 19	Study Day; No student activities; Final Exams for Monday-evening-only classes
February 20-22	Final Examinations
February 23	Faculty Work Day; Grades due in Registrar's Office: 4:00 p.m.
February 24, 2007	Mid-Year Commencement

## Spring, 2007

March 5 .....	Registration for New, Re-Entry, and Evening Students; Late Registration for returning students
March 5 .....	First Day of class for Spring Quarter
March 5-8 .....	Registration for evening students; Late Registration for all other students Period to Add/Drop Classes
April 6-8.....	Easter Holiday
April 9-20.....	Academic Advising Weeks
April 23.....	Last day to drop a class
April 24-27.....	Priority Registration for SUMMER/FALL Quarters for currently enrolled students
April 30-May 4 .....	Schedule Modification Week
May 11 .....	Last Day of Classes Grades due in Registrar's Office for Spring 07 Graduates: 4:00 p.m.
May 14 .....	Study Day; No student activities; Final Exams for Monday-evening-only classes
May 15-17 .....	Final Examinations
May 18 .....	Faculty Work Day; Grades due in Registrar's Office: 4:00 p.m.
May 19 .....	Spring Commencement

## Summer 2007

June 1 .....	Graduate/Undergraduate Registration for SUMMER/FALL Quarters
June 4 .....	Classes Begin, First 5 1/2-Week & All-Summer Terms
June 4 .....	Registration for SUMMER Quarter evening students; Late Registration for SUMMER Quarter for all other students; Registration for FALL Quarter
June 4-6.....	Period to Add/Drop Courses: First 5 1/2-Week Term and All-Summer Term
June 4 - July 10 .....	First 5 1/2-Week Summer Term
June 4 - August 16 .....	All-Summer Term
June 27 .....	Last Day to drop a course: First 5 1/2-Week Term
July 4.....	Independence Day Holiday
July 10.....	Final Examination; End of First 5 1/2-Week Term
July 11-12.....	Registration and Period to Add/Drop: Second 5 1/2-Week Term & Second 4-Week Term Registration: FALL Quarter
July 13.....	Late Registration and Period to Add/Drop: Second 5 1/2-Week Term & Second 4-Week Term Registration: FALL Quarter
July 11 .....	Classes Begin — Second 5 1/2-Week Term and Second 4-Week Term
July 11 - August 10.....	Second 4-Week Term
July 11 - August 16.....	Second 5 1/2-Week Term
July 23.....	Last Day to Drop a Course: All Summer Term
August 1.....	Last Day to Drop a Course: Second 4-Week Term
August 6.....	Last Day to Drop a Course: Second 5 1/2-Week Term
August 8 (Wed).....	Drop/Add Opportunity for FALL Quarter for returning students Last Priority Registration for FALL Quarter
August 10.....	Final Examinations: End of Second 4-Week Term
August 14.....	Grades due in Registrar's Office for Summer 07 Graduates: 4:00 p.m.
August 16.....	Final Examinations & End of Second 5 1/2-Week and All-Summer Terms
August 17.....	Faculty Work Day; Grades due in Registrar's Office: 4:00 p.m.
August 18.....	Summer Commencement

## Fall, 2007

August 31.....	Registration for New and Re-Entry students; Late Registration for returning students
September 3.....	Labor Day Holiday, No Day or Evening Classes meet
September 4.....	First Day of Class for Fall Quarter
September 4-6.....	Registration for evening students; Late Registration for all other students; Period to Add/Drop Classes
September 6.....	Opening Fall Convocation
October 8-19.....	Academic Advising Weeks
October 22.....	Last Day to Drop a Course
October 23-26 ..	Priority Registration for WINTER Quarter for currently enrolled students
October 29-Nov 2.....	Schedule Modification Week
November 9.....	Last Day of Classes Grades due in Registrar's Office for November 07 Graduates: 4:00 p.m.
November 12.....	Study Day; No student activities; Final Exams for Monday-evening-only classes
November 13-15 .....	Final Examinations
November 16.....	Faculty Work Day; Grades due in Registrar's Office: 4:00 p.m.
November 21.....	University closes at 1:00 p.m. for Thanksgiving Holidays

## Winter, 2007-2008

November 26, 2007.....	First Day of classes for Winter Quarter
November 26-27 .....	Registration for New, Re-Entry, and Evening students; Late Registration for returning students
November 28-29 .....	Late Registration for all students
November 26-29 .....	Period to Add/Drop
December 14 .....	Last Day of Classes before Christmas Holidays
January 2, 2008.....	Classes Resume
January 14-25.....	Academic Advising Weeks
January 21.....	University Holiday
January 28.....	Last Day to Drop a Class
January 29-February 1 ..	Priority Registration for SPRING for currently enrolled students
February 4-8.....	Schedule Modification Week
February 15.....	Last Day of Classes Grades due in Registrar's Office for February 08 Graduates: 4:00 p.m.
February 18.....	Study Day; No student activities; Final Exams for Monday-evening-only classes
February 19-21.....	Final Examinations
February 22.....	Faculty Work Day; Grades due in Registrar's Office 4:00 p.m.
February 23, 2008.....	Mid-Year Commencement

## Spring, 2008

March 3, 2008 .....	Registration for New, Re-entry, and Evening students; Late Registration for returning students;
March 3 .....	First Day for all classes
March 3-6 .....	Registration for evening students; Late Registration for all other students Period to Add/Drop Classes
March 21-23 .....	Easter Holiday
April 7-18 .....	Academic Advising Weeks
April 21 .....	Last Day to Drop a Class
April 22-25 .....	Priority Registration for SUMMER and FALL for currently enrolled stu- dents
April 28-May 2 .....	Schedule Modification Week
May 9 .....	Last Day of Classes Grades due for Spring 08 Graduates: 4:00 p.m.
May 12 .....	Study Day; No student activities; Final Exams for Monday-evening-only classes
May 13-15 .....	Final Examinations
May 16 .....	Faculty Work Day; Grades due in Registrar's Office: 4:00 p.m.
May 17 .....	Spring Commencement
May 26 .....	Memorial Day Holiday



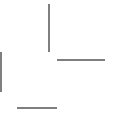


## Summer, 2008

May 30 .....	Graduate/Undergraduate Registration for SUMMER/FALL quarters
June 2 .....	Classes Begin: First 5 1/2-Week Term & All-Summer Term
June 2 .....	Registration for SUMMER Quarter for evening students; Late Registration for all other students Registration: FALL Quarter
June 2-4 .....	Period to Drop/Add Courses: First 5 1/2-Week Summer Term & All-Summer Term only
June 2 – July 8.....	First 5 1/2 Week Summer Term
June 2 – August 14 .....	All-Summer Term
June 25 .....	Last Day to Drop a Course—First 5 1/2-Week Term
July 4 .....	Independence Day Holiday
July 8 .....	Final Examinations; End of First 5 1/2-Week Term
July 9.....	Classes begin Second 5 1/2-Week term and Second 4-Week Term
July 9-10.....	Registration and Period to Add/Drop for Second 5 1/2-Week Term and Second 4-Week Summer Term Registration: Fall Quarter
July 11.....	Late Registration and Period to Add/Drop for Second 5 1/2-Week Term and Second 4-Week Summer Term Registration: Fall Quarter
July 9 – August 7 .....	Second 4-Week Term
July 9- August 14 .....	Second 5 1/2-Week Term
July 21 .....	Last Day to Drop a Course-All-Summer Term
July 29.....	Last Day to Drop a Course—Second 4-Week Term
August 4.....	Last Day to Drop a Course—Second 5 1/2-Week Term
August 6.....	Drop/Add Opportunity for FALL for returning students; Last Priority Registration for FALL Quarter
August 7.....	Final Examination; End of Second 4-Week Term
August 12.....	Grades due in Registrar's Office for Summer 08 Graduates: 4:00 p.m.
August 14..	Final Examinations; End of Second 5 1/2-Week Term & All-Summer Term
August 15.....	Grades due in Registrar's Office, 4:00 p.m.
August 16.....	Summer Commencement

## Fall, 2008

September 1 .....	Labor Day Holiday – No Day or Evening Classes
September 5 .....	Registration for New, Re-Entry, Evening Students; Late Registration for Returning Students
September 8-10.....	Registration for Evening students; Late Registration for all other students; Period to Add/Drop
September 8.....	First Day of Class for FALL Quarter
September 11 .....	Opening Fall Convocation
October 27.....	Last Day to Drop
October 28-31 .....	Priority Registration for WINTER Quarter for currently enrolled students
November 3-7 .....	Schedule Modification Week
November 14.....	Last Day of Classes Grades due in Registrar's Office for November 08 Graduates: 4:00 p.m.
November 17.....	Study Day; No student activities Final Exams for Monday-evening-only classes
November 18-20 .....	Final Examinations
November 21.....	Faculty Work Day; Grades due in Registrar's Office 4:00 p.m.
November 26.....	University closes at 1:00 p.m. for Thanksgiving Holidays





## **GENERAL INFORMATION**

Accreditation

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

# GENERAL INFORMATION

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## CHARACTERISTICS

### Accreditation

HBU 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 is nationally accredited by the Association of Collegiate Business Schools and Programs. The Master of Liberal Arts degree program is accredited by the Association of Graduate Liberal Studies Programs.

### 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. An International Study Center currently exists within the Enrichment Center as a campus-wide resource for students and faculty. It also supports ongoing study abroad and academic exchange programs including the Smith College of General Studies' interdisciplinary summer course on culture and human experience, the Business College's annual international trip (BUSA 4301), the Houston Grampian Society's Nursing Exchange Program with Robert Gordon University (in Aberdeen, Scotland), the Language Department's Alliance Francaise de Houston Scholarship, and the Christianity Department's Summer Hebrew Ulpan at the University of Cambridge's Centre for Modern Hebrew Studies. The MBA and the Master of Liberal Arts programs both include international study components for graduate students. Over a hundred HBU faculty and students participate in global learning experiences each year.

## **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. The 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 Dunham Family 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. In 2005, the estate of former HBU employee Juanita Pool and her sister, Phyllis, funded the Juanita and Phyllis Pool Endowed Chair of Nursing. The Endowed Scholarship program was begun in 1971 increasing the endowment of the University and helping assure the recruitment of top academic students. In 2006, the University numbered more than 250 Endowed 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. In 1997, Dr. and Mrs. Hodo received the HBU Spirit of Excellence Award, the highest honor bestowed by the University. 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 2006, construction was approved for the first phase of a new Cultural Arts Center for the campus to include ultimately a chapel-recital hall, new housing for the Dunham Family Bible in American Museum, the Museum off American Architecture and Decorative Arts, a 1200 seat theater, and an atrium gallery unifying each of the individual facilities. In the spring of 2006, Dr. Hodo announced his plans to move from the University Presidency to other areas of service effective June 30, 2006. A search committee was appointed by the Board of Trustees to seek the University's third President.

Retired University professor Dr. Marilyn McAdams Sibley has written a more complete history of the early years of the founding of the University, *To Benefit a University: The Union Baptist Association College Property Committee, 1958-1975*. 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 HBU 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, HBU 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 HBU 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**

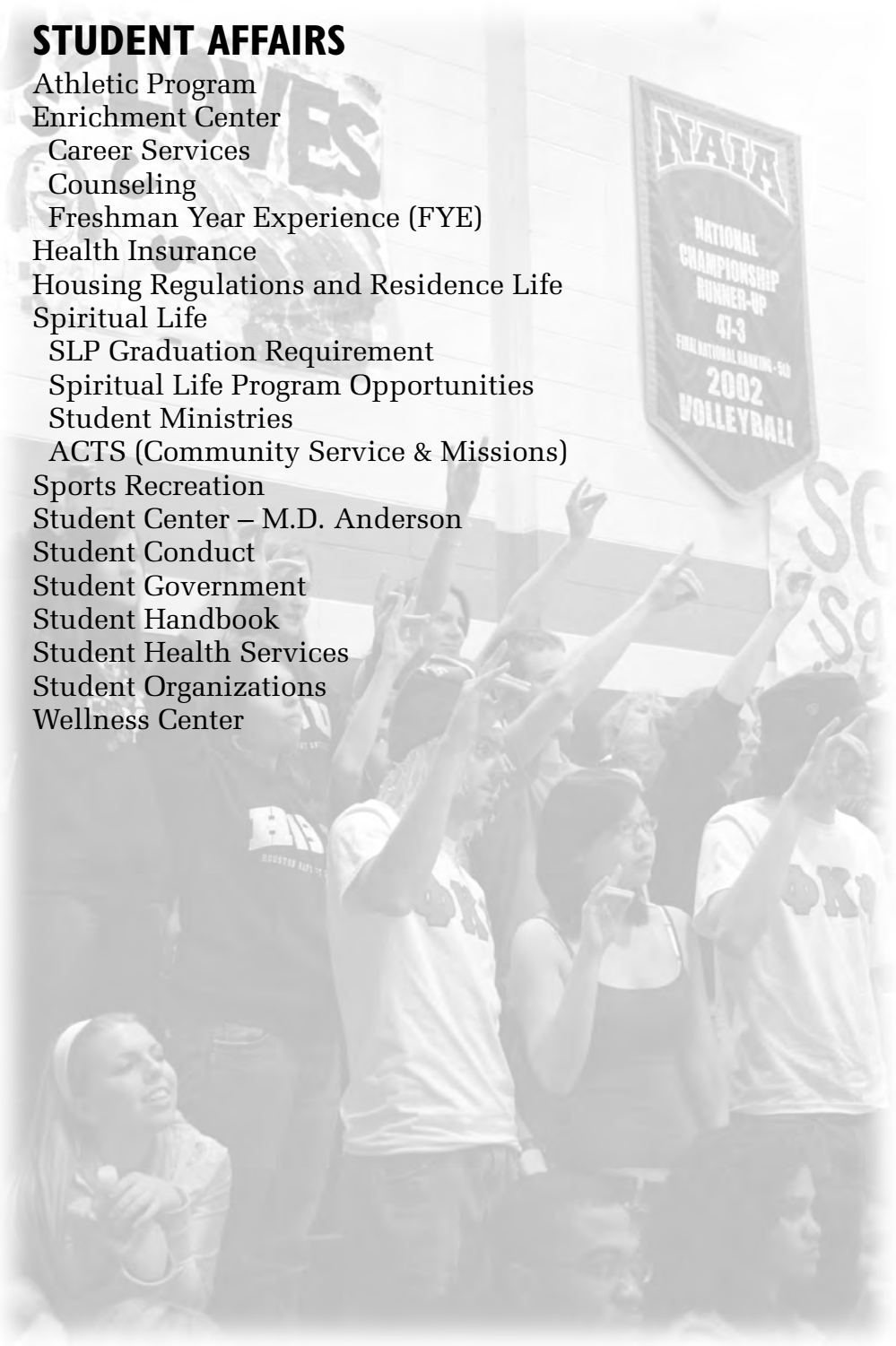
The campus of HBU consists of 158 acres in southwest Houston bounded by the Southwest Freeway, Fondren Road, and Beechnut Street. The campus is designed as a complex of buildings surrounding a central mall that begins at the east with the Hinton Center and ends at the west with Sharp Gymnasium and the Glasscock Center. It is flanked by the Moody Library, the Cullen Nursing Center, the Cullen



Science Center, the Mabee 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.

## **STUDENT AFFAIRS**

Athletic Program  
Enrichment Center  
Career Services  
Counseling  
Freshman Year Experience (FYE)  
Health Insurance  
Housing Regulations and Residence Life  
Spiritual Life  
SLP Graduation Requirement  
Spiritual Life Program Opportunities  
Student Ministries  
ACTS (Community Service & Missions)  
Sports Recreation  
Student Center – M.D. Anderson  
Student Conduct  
Student Government  
Student Handbook  
Student Health Services  
Student Organizations  
Wellness Center



# STUDENT AFFAIRS

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## **Athletic Program**

HBU sponsors seven 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, baseball and soccer, and women's basketball, volleyball, softball and soccer.

## **Enrichment Center**

The HBU Enrichment Center provides a full range of career and personal counseling services to undergraduate and graduate students, as well as University alumni (Career Services only).

### **Career Services**

This 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**

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 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. 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 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. 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 plan.

## **Housing Regulations and Residence Life**

Since it was founded in 1960, HBU has been committed to the education of the whole person. For this reason, the residence life experience is considered an integral part of a student's education.

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

- 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). 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. 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 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.

## **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 HBU. 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 students (full-time and part-time) seeking an undergraduate 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 point for every transfer hour. Associate Degree Nursing students are required to have 54 SLP points. Students may view their SLP record online.

### **Spiritual Life Program Opportunities**

Convocation is a weekly assembly of students, faculty, and staff which focuses on spiritual life. Other weekly SLP offerings, Quest, small group Bible studies, and prayer groups, are available for the encouragement of spiritual growth. In addition, there are periodic SLP retreats, conferences, and mission trips, including the Spring Break Missions-Learning trip.

The SLP program also offers two internship opportunities. Both the Service Learning Internship and the Church Leadership Internship provide opportunity to build relationships and grow as leaders in service and ministry. The internships may not be used in conjunction with meeting academic requirements and/or receiving monetary compensation.

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. Spiritual Life, Student Ministries, and ACTS offices 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.

### **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.

### **ACTS (Community Service & Missions)**

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 ten (10) SLP points in this category.

## **Sports Recreation**

Sports Recreation provides opportunities for the HBU community to enrich their collegiate learning experience and to foster a lifetime appreciation and involvement in wellness and recreational sports and activities. Individuals may participate in club sports, intramural sports, outdoor adventures and other recreational activities.

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

The M. D. Anderson Student Center is a focal point of student life on the campus. The University's new *Husky Central* is designed to provide one-stop service for students and houses representatives from the offices of the Registrar, Admissions, Academic Advising, Financial Services, and Student Affairs. Immediately adjacent to Husky Central are the PAWZ and Bone Appetit', the University's quick-service food court offering beverages and both hot and cold food selections. Anchoring the north end of the Center is the University Store offering textbooks, clothing, personal and desk items, supplies, sundries, and greeting cards. The University Store is flanked by the University Post Office, a full-service operation for the convenience of students. Other offices housed on the second floor include Student Affairs, Spiritual Life, and Student Health Services.

## **Student Conduct**

HBU expects students to adhere to high standards of personal conduct consistent with the Christian mission of the University. In order to achieve its purpose, HBU 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.

Matters related to academic integrity are described elsewhere in this Catalog.

## **Student Government**

The "Constitution of the Student Association of HBU" 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 HBU 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 (4) 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**

As volunteer members of the campus community, 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. 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 2006-2008 academic years:

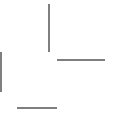
Alpha Chi	Indian Student Association
Alpha Chi Omega	Interfraternity Council
Alpha Epsilon Delta (Pre-Med)	Kappa Alpha Order
Alpha Kappa Alpha	Kappa Delta Pi (Education)
Alpha Kappa Delta (Sociology)	Ministry Leadership Council
Alpha Mu Gamma (Foreign Language)	Nursing Student Association
Alpha Phi Omega	Omicron Delta Kappa (Leadership)
Alpha Pi Kappa	Panhellenic Council
American Student Dental Association	Phi Alpha Delta (Pre-Law)
Art Guild	Phi Alpha Theta
Association of Student Educators	Phi Kappa Psi
Association of Women Students	Phi Mu
Bilingual Education Student Organization	Pre-Optometry Professional Society
Black Student Fellowship	Psi Chi (Psychology)
Brothers Under Christ	Rex Fleming Readers
Christian Medical Fellowship	Sigma Tau Delta (English)
Delta Mu Delta	Sigma Theta Tau (Nursing)
Delta Sigma Rho-Tau Kappa Alpha (Forensics)	Sigma Phi Lambda
Fellowship of Christian Athletes	Society of Physics Students
Freshman Fellowship	Student Foundation
Hispanic Student Organization	Student Government Association
	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 that promote total wellness. Membership to the Wellness Center is provided 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 may inquire at the HBU Financial Services 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-MGMT – Master of Science in Management

International Student Admission

# UNIVERSITY ADMISSIONS

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The Office of Admissions accepts formal applications from all students for admission to HBU. 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, HBU, 7502 Fondren Road, Houston, Texas 77074-3298. The telephone number is (281) 649-3211 and email is [unadm@hbu.edu](mailto:unadm@hbu.edu). Graduate applicants should contact the Graduate Admissions Office (281) 649-3295 [gradadm@hbu.edu](mailto: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 (8) weeks before registration. Admission to HBU constitutes university admission only and does not constitute program admission.

## Undergraduate Admissions

All transcripts and score reports must be mailed directly to HBU 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 32 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 a regionally accredited high school and has a minimum SAT I combined score of at least 1010 on the critical reading and mathematical reasoning sections or an ACT score of at least 20. HBU does require students to take the writing skills section. The score on this section is used for advising purposes. For unconditional admission, an applicant must submit an SAT critical reading score of 480 or ACT English sub-score of 20. (University codes are SAT 6282; ACT 4101). Scores recorded on the official 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 I combined score at least 1010 on the critical reading and mathematical reasoning sections or a minimum ACT composite of 20. For unconditional admission, an applicant must also submit an SAT critical reading score 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 I combined score of 1010 on the critical reading and

mathematical reasoning sections or a minimum ACT composite of 20. For unconditional admission, an applicant must also submit an SAT critical reading score 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 may submit TOEFL scores in lieu of SAT or ACT test results. To be considered for regular admission, an official TOEFL score report with a minimum score of 213 on the computer-based test, or an 80 on the Internet-based TOEFL, or a total score of 550 or greater on the paper test is required. Official TOEFL score reports are good for two (2) years from the test date. Ordinarily a student who fails to score SAT 480 critical reading 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 HBU 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 Catalog**.

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:

- a. A statement (approximately 250 words) expressing the applicant’s goals and stating how attending HBU will help the applicant achieve those goals; and
- b. Two (2) 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 (1) 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 HBU as freshmen. The student’s high school will award credit for work taken at HBU 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 HBU.
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 Critical Reading Score 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 HBU 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 (6) 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 during his/her first quarter at HBU is required to register for a minimum of (8) semester hours and no more than nine (9) semester hours if the first quarter is the Fall, Winter, or Spring. The provisionally admitted student is required to take the following courses:
  - FYSE 1200: The Freshman Year Experience (2 hours)
    - o If the course is not offered the quarter of enrollment, it is highly recommended the student take the course the next quarter it is offered.
    - o If not offered in the current quarter, the student may choose any appropriate two (2) or three (3) hour Smith College course to fulfill the hours for full-time status as mentioned above.
  - An appropriate English course (3 hours)
    - o The appropriate English course is to be determined by the Department of Languages based upon the student’s SAT or ACT scores, high school English grades, and the students’ performance on the placement examination.
    - o If the appropriate English course is not offered the quarter the student enrolls, it is highly recommended the student take the course the next quarter it is offered.
    - o If the appropriate English course is not offered in the quarter the student enrolls, the student may choose any appropriate three (3) hour Smith College course to fulfill the hours for full-time status as mentioned above.

- An appropriate Smith College course (3 hours) should be selected to fulfill the hours necessary for full-time status mentioned above.
  - o MUTH 0312: Fundamentals of Music may be chosen by music majors for this requirement.
- c. The transcript of the provisionally admitted student will reflect his or her admission status.
- d. Upon completion of a term with an overall GPA 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 (250) words discussing the applicant's educational and career goals, and must submit two (2) letters of recommendation, including at least one (1) 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 HBU. The cumulative grade 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 32 credit hours from a regionally accredited institution. Remedial or developmental hours are not counted toward the 32 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 an 80 on the Internet-based TOEFL, or a total score of 550 or greater on the paper test. Ordinarily such a student who fails to score SAT 480 critical reading 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 HBU from the evaluation service.

When the above criteria are not met, the student must submit the following material:

- a. A statement (approximately 250 words) expressing the applicant's goals and stating how attending HBU will help the applicant achieve those goals; and
- b. Two (2) letters of recommendation, including at least one (1) 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 GPA 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. Students may register for these courses on a pass-fail basis or may receive an alpha grade.



## 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 working 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 HBU reflecting all academic work attempted during the period the student did not attend HBU.

## 6. Transient Student Admission

A student enrolled at another institution wishing to take classes for credit at HBU 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 HBU, 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 (1) quarter. Any exception must be approved by the University Registrar.

## V. Additional Required Materials

After a student has been admitted to HBU, 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); 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 (12) 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, or GMAT 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 by the issuing institution. A cumulative undergraduate GPA 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 (3) 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 (2) quarters of attendance, the provisionally admitted student must have taken at least six (6) 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 GPA on all courses attempted. The University Registrar grants regular graduate admission status to those students who obtain a GPA of 3.00 or above. Students whose GPA is less than 3.00 are ineligible to pursue further graduate work at the University after the two (2) 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 grade point average of 2.5 or a grade point average of 3.0 on the last sixty (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 213 on the computer-based exam, or an 80 on the Internet-based exam, or a total score of at least 550 or greater on the paper test is required for admission to all graduate degree programs. Official TOEFL score reports are good for two (2) years from the test date.

### **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 appli-

cant 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 213 on the computer-based exam, or an 80 on the Internet-based exam, or a total of 550 or greater on the written 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, 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 (6) 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.

Specific additional degree program admission requirements are as follows:

##### **MACC – Master of Arts in Christian Counseling**

With an undergraduate GPA 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 GPA of 3.0 to 3.2, a score of at least 950 is required on the combined verbal and quantitative portions of the GRE. With an undergraduate GPA between 2.8 and 3.0, a score of at least 950 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 assessment interview with the Department Chair and/or psychology faculty is 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 GPA 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 GPA of 3.0 to 3.2, a score of at least 950 is required on the combined verbal and quantitative portions of the GRE. With an undergraduate GPA between 2.8 and 3.0, a score of at least 950 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 Department Chair and/or psychology faculty is 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 B.A. or a B.S. degree from an accredited institution is required. A minimum score of 900 on the GRE is required. Applicants who have a master's degree in a field, or are transferring from a master's program, are not required to take the GRE. Permission for entrance also will be based upon the applicant's previous academic record, interview with the program director, career goals, and recommendations as required by the application process.

### **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.

### **MEd – Master of Education**

Either a GPA of 2.5 or higher or a 3.0 on the last 60 semester hours of undergraduate work is required for all programs. A GRE score of 800 or higher is required for all programs except Counselor Education. The GRE General Test must have been taken within the last five (5) years, and 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 as a provisionally admitted student. 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. A valid Texas teaching certificate is required for certification as a principal or school counselor. For special requirements for the Counseling program, see the "College of Education and Behavioral Sciences" section of this **Catalog**. For GRE scores below 850, see department chair.

### **MLA – Master of Liberal Arts**

GPA of 2.5 or higher; writing sample; 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.

### **MS-HA – Master of Science in Health Administration**

Applicants are expected to present a minimum GMAT score of 500, with an Analytical Writing Analysis (AWA) score of at least 3.0, or a GRE combined score of 1000 on verbal and quantitative portions with an AWA score of at least 3.0.

### **MS-HRM – Master of Science in Human Resources Management**

Applicants are expected to present 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-MGMT – Master of Science in Management**

Applicants are expected to present a transcript reflecting an earned MBA from a regionally accredited institution and a GMAT score of at least 500 with an Analytical Writing Analysis score of at least 3.0.

## 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](mailto: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 grade point average calculation. A copy of the evaluation must be sent directly to HBU 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 grade point average of 2.0 on a 4.0 scale for all undergraduate work. A graduate student applicant must meet the minimum grade 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 an 80 on the Internet-based TOEFL, 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 an 80 on the Internet-based TOEFL, or a total score of 550 or greater on the paper test is required for undergraduate and graduate applicants.

**SAT/ACT Scores.** International students are not required to submit SAT or ACT scores.

**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.

**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 plan.

One letter of recommendation, including at least one from a teacher, counselor, or other academic official is required for undergraduate admission.

A personal statement is required for undergraduate admission.

**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.

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.

All international students must attend an international student orientation within their first year of studies at HBU.

## **FINANCIAL SERVICES**

Undergraduate Tuition and Fees 2006-2007

Room and Board

Estimate of Undergraduate Expenses per Quarter

Graduate Tuition and Fees 2006-2008

Estimate of Typical Graduate Expenses per Quarter

Refund Policy

Financial Aid

Procedures for Applying For Financial Assistance

Renewal of Scholarships, Loans, Grants

Deadline Dates

How, When and Where To Receive Financial Aid

Government Grants

Federal Pell Grants

Tuition Equalization Grants (TEG) or Other State Grants

Texas Grant Program

State Student Incentive Grant (SSIG)

Supplemental Educational Opportunity Grant (SEOG)

Leveraging Educational Assistance Program

Loans

Stafford Subsidized Loans for Students

Stafford Unsubsidized Loan for Dependent Students

The Stafford Unsubsidized Student Loan for Independent Students

Federal Parent Loan for Students (PLUS)

Employment

Federal College Work Study (CWS)

Institutional Scholarships

Endowed Academic Scholarships

Founders Academic Scholarship

Presidential Academic Scholarships

Legacy Grant

Ministerial Dependents Grant

Grants-In-Aid

HBU Grant

Heritage Award

Orange and Blue Award

Church Matching Award

Support for Every Religious Vocation(SERV)Aid

Valedictorian Scholarships

Graduate Financial Aid

# FINANCIAL SERVICES

HBU 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 2006-2007

### TUITION

#### New Students 2006-2007:

Full Time – flat rate for 8 to 12 semester hours per quarter.....	\$5,500.00
Full Time – per semester hour for hours in excess of 12 hours per quarter .....	\$450.00
Part Time – per semester hour for hours less than 8 hours per quarter .....	\$595.00

#### Returning Students 2006-2007:

Full Time – per semester hour for 8 or more hours per quarter .....	\$490.00
Part Time – per semester hour for less than 8 hours per quarter .....	\$490.00

#### Summer School – per semester hour

2006 Summer Quarter .....	\$465.00
2007 Summer Quarter .....	\$490.00

### FEES

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).....	140.00
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
Late Registration Fee - after Registration Day.....	60.00
Mass Communication Fee - per course.....	35.00
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
<b>Fees for Returning Students</b>	
Accident/Illness Insurance Fee (Fall, Winter, Spring only).....	40.00
Comprehensive Fee - per quarter .....	225.00
Information Services Fee - per quarter .....	120.00

**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 (ROOM AND BOARD)**

	SEMI-PRIVATE ROOM	PRIVATE ROOM (IF AVAILABLE)
17 meals per week per quarter with \$50.00 Bonus Bucks .....	1,685.00-1,865.00	2,300.00-2,615.00
12 meals per week per quarter with \$50.00 Bonus Bucks .....	1,500.00-1,680.00	2,115.00-2,430.00

**NON-RESIDENTS (BOARD ONLY)**

17 meals per week per quarter with \$50.00 Bonus Bucks .....	900.00
12 meals per week per quarter with \$50.00 Bonus Bucks .....	715.00
7 meals per week per quarter with \$50.00 Bonus Bucks .....	540.00
Husky Village Apartments minimum required .....	200.00

**ESTIMATE OF UNDERGRADUATE EXPENSES PER QUARTER:**

Tuition (8-12 hours).....	\$5,500.00
Semi-private Dorm Room including 12 meals-per-week meal plan...	1,500.00
Total.....	\$7,000.00

**Graduate Tuition and Fees 2006-2007**

**TUITION:**

MAP & MACC - per 3 semester hour course.....	1,350.00
MATS - per 3 semester hour course.....	1,350.00
MBA - per 2 year program .....	32,000.00
MEd - per 3 semester hour course.....	1,350.00
MLA - per 3 semester hour course .....	1,350.00
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

**FEES:**

Application Fee (Domestic).....	25.00
Application Fee (International).....	100.00
Change of Schedule Fee - per course .....	10.00
Comprehensive Fee - per quarter* .....	190.00
Deferred Payment Fee.....	50.00
Education Field Based Course Fee - per course .....	20.00
Information Services Fee - per quarter* .....	120.00
Late Registration Fee - after Registration Day.....	60.00
Prerequisite Equivalency Exams (each) .....	75.00

\*Included in tuition for MBA, MS-HRM, and 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 .....	190.00
Information Services Fee.....	120.00
Total.....	\$3,010.00

## 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, HBU 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 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	100%
Within second week of the quarter	75%
Within third week of the quarter	50%
After third week	No Refund
General and special fees are not refundable.	

## 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 Financial Service Advisors is available Monday through Friday between 8:00 a.m. and 5:00 p.m. by calling (281) 649-3471. Our mailing address is: HBU, Financial Services Office, 109 Administration Building, 7502 Fondren Road, Houston, TX. 77074-3298. Our Web address is [www.hbu.edu](http://www.hbu.edu), and our Email address is [Financial\\_Services@hbu.edu](mailto: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](http://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 who were awarded the TEG before 9-01-05 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**

This award is available only to previous Texas Grant recipients. Limited funds are available and students must enroll in a minimum of seven hours per term. Recipients must meet our satisfactory progress policy and second year and above recipients must achieve an overall GPA 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 HBU 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 3.0% 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 29 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 GPA to retain the EAS scholarship. The full or 3/4 scholarship is available for a maximum of 12 quarters. Freshman EAS recipients residing in the Philips Residence Colleges, will receive a room grant per quarter. For information and an application, contact the Office of Admissions at 281-649-3211 or 800-969-3210 or e-mail [EAS@hbu.edu](mailto:EAS@hbu.edu). The scholarship is available for a maximum of 12 quarters and is not applicable for summer enrollment.

### **Founders Academic Scholarships**

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 GPA on 32 or more semester hours as calculated by the HBU Admissions Office. Recipients must maintain a 3.25 cumulative GPA to retain the scholarship. The scholarship is available for a maximum of 12 quarters and is not applicable for summer enrollment.

### **Presidential Academic Scholarships**

A limited number of academic scholarships are available for new students. A minimum 1170 SAT or 26 ACT is required for freshman students to apply. Transfer students must have a cumulative 3.5 GPA on 32 or more semester hours as calculated by the HBU Admissions Office. Recipients must maintain a 3.25 cumulative GPA to retain the scholarship. The scholarship is available for a maximum of 12 quarters and is not applicable for summer enrollment.

### **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 GPA on 32 or more semester hours as calculated by the HBU Admissions Office. Recipients must maintain a 3.0 cumulative GPA to retain the scholarship. The scholarship is available for a maximum of 12 quarters and is not applicable for summer enrollment.

### **Ministerial Dependents Grant**

A limited number of grants are available for dependent children of ordained Southern Baptist ministers and missionaries. Proof of ordination and current full-time 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 GPA to retain the scholarship. The scholarship is available for a maximum of 12 quarters and is not applicable for summer enrollment.

### **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.

### **HBU Grant**

Limited number available. New students only may apply. Students must demonstrate exceptional academic and leadership record, and qualify by area of study or campus engagement. Recipients must maintain a 3.0 cumulative GPA to retain the grant. This grant cannot be combined with EAS, Founders, Presidential or Legacy. Available a maximum of 12 quarters. Contact Office of Admissions to apply.

### **Heritage Award**

Awards may vary. New students only may apply. Available to students with family members who have graduated from HBU. Family is defined as parent, grandparent, sibling, aunt or uncle. Recipients must maintain a 2.5 GPA to retain the grant. This grant cannot be combined with the Orange & Blue Award. Apply to the Office of Scholarships. \$500 grant per quarter with one family member, maximum \$750 grant per quarter with more than one family member. Available a maximum of 12 quarters.

### **Orange & Blue Award**

New students only may apply. Available to students with a sibling simultaneously enrolled in full-time undergraduate study at HBU. Recipients must maintain a 2.5 GPA to retain the grant. This grant cannot be combined with the Heritage Award. Apply to the Office of Scholarships. \$500 grant per quarter with two siblings simultaneously enrolled, maximum \$1,000 grant per quarter with three or more siblings simultaneously enrolled. Available a maximum of 12 quarters.

### **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 requires 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 contact the Christianity Department at 281-649-3000 ext. 2212 or e-mail [Christianity@hbu.edu](mailto:Christianity@hbu.edu).



### **Valedictorian Scholarships**

HBU honors the valedictorians of the graduating classes in Texas high schools by awarding an academic scholarship that is renewable annually. Applications must be submitted by July 1 for the fall quarter matriculation. Recipients must maintain a 3.5 cumulative GPA to retain the scholarship. Available a maximum of 12 quarters. Total value \$6,000.

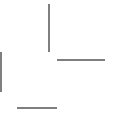
## **GRADUATE FINANCIAL AID**

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.

Graduate students who are veterans are also eligible for VA benefits. Inquiries should be addressed to the VA coordinator in the University Registrar's Office at HBU.

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

Instructional Television

Intensive English Institute

Instructional Media Services

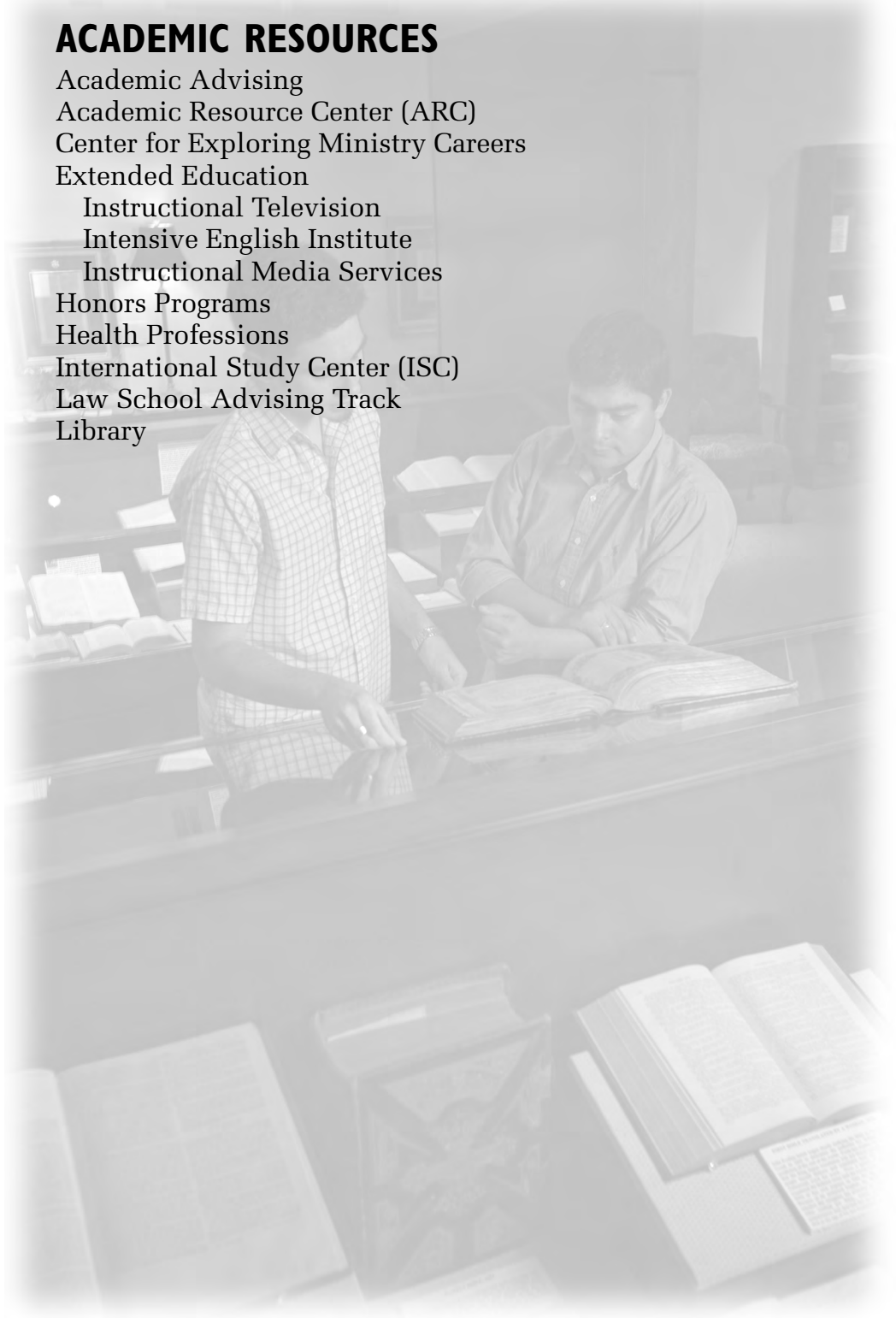
Honors Programs

Health Professions

International Study Center (ISC)

Law School Advising Track

Library



# ACADEMIC RESOURCES

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## Academic Advising

At the time a student is accepted to HBU, a faculty academic advisor(s) is also assigned. The faculty advisor(s) assists students with educational and career planning, discusses academic successes and failures, and helps with course selection.

Students may see their advisor(s) at anytime during the quarter; however, during **Advising Weeks** (see University Calendar on pages 6-11 for dates) students see advisors to discuss course selection for the upcoming quarter(s). Advising Weeks are two weeks prior to each Priority Registration (see pages 6-11 for more information regarding registration). **Priority Registration** is a four (4) day period after Advising Weeks when currently enrolled students register online for the next quarter. **Schedule Modification Week** is one week after Priority Registration and allows students the opportunity to change their schedules without paying an Add/Drop Fee (see Fee Schedule on page 42). Students may change their schedule as necessary during this time. See the University Calendar on pages 6-11 for dates.

Students who want to further investigate fields of interest, majors, and careers may see their advisor(s), the Office of Academic Advising, or the Enrichment Center. Advisors and staff members are available to assist students to make wise career choices.

## Academic Resource Center (ARC)

Students of all majors may use the Academic Resource Center (ARC) services to develop better skills as a writer and oral communicator. In the ARC, students can obtain one-on-one writing instruction from participating faculty members, receive help with revising and developing papers, public speaking instruction, presentational skills, coaching, and communication apprehension coping skills.

## Center for Exploring Ministry Careers


The Center for Exploring Ministry Careers is the structure through which HBU 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 a range of support services for student learning.

### 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 down linking, live broadcast, taped presentations, production of tapes/DVD's, and/or live presentations on-site in the University's TV studio. The broadcasting of prerecorded information or live presentations, either locally or to remote sites is accomplished by transmitting via fiber optic cable or by uplinking to satellite.



The University's television/classroom studio is a fully equipped distance learning broadcast facility with complete interactive communications capabilities for properly equipped receive sites. A closed campus cable system is utilized by faculty, staff, and students to produce television programs to educate, inform and entertain HBU residents and visitors.

### **Intensive English Institute**

The Intensive English Institute at HBU specializes in serving international students and professionals. Classes assist international students to reach the level of English skill required to enter the University. International professional personnel may advance their careers by improving their English proficiency.

After testing, students are placed in class levels according to individual 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 mission is to provide the campus community with the highest quality of presentation technology, training, and support services in an effective and proactive environment.

IMS offers traditional audiovisual equipment such as overhead, slide, and film projectors, TV/VCR units, PA Systems, flipcharts, and computer and video projection systems. The department duplicates audio cassette tapes, videotapes, CD's, and DVD's.

### **Health Professions**

Students interested in pursuing a career in a health professions (for example, medicine, dentistry, physical therapy, pharmacy) should consider talking with the advisors in the Health Professions program. These advisors can assist students in choosing graduate schools, the application process, recommendation letters, and personal statements.

### **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 that have completed 64 hours, 32 of which must have been earned at HBU, with an overall GPA 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.

### **The International Study Center (ISC)**

The ISC serves as a campus-wide resource to highlight international study venues, scholarships, grants, agencies, and other entities. Located inside the Enrichment Center, it assists students interested in pursuing overseas study opportunities as well as promotes existing on-campus international travel and exchange programs. Dozens of HBU students from a variety of academic disciplines participate in global learning adventures each year to acquire the cross-cultural knowledge and skills they will need for their future vocations.

## Law School Advising Track

Students preparing to enter law school must dedicate themselves to academic excellence in their undergraduate studies. Most law schools in the United States make admission decisions relying heavily on a candidate's undergraduate grade point average and performance on the Law School Admissions Test (LSAT). While there is no pre-law major, the University pre-law advisor offers support in the application process.

Pre-law students are encouraged to contact the University pre-law advisor early in the course of their matriculation. Information is available on courses of study, law school admissions, career options, and LSAT preparation. Students may also benefit from participation in the pre-law fraternity, Phi Alpha Delta, as well as the University's mock trial team.

Pre-law students should select two undergraduate majors from the list of those appearing in "Undergraduate Degree Requirements" section of this publication.

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 (LSDAS). Information on the LSDAS can be found at the office of the pre-law advisor. Students are strongly discouraged from taking the LSAT without thorough preparation.

The pre-law advisor is Dr. Christopher Salinas, Admin 218-E, 281-649-3000 ext. 2248.

## 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**



Academic Affairs Committee  
Academic Integrity  
Academic Load  
Academic Warning  
Academic Probation  
Academic Suspension  
Administrative Withdrawal of a Student  
Americans with Disabilities Act  
Application for Degree  
Attendance Requirements  
Challenge Examinations  
Classification of Undergraduate Students  
Commencement  
Concurrent Enrollment  
Course Numbers  
Credit by Examination  
Cross-Listed Courses  
Dean's List  
Degree Plan  
Degrees with Distinction  
Family Education Rights & Privacy Act  
Final Examinations  
Grade Appeal Process  
Graduate Council  
Human Subjects in Research  
Internship Programs  
Learning Disability Accommodation  
Majors  
Military Service Credit  
Off-Campus Courses  
Pass-Fail Courses  
Quarter Calendar  
Registration Procedure  
Repeated Courses  
Residency Requirement—Undergraduate  
ROTC Cross-Enrollment Program  
Scholastic Standing  
Second Undergraduate Degrees  
Senior Seminars  
Smith College of General Studies  
Spiritual Life Program  
Student Directory Information  
Student Responsibility  
Transcripts  
Transfer & Transient Policies  
Transfer Courses  
Transfer Orientation  
Transient Enrollment  
Undergraduate Enrollment in Graduate Courses  
Undergraduate Grading System and Grade Points  
Undergraduate Transfer Credit  
Withdrawal Procedure from Class  
Withdrawal Procedure from University Enrollment

# 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 assuring 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 (2) 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 through the Vice President for Academic Affairs 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 Integrity

HBU views any act of academic dishonesty as a violation of the very heart of the nature of the University as expressed in this **Catalog**. 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 academic 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. All such violations are reported to the Vice President for Academic Affairs for review and possible response. In the case of admissions testing or documentation, the student may be barred from admission by the University Admissions Committee. The student may appeal the action in the case of a classroom violation to the Dean of the College involved or to the Director of Admissions in the case of admissions testing or documentation violations.

A Standards Committee within each College will serve as a hearing committee to assure that the student receives a fair hearing in matters of grade appeal. The



committee may take further action when academic dishonesty has occurred or may recommend further action to the Vice President for Academic Affairs or a standing University committee, i.e. Academic Affairs or Admissions Committees. In the cases of serial violations, or academic dishonesty whose influence extends beyond the boundary of a single course, the President of the University, on the recommendation of the Vice President for Academic Affairs, may suspend a student from the University for cause. In every case, however, the grade assigned in the course is determined by the instructor.

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 **Catalog** is considered sufficient notice to all students of University policy and procedures in this matter. The student should be aware that suspension from the University or other administrative action may be taken in cases of academic dishonesty. .

### **Academic Load**

The minimum number of semester hours (130) required to complete an undergraduate degree at HBU suggests that a student must average approximately eleven (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 twelve (12) undergraduate semester hours with an allowed maximum of thirteen (13) semester hours. Undergraduate students registered for eight (8) 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 GPA 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 GPA 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 GPA standing in the current quarter to be eligible to continue in enrollment beyond that quarter. Removal from Academic Probation requires a 2.00 cumulative grade point average. Students on Academic Probation may not priority 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 (2) 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 GPA standing in the current quarter will be suspended and may not apply for readmission until at least one (1) full quarter has passed. A student who is suspended must reapply at least one (1) 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 (2) 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 GPA 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 GPA 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 15<sup>th</sup> day of the First 5 1/2-week, Second 5 1/2-week, and Second 4-week summer sessions. These dates are specified for each academic quarter in the calendar at the beginning of this Catalog. Instructors may withdraw a student only for the following reasons:

1. If the prerequisites or co-requisites as listed in the current **HBU Catalog** 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 an Add/Drop form with the Registrar's Office. The form for this withdrawal may be obtained online.

### **Americans with Disabilities Act**

HBU 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 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 (3) quarters before the date graduation is expected in the Registrar's Office. 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 (2) 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 is 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 **Catalog**. 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 **Catalog**, 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 University 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 HBU. If the course work is to be transferred back to HBU, 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 thirteen (13) semester hours for an undergraduate student or nine semester hours for a graduate student. Students with more than 64 hours of credit cannot enroll for credit in a two-year institution.

## **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 (1) 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 **Catalog**.

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 at HBU. To become eligible for this credit, an applicant must make a satisfactory score on the College Board Advanced Placement Examination for 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. Credit is given as follows:

Form MB	
80 <sup>th</sup> Percentile and above.....	12 hours of credit
Form MB	
65 <sup>th</sup> Percentile and above.....	6 hours of credit
Form LB	
80 <sup>th</sup> Percentile and above.....	6 hours of credit
Form LB	
50 <sup>th</sup> Percentile and above.....	3 hours of credit

Credit through examination is not awarded for foreign languages that are not taught at the University. Transfer credit will, however, be awarded for course work in a foreign language not offered at HBU but taken at an accredited college or university. The student must have two (2) semesters of the same language in order to receive credit toward a degree. No life experience credit is awarded.

HBU 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 (8) semester hours at HBU with a GPA of 2.0 or greater. A posting fee will be assessed at such time. See "Fee" section of **Catalog**.

## Credit by Examination Requirements

CREDIT AREA	APPROVED EXAMINATION	SEM. HRS. CREDIT	EQUIVALENT HBU COURSE	REQUIRED STD. SCORE
Accounting	CLEP Subject: Financial Acct	3 hrs. cr.	ACCT 2301	scaled score of 55
Biology	College Board Achievement: Biology-Ecology	4 hrs. cr.	BIOL 2474	560
	Biology-Molecular	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	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
	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
International Baccalaureate: Economics	Economics	3 hrs. cr.	ECON 2301	5
	Economics	3 hrs. cr.	ECON 2302	5
English	CLEP Subject: Freshman College Composition	3 hrs. cr.	ENGL 1313	scaled score of 57
	College Board Achievement–National: Engl. Comp.	3 hrs. cr.	ENGL 1313	550
	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	
French	Advanced Placement: Literature	12 hrs. cr.	FREN 1314, 1324, 2314, 2324	3
	Language	9 hrs. cr.	FREN 1314, 1324, 2314	3
	Language	12 hrs. cr.	FREN 1314, 1324, 2314, 2324	4 or 5
	International Baccalaureate: French	12 hrs. cr.	FREN 1314, 1324, 2314, 2324	5, 6, or 7
	CLEP Subject: Language	6 hrs. cr.	FREN 1314, 1324, 2314, 2324	scaled score of 58
Language	12 hrs. cr.	FREN 1314, 1324, 2314, 2324	scaled score of 68	
German	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
	International Baccalaureate: History-Europe	3 hrs. cr.	Lower Level Elective	5, 6, or 7
Marketing	CLEP Subject: Prin. Mktg.	3 hrs. cr.	MKTG 3301	scaled score of 63
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 61
	Trigonometry	3 hrs. cr.	MATH 1323	scaled score of 58
	Algebra/Trig	4 hrs. cr.	MATH 1434	scaled score of 58
	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 63
Psychology	Advanced Placement: Statistics	3 hrs. cr.	PSYC 1313	4 or higher
	Advanced Placement: Statistics	3 hrs. cr.	PSYC 2301	4 or higher
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 66
	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 equivalent of a grade of "B". CLEP scores ordinarily may not be transferred from one institution to another. HBU does NOT adhere to or accept the American Council on Education recommended minimum scores.

## **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**

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 (8) semester hours of alpha grade credit and maintaining a GPA 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.

## **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 fifty (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 **Catalog** at the time of filing and will be valid for a period not to exceed five (5) 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-grade hours in residence at HBU and have earned an appropriate number of grade points to be eligible for the honors indicated. An average standing of 3.50 or higher entitles the student to graduate cum laude; 3.70 or higher magna cum laude; 3.90 or higher summa cum laude.

Honors at graduation are awarded to undergraduate associate degree students who have completed a minimum of 35 semester alpha hours in residence at HBU. An average standing of 3.50 or higher entitles the student to graduate with high honors. An average standing of 3.00 to 3.49 entitles the student to graduate with honors.

## **Family Education Rights & Privacy Act (FERPA)**

HBU is subject to the provisions of a federal law known as the Family Education Rights and Privacy Act (also referred to as FERPA or the Buckley Amendment). This law affords students enrolled at HBU certain rights with respect to their education records.

### **These rights include:**

- The right to inspect and review their education records within 45 days of the day the University receives a request for access. Students should submit to the

HBU Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, he or she shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write the HBU official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by HBU in an administrative, supervisory, academic or research, or support staff position (including University law enforcement personnel and health staff); a person or company with whom HBU has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

FERPA provides the University the ability to designate certain student information as "directory information." Directory information may be made available to any person without the student's consent unless the student gives notice as provided for below. HBU has designated the following as directory information:

- Student's name
- Local and permanent addresses
- Telephone numbers
- Email addresses
- Date and place of birth
- Major field(s) of study
- Dates of attendance
- Classification
- Degrees, honors, and awards received
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photographs

Any new or currently enrolled student who does not want the disclosure of directory information should notify the HBU Registrar in writing. Such notification must be received by the end of the first full week of classes for any term to ensure that the student's directory information is not released, except to officials with legitimate educational purposes as authorized by FERPA.

The request to withhold directory information will remain in effect as long as the student continues to be enrolled or until the student files a written request with the HBU Registrar to discontinue the withholding. To continue nondisclosure of directory information after a student ceases to be enrolled, a written request for continuance must be filed with the HBU Registrar during the student's last term of attendance.

If a student believes the University has failed to comply with the requirements of FERPA, he or she may file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Complaints must be timely submitted, not later than 180 days from the date the student learns of the circumstances of the alleged violation; and must contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including: relevant dates, names and titles of those University officials and other third parties involved; a specific description of the education record about which the alleged violation occurred; a description of any contact with University officials regarding the matter, including dates of telephone calls, meetings and/or any correspondence between the student and HBU; the name and address of the University; and any additional evidence that would be helpful in reviewing the complaint.

Questions about the application of the provisions of the Family Educational Rights and Privacy Act should be directed to either the University Registrar or Legal Counsel.

## **Final Examinations**

Final examinations are required in all undergraduate courses and must be taken when scheduled. In the quarter that all graduation requirements are met, graduating seniors have the option of being 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 (approximately two weeks before the end of the quarter). 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 (ordinarily the last day of class). Days for examinations are given in this **Catalog**. 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 Registrar's Office, the student has a period of one (1) year beginning with the end of the term in which the grade was awarded, or six (6) months after the degree is conferred (whichever comes sooner), to challenge the accuracy of the grade. At the end of this period, 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 HBU is composed of at least two (2) academic deans, two (2) graduate program directors from colleges other than the deans, two (2) faculty members teaching at the graduate level, two (2) graduate students, the University Librarian, and the Vice President for Academic Affairs. 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. Questions may be addressed to the office of the Vice President for Academic Affairs.

### **Internship Programs**

HBU 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, for example 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.

## Learning Disability Accommodation

Students seeking reasonable accommodations under Section 504 of the Rehabilitation Act of 1973 are required to self-identify at the beginning of each quarter in which they are registered. Procedures for self-identification are included in the syllabus for each course. Students with disabilities are required to provide documentation of each disability prior to being granted accommodations.

Documentation must adhere to stated guidelines available from the Director of Learning Accommodation. These include but are not limited to: 1) documentation must be provided by licensed or certified professionals for each specific diagnosis; 2) evaluation reports for the initial conference with the 504 Director must be current as detailed in the guidelines; 3) evaluation reports must include specific information as detailed by the guidelines and must be signed and on letterhead.

## Majors

Since most baccalaureate graduates of HBU 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 HBU 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 (8) semester hours of standard residence courses with a 2.00 ("C" average) scholastic standing or above. No credit will be allowed on the basis of the General Education Development (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 HBU in order for credits to be accepted in transfer. Only alpha grade 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 HBU 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 HBU. The student risks disciplinary action and the loss of credit by failure to adhere to these policies.

### **Pass-Fail Courses**

HBU undergraduate students may register for one (1) elective course each quarter on a pass-fail basis. Students must file the pass-fail course form in the Registrar's Office. 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 Calendar**

The University operates on a quarter calendar awarding semester hour credit as indicated by the official calendar that appears at the front of this **Catalog**. 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 enroll in any class and be eligible for credit, students 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. Students must decide at registration the rubric desired for recording the credit in a cross-listed course and may not change this registration after the last day to register in a given quarter.

Students who take advantage of priority registration are given a period of time to make changes in their schedule as they wish or need. After this period, however, a student-initiated change in schedule 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 online or by the Registrar's Office.

## **Repeated Courses**

Students may repeat courses that they have previously taken. For purposes of GPA calculation, courses taken at HBU which are repeated at HBU are calculated in the cumulative GPA as having been taken only one (1) time. The cumulative GPA is adjusted in the quarter in which the course was repeated. The student may raise the cumulative GPA by this means. In order to receive this treatment of the grade, the student must notify the Registrar's Office of the repeated course at the time of registration for the repeat. Students should be aware, however, that many graduate and professional schools and certifying agencies calculate GPA by averaging 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 HBU with a grade of "C" or better in each course. The minimum undergraduate residence requirement for the associate degree is fifteen (15) semester hours. A student whose undergraduate degree programs include 60 semester hours in residence at this University may be allowed to earn six (6) of the last 30 hours in another approved institution.

## **ROTC Cross-Enrollment Program**

### **Army**

HBU 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 HBU. 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 HBU 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**

HBU 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 HBU 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 grade 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 grade point average on which scholastic standing is based is determined by dividing the number of grade points earned at HBU by the number of semester hours attempted at HBU, 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 HBU 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. **Under 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 academic initiative and responsibility in addition to skills in critical thinking and inde-

pendent study. The seminar is designed to equip the student with basic tools of research and knowledge of significant literature in the field of study. The preparation of a presentational element 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 HBU. Each student admitted, regardless of past academic experiences, is first assigned to the H. B. Smith College of General Studies 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. Upon the filing of an official degree plan, the student is transferred to the college of one of the majors for academic advising, counseling, and degree monitoring.

## **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 Glasscock Center. Additional options are available for Spiritual Life Program credits and currently include designated Bible studies, seminars, special 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**

Directory information may be made available to any person without the student’s consent unless the student gives notice as provided for below. HBU has designated the following as directory information:

- Student’s name
- Local and permanent addresses
- Telephone numbers
- Email addresses
- Date and place of birth
- Major field(s) of study
- Dates of attendance
- Classification
- Degrees, honors, and awards received
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photographs

Any new or currently enrolled student who does not want the disclosure of directory information should notify the HBU Registrar in writing. Such notification must be received by the end of the first full week of classes for any term to ensure

that the student's directory information is not released, except to officials with legitimate educational purposes as authorized by FERPA.

The request to withhold directory information will remain in effect as long as the student continues to be enrolled or until the student files a written request with the HBU Registrar to discontinue the withholding. To continue nondisclosure of directory information after a student ceases to be enrolled, a written request for continuance must be filed with the HBU Registrar during the student's last term of attendance.

(Please see "Family Education Rights and Privacy Act" in this section.) Additional information may be secured from the office of the Registrar or the University Counsel.

### **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 HBU. 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 (3) 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 official University academic files.

The Family Educational Rights and Privacy Act (FERPA) 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 (1) year beginning with the end of the term in which the grade was awarded, or six (6) months after the degree is conferred (whichever comes sooner), to challenge the accuracy of the record. At the end of five (5) 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. See the appropriate section of this Catalog.

### **Transfer & Transient Policies**

All students requesting transfer or transient status are subject to the policies and procedures as described in this **Catalog**. In addition, graduate students should refer to the "Graduate Transfer Credit" section of this **Catalog**.

## Transfer Courses

Students transferring to HBU from other institutions will have their transcripts evaluated by the Registrar's Office upon acceptance to HBU. Once the evaluation has been completed, the Registrar's Office will send a student list of courses accepted by HBU. See the University Registrar if you have questions. See Undergraduate Transfer Credit on page 79 for further information.

HBU's website ( <http://www.hbu.edu/Pages/admiss/tccns.html> ) also contains information regarding equivalent core requirement courses from other Texas institutions of higher education. This guide is helpful in course planning if presently attending another institution with the intention of transferring to HBU.

## Transfer Orientation

Twice a year the Offices of Academic Advising and Student Life offer an orientation program to new transfer students. This program will assist the student in becoming aware of HBU resources. Topics discussed will include academic advising and related issues, graduation requirements, spiritual life, campus safety, campus life, HBU traditions, as well as other campus resources. Time is also allotted to meet academic advisors from each academic college to ask questions regarding majors, programs, and degree requirements.

## Transient Enrollment

Students contemplating concurrent or transient enrollment at any other college **must secure** prior approval in writing from the University Registrar at HBU in order for credits to be accepted in transfer. Only alpha-grade 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 at other institutions, an official transcript showing the approved work must be sent directly to HBU 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 HBU. 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 GPA 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 (1) quarter may not exceed twelve (12) semester hours, which includes no more than six (6) semester hours of graduate courses.

## Undergraduate Grading System and Grade Points

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

- A for excellent work – 4 grade points per semester hour
- B for above-average work – 3 grade points per semester hour
- C for average work – 2 grade points per semester hour
- CR for credit by examination. No hours attempted, no grade points
- D for below-average work – 1 grade point per semester hour
- IS for satisfactory progress, work incomplete because of circumstances of an unusual nature beyond the control of the student – 0 grade points and 0 semester hours – becomes “F” if not completed within one quarter. Summer is a bona fide quarter.
- F for unsatisfactory work – 0 grade points and hours completed, no credit
- IU for unsatisfactory progress, work incomplete – 0 grade 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 GPA as a grade of “IS”. It is distinguished from the grade “IS” by the fact that an “NR” automatically changes to “F” on the last day to register for the next academic quarter
- P for pass-fail courses – described in the “University Academic Policies” section
- W for withdrawal within first seven (7) 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 grade points

## Undergraduate Transfer Credit

A student otherwise eligible to transfer to HBU from another regionally accredited collegiate institution may expect to receive acceptance of his previous academic work as 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 HBU. 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 HBU. Contact the Admissions Office for a list of current service providers.

Transcripts from non-regionally accredited institutions are not valid at HBU. Such transcripts serve only as evidence of course work completed at a non-accredited institution. A student may request to take challenge examinations to receive HBU 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 32 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 HBU. 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 HBU 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 HBU. 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 or her 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 Registrar’s Office. In every case, no student may withdraw after the published last day to withdraw in the **Catalog**. Grades assigned on withdrawal are described in the “Grading System” section of this **Catalog**.

**Once a student registers for a class, the student will receive a grade for the class unless the withdrawal process is completed through the Registrar’s Office. This includes students who may have never actually attended class or who may never have completed payment of tuition and fees.**

### **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. See the cautionary statement above regarding failure to withdraw from classes once registered.



# UNDERGRADUATE DEGREE PROGRAM

Associate Degree

Baccalaureate Degrees

General Requirements and Policies

130 semester hours requirement

First-Year Experience (FYSE 1200)

Residence Requirement

Life Experience

Concurrent Enrollment

Spiritual Life Program

Proficiencies

Written English Proficiency Examination (WEP)

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 (ADN) 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 (9) quarters for completion of the degree. The nursing courses are offered during the academic year, September through May, with the exception of one (1) summer quarter during the final year of study.

### ASSOCIATE DEGREE IN NURSING PROGRAM REQUIREMENTS

Prerequisite Courses	Credits
ENGL 1313 <i>English Composition I</i>	
ENGL 1323 <i>English Composition II</i>	
BIOL 2404 <i>Human Anatomy and Physiology I</i>	
BIOL 2414 <i>Human Anatomy and Physiology II</i>	
BIOL 1414 <i>Introductory Microbiology</i>	
PSYC 1313 <i>General Psychology</i>	
PSYC 3313 <i>Human Growth and Development</i>	
SOCI 1313 or POLS 2313 or ECON 2301 or 2302 (3 hrs)	
<b>Smith College (see page 85)</b>	
CHRISTIANITY (3 hrs)	
CISM 1321 <i>Introduction to Computer Applications</i>	
<b>Nursing Courses - Core Curriculum</b>	
NURS 2222 <i>Perspectives on Health Care Delivery Systems</i>	
NURS 3202 <i>Care of Families</i>	
NURS 2323 <i>Health Assessment</i>	
NURS 2404 <i>Art and Science of Nursing</i>	
NURS 3404 <i>Care of Individuals I</i>	
NURS 3424 <i>Care of Individuals II</i>	
NURS 3434 <i>Care of Individuals III</i>	
NURS 4414 <i>Care of Families with Mental Health Problems</i>	
NURS 4434 <i>Care of Childbearing Families</i>	
NURS 4444 <i>Care of Families with Children</i>	
NURS 4454 <i>Professional Issues and Nursing Management</i>	
<b>TOTAL SEMESTER HOURS REQUIRED FOR THE ADN DEGREE</b>	<b>72</b>

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



## Baccalaureate Degrees

The baccalaureate academic program of HBU 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 whole 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.

## 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 HBU, it is expected that the student will complete the degree requirements at HBU. The University reserves the right to refuse credits from other institutions toward completion of degree requirements at HBU 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 **Catalog**.)

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 (4) 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 fifteen (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 HBU. A minimum cumulative scholastic standing of 2.00 GPA (“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 HBU without prior approval from the HBU Registrar. Total enrollment at both institutions cannot exceed thirteen (13) hours. However, a student whose undergraduate degree program includes 60 semester hours in residence at this University may be allowed to earn six (6) of the last 30 hours at another approved institution.
6. **Spiritual Life Program:** Participation in the Spiritual Life Program (SLP) is a graduation requirement for all degree-seeking undergraduate students. The *HBU Student Handbook* contains a complete description of the SLP point system and amount of points needed to qualify for graduation. The “*Points of Interest*” quarterly publication details the options to earn SLP 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 HBU 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 HBU). If students earn AP or CLEP credit for only one freshman English course, they must take the second freshman English course at HBU and earn at least a grade of “C” in order to be exempt.
- b) Successfully completing the Written English Proficiency Exam (EPE). The Department of Languages urges students who did not pass the Written EPE 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:** All students receiving degrees from HBU 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 (ARC) to demonstrate oral communication competency. For additional information, refer to the “Undergraduate Degree Requirements” section in this Catalog.

**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 upper level semester hours, including senior seminars.
9. **Senior Seminars:** With the exception of the Bachelor of General Studies, the Bachelor of Business Administration, and the Bachelor of Science in Nursing degrees, four (4) semester hours of senior seminars are required in each major (a total of eight (8) hours per degree). The BGS, BBA, and BSN degrees require four (4) semester hours.
10. **Undergraduate Majors:** At the date of this publication, June 2006, undergraduate majors may be selected from accounting, art, biblical languages, bilingual education, biology, biochemistry-molecular biology, business, business administration, chemistry, child development, Christianity, church music, composite science, composite social studies, computer information systems management, economics, English, English/language arts, entrepreneurship, finance, French, history, international business, kinesiology, interdisciplinary studies, life science, management, marketing, mass communication, mathematics, mathematical studies, multidisciplinary studies, music (liberal arts), music performance, music theory/composition, nursing, pedagogy, physical science, physics, political science, psychology, public policy, reading/language arts, sociology, Spanish, speech communication, 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 **Catalog**.)
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 thirteen (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.

Unless otherwise mandated by a major, suggested Smith College courses for students not majoring in science are:

BIOL 1404, *Introductory Biology*

CHEM 1404, *Introductory Chemistry*

CHEM 3415, *The Lithosphere*

PHYS 1401, *Physics for the Liberal Arts Mind*

PHYS 1403, *Physics of Sound*

PHYS 1411, *Astronomy and the Universe*

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) MCOM 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 3344, *Modern and Contemporary Philosophy*

(f) foreign language — six (6) 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*

(b) ART 3373, *History of Modern Art*

(c) ART 2343, *Art Appreciation*

(d) MUHL/CHRI 3371, *Christian Worship and Music*

(e) MUHL 2312, *Music Appreciation*

(f) MUSC 3322, *A Survey of Early 20<sup>th</sup> Century Music*

(g) MUHL 3342, *American Popular Music*

(h) MUHL 2313 or 2323, *Music Literature* (with permission of the instructor)

European Cultural Studies

Student may fulfill three (3) 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 if these were taken prior to matriculating in the university, 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.

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 (3) 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 completion of 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*

Placement in ENGL 1303, **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.

15. **Majors, Degrees, and Certification Programs** The following table details the majors, degrees, and certification or licensure programs offered by HBU.

## 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 History English English/Language Arts French Spanish Composite Social Studies Writing Mass Communication Music (Liberal Arts) Church Music Music Performance Music Theory/Composition Political Science Public Policy Speech Communication	BA BS    BM	<u>Professional Writing</u> <u>Specialization:</u> 1. Technical Writing 2. Creative Writing 3. Rhetoric <u>Teaching Certification</u> All Level (EC-12) <ul style="list-style-type: none"> <li>• Art</li> <li>• Music</li> </ul> Bilingual Education ESL High School (8-12) <ul style="list-style-type: none"> <li>• Communication</li> <li>• Composite Social Studies</li> <li>• English/Language Arts</li> <li>• French</li> <li>• History</li> <li>• Journalism</li> <li>• Spanish</li> </ul> Middle Grades (4-8) <ul style="list-style-type: none"> <li>• Composite Social Studies</li> <li>• English/Language Arts</li> </ul> *Secondary (6-12) <ul style="list-style-type: none"> <li>• Communications</li> <li>• Journalism (Mass Communication)</li> <li>• French</li> <li>• Spanish</li> </ul>	German Philosophy
College of Business and Economics	Business Administration Accounting Computer Information Systems Management Economics Entrepreneurship Finance International Business Management Marketing Business	BBA   BS/BA		Concentrations in Accounting Computer Information Systems Management Economics Entrepreneurship International Business Management Marketing

College/ Program	Majors	Degrees	Certification or Licensure Programs	Areas but not Majors
College of Education and Be- havioral Sciences	Child Development Interdisciplinary Studies Kinesiology Multidisciplinary Studies Pedagogy Psychology Sociology	BA or BS	All-level Music (EC-12) All-Level Art (EC-12) Special Education (EC-12) EC-4 Supplemental Special Education High School (8-12) Middle Grades (4-8) All-Level Physical Educa- tion (EC-12) *Secondary (6-12)	German Philosophy
College of Nursing	Nursing	ADN BSN	RN	
College of Science and Mathematics	Biology Biochemistry-Molecular Biology Chemistry Composite Science Life Science Mathematical Studies Mathematics Physics Physical Science	BS	High School (8-12) • Composite Science • Life Science • Mathematical Studies • Physical Science Middle Grades (4-8) • Composite Science • Mathematical Studies	Pre-Health Profes- sions Pre-Engineering
Bachelor of General Studies	Any major offered at HBU	BGS		Concentrations: Fine Arts Communications Humanities & Social Sciences Business Admin- istration

\*See Department of Education for further information.

<b>BACHELOR OF ARTS (BA)</b>	
<b>Required Courses</b>	<b>Credits</b>
Christianity 1313, 1323 and 3 additional hours (See Note 14B, p. 86)	
English 1313, 1323 and Written English Proficiency Exam	
Speech Communications 1313	
Mathematics 1305 or higher level course (depending on major)	
Science with laboratory (See Note 14A, p. 85)	
Computer Information Systems Management 1321	
Social and Behavioral Sciences electives (See Note 14C, p. 86)	
Humanities and Fine Arts electives (See Note 14D, p. 86)	
Kinesiology 2202 (See Note 14F, p. 87)	
Two majors (See Note 8, p. 85)	

<b>BACHELOR OF BUSINESS ADMINISTRATION (BBA)</b>	
<b>Required Courses</b>	<b>Credits</b>
Christianity 1313, 1323 and 3 additional hours (See Note 14B, p. 86)	
English 1313, 1323 and Written English Proficiency Exam	
Speech Communications 1313	
Written/Oral Communication elective (See Note 7, p. 84)	
Mathematics 1314 or Calculus 2434	
Science with laboratory (See Note 14A, p. 85)	
Computer Information Systems Management 1321	
Business Administration 3320	
Economics 2302	
Social and Behavioral Science Elective (See Note 14C, p. 86)	
Humanities electives (See Note 14D, p. 86)	
Fine Arts	
Kinesiology 2202	
First Major — Business Administration:	
Accounting 2301, 2303	
Business Administration 2311, 3311	
Business Administration 2320	
Business Administration 3320	
Economics 2301	
Economics 2302	
Entrepreneurship 2311	
Computer Information Systems Management 3330	
Finance 3320	
Management 3305	
Management 4311	
Management 4312	
Marketing 3301	
Second major in Business (See Note 8, p. 85)	25-34
Electives as required to complete 130 semester hours (Including FYSE 1200, if required)	3-12
<b>Total Required</b>	<b>130</b>



## BACHELOR OF GENERAL STUDIES (BGS)

The Bachelor of General Studies degree is a degree completion program designed to help meet personal goals. This degree is reserved for students within 45 hours of graduation who are not seeking licensure or certification. Applicants for the BGS degree should be aware that the degree may not be appropriate for admission to graduate or professional schools.

Required Courses	Credits
Christianity 1313, 1323 and 3 additional hours (See Note 14B, p. 86)	
English 1313, 1323 (See note 14F, p. 87)	
Speech Communication 1313 (See note 14F, p. 87)	
Mathematics 1305 or higher level course (depending on concentration) (See note 14G, p. 87)	
Science with laboratory (See Note 14A, p. 85)	
Computer Information Systems Management 1321 (See note 14H, p. 87)	
Social and Behavioral Sciences requirements (See Note 14C, p. 86)	
Humanities and Fine Arts requirements (See Note 14D, p. 86)	
Kinesiology 2202 (See Note 14F, p. 87)	
Option A OR Option B	
Electives to complete degree requirements including FYSE 1200, if required	
Total required	130

### Program Requirements — Option A or B

#### Option A

Academic Major (See Note 8, p. 85) .....	24-36
Second area of study .....	18

#### Option B: Concentrations Program Requirement

Two academic concentrations of 24 sem. hrs. each minimum..... 48

Concentration I — Communications. Courses to be drawn from Communication, English, Languages, Mass Communication and Speech Communication

Concentration II — Humanities & Social Sciences. Courses to be drawn from Christianity, Geography, History, Philosophy and Political Science

Concentration III — Behavioral Sciences. Courses to be drawn from \*Criminal Justice, \*\*Education, Kinesiology, \*\*Nursing, Psychology, Sociology and \*Social Work

Concentration IV — Business Administration. Courses to be drawn from Accounting, Business Administration, Computer Information Systems, International Business, 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 HBU, 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 Option A. Senior Seminars are required for the major option and may be taken as an upper level elective in the concentrations.

\* 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 (BM)

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

Required Courses	Credits
Freshman Year Experience 1200, if required	
Christianity 1313, 1323 and 3 additional hours (See Note 14B, p. 86)	
English 1313, 1323 (See note 14I, p. 87)	
Foreign Language (six hours in the same language required) See p. 89	
Mathematics 1305 or higher level course (See note 14G, p. 87)	
Computer Information Systems Management 1321 (See note 14H, p. 87)	
Kinesiology 2202 (See Note 14F, p. 87)	
Social and Behavioral Science requirements (See Note 14C, p. 86)	
Speech Communications 1313 (See note 14I, p. 87)	
Humanities and Fine Arts (MUHL 2323, plus 6 hrs in humanities)	
Majors and Program Requirements	89-91*
<b>Total Required</b>	<b>136-141</b>

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

## BACHELOR OF SCIENCE IN NURSING (BSN)

Required Courses	Credits
<b>Prerequisite Courses</b>	<b>40</b>
ENGL 1313 <i>English Composition I</i>	
ENGL 1323 <i>English Composition II</i>	
COMM 1313 <i>The Communication Process</i>	
BIOL 2404 <i>Human Anatomy and Physiology I</i>	
BIOL 2414 <i>Human Anatomy and Physiology II</i>	
BIOL 1414 <i>Introductory Microbiology</i>	
CHEM 1404 <i>Introductory Chemistry</i>	
MATH 1305 <i>Math for Critical Thinking or higher</i>	
PSYC 1313 <i>General Psychology</i>	
PSYC 2301 <i>Introductory Statistics for the Behavioral Science</i>	
PSYC 3313 <i>Human Growth and Development</i>	
SOCI 1313, POLS 2313, ECON 2301 or 2302 (3 hrs)	
<b>Smith College (see page 85)</b>	<b>29</b>
CISM 1321 <i>Introduction to Computer Applications</i> (See Note 14H, p. 87)	
HUMANITIES (12 hrs) (See Note 14D, p. 87)	
FINE ART (3 hrs) (See Note 14D, p. 87)	
CHRISTIANITY (9 hrs) (See Note 14B, p. 87)	
KINE 2202 <i>Creating a Wellness Lifestyle</i>	

<b>Nursing Courses - Core Curriculum</b>	<b>39</b>
NURS 2222 <i>Perspectives on Health Care Delivery Systems</i>	
NURS 3202 <i>Care of Families</i>	
NURS 2323 <i>Health Assessment</i>	
NURS 2404 <i>Art and Science of Nursing</i>	
NURS 3404 <i>Care of Individuals I</i>	
NURS 3424 <i>Care of Individuals II</i>	
NURS 3434 <i>Care of Individuals III</i>	
NURS 4414 <i>Care of Families with Mental Health Problems</i>	
NURS 4434 <i>Care of Childbearing Families</i>	
NURS 4444 <i>Care of Families with Children</i>	
NURS 4454 <i>Professional Issues and Nursing Management</i>	
<b>BSN Courses</b>	<b>24</b>
NURS 3303 <i>Epidemiologic Perspectives for Nurses</i>	
NURS 3212 <i>Care of Populations Based on Major Stratifications</i>	
NURS 3414 <i>Pathophysiology for Health Care or BIOL 3433 Pathophysiology</i>	
NURS 4212 <i>Care of Vulnerable Populations</i>	
NURS 4392 <i>Senior Seminar I: Professional Issues and Nursing Research</i>	
NURS 4294 <i>Senior Seminar II: Applied Research and Externship</i>	
NURS 4424 <i>Nursing in the Community and Nursing the Community</i>	
NURS 4464 <i>Health Administration for Nurses</i>	
<b>TOTAL SEMESTER HOURS REQUIRED FOR THE BSN DEGREE</b>	<b>132</b>

\* 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 40 semester hours of course work is required prior to entry into the first nursing courses. 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 (BS)**

<b>Required Courses</b>	<b>Credits</b>
Christianity 1313, 1323 and 3 additional hours (See Note 14B, p. 86)	
English 1313, 1323 (See Note 14I, p. 87)	
Speech Communications 1313 (See Note 14I, p. 87)	
Mathematics 1305 or higher level course (depending on major) (See Note 14G, p. 87)	
Science with laboratory (See Note 14A, p. 85)	
Computer Information Systems Management 1321 (See Note 14H, p. 87)	
Social and Behavioral Science requirements (See Note 14C, p. 86)	
Humanities and Fine Arts requirements (See Note 14D and E, p. 86)	
Kinesiology 2202 (See Note 14F, p. 87)	
Two majors (See Note 8, p. 85)	
Program requirements and electives (Including FYSE 1200, if required)	
<b>TOTAL SEMESTER HOURS REQUIRED FOR THE BS DEGREE</b>	<b>130</b>





## **GRADUATE DEGREE PROGRAM**

### Program Policies

- Americans with Disabilities Act
- Graduate Academic Load
- Graduate Degree Application
- Graduate Grading System and Grade 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
  - Accelerated MATS
- 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

# GRADUATE DEGREE PROGRAM PROGRAM POLICIES

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## **Americans with Disabilities Act**

HBU 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 GPA 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 Registrar's Office.

## **Graduate Grading System and Grade Points**

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

<b>GRADE</b>	<b>GRADE POINTS</b>
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 HBU 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 HBU. 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 grade 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 grade point average for continuance in specific programs. Probationary status can be removed only when the cumulative GPA reaches the minimum of 3.0. Each student placed on academic probation must achieve a minimum 3.0 GPA 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 GPA 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.

## **Learning Disability Accommodation**

Please refer to the Undergraduate section on this topic.

## **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 HBU 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 HBU, a student must complete the following forty-nine (49) 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-nine (49) 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 HBU’s **Catalog** 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

HBU 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, 6101, 6102, 6103, 6104, 6105, 6106, EDUC 6310, EDUC 6312, and EDUC 6301 in order to qualify for the Licensed Specialist in School Psychology (LSSP).

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

The HBU 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 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 **Catalog**.

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. Students with an undergraduate major in Christianity, Religion, or Biblical Studies 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. Other students will be required to take 5300. 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 Catalog.

## **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.

## **MASTER OF EDUCATION**

The College of Education and Behavioral Sciences offers MEd degree programs in Counselor Education, Curriculum and Instruction, Educational Administration, and Educational Diagnostician. 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 Special Education (EC-12), (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).

The Master of Education program at HBU is designed to prepare students for teaching careers in public and private schools in Texas, to extend the classroom teaching skills of teachers, and to develop leaders in school administration and special services necessary to the successful operation of schools in Texas. A cumulative undergraduate GPA of 2.5 or higher or a 3.0 or higher on the last 60 hours of undergraduate work is required for all programs. A GRE score of 800 or higher is required for all programs except Counselor Education. The GRE General Test must have been taken within the last five (5) years, and 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 as a provisionally admitted student. 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. Students enrolling in course work required in an MEd program must have met all requirements for MEd program admission unless approved for provisional admission status.

## 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 HBU, 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 program (MS-HA) is designed to prepare individuals to succeed as executives 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 consists of two components and requires 54 semester hours of course work. The first component is a 48 hour core area. The core area provides a broad foundation of courses needed by all health administrators. The second component is a choice for the capstone event of 6-hour courses from an administrative residency or from a thesis project.

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

## **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. 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.

# COLLEGE OF ARTS AND HUMANITIES

## Undergraduate Programs

### Department of Art

Art

Art with Teacher Certification (All Level)

### Department of Christianity and Philosophy

Biblical Languages

Christianity

Philosophy

### Department of Communications

Speech Communication

Speech Communication with Teacher Certification

Mass Communication

Mass Communication with Teacher Certification

### Department of History and Political Science

History

History with Teacher Certification

Composite Social Studies

Political Science

Public Policy

### Department of Languages

Bilingual Education

English as a Second Language

English/Language Arts Teacher Certification  
(Grades 4-8)

English/Language Arts Teacher Certification  
(Grades 8-12)

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 with Teacher Certification (All Level)

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

*DEAN: DR. BRIAN RUNNELS*

The College of Arts and Humanities (COAH) offers programs in many of the qualities that define us as human beings. Our experiences and our self-expression are the subject matter of art, music, philosophy, religion, and history. The ways that we interact with one another and the systems we devise for governing ourselves make up communications and political science. Course work in these areas provide much of the liberal arts foundation you will receive at HBU, a foundation that will prepare you for any career field by teaching you interpersonal, analytical, and critical-thinking skills that are widely applicable.

The COAH supports the Academic Resource Center (ARC) and the Law School Advising Track which are further outlined in the Academic Resource section of this catalog.

## Undergraduate Programs

### DEPARTMENT OF ART

*Faculty: Mr. James Busby, (Chair);*

*Mr. Virgil Grotfeldt; Ms. Melanie Leslie; Mr. Michael Collins*

HBU 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. Senior Seminars provide an opportunity for the student's area of specialization to be the central theme in a final project.

There are two (2) basic plans by which a student may arrive at a bachelor's degree with art as one or both of his/her majors and includes an Art major with an unrelated major (for example, English, History, or Math), or Art with Teacher Certification (All-Level Teaching Certificate).

#### **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 to 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 (6) 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 (1) 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 (2) years after the lending date.

### Art Forum (ART 0000)

All students majoring in Art or All-Level Certification in Art and who are enrolled for a minimum of eight (8) 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 (1) meeting of Art Forum, (b) attend two (2) 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 (1) 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.

### Art

This plan allows the student to have a major in art and another unrelated discipline. An Art major with an unrelated major has a studio emphasis for the production of art and is not preparatory for teaching.

	Credits
<b>Smith College (see page 85)</b>	54
<b>Required Courses</b>	36
ART 1303 <i>Art Methods and Materials</i>	
ART 1313 <i>Design I</i>	
ART 1323 <i>Design II</i>	
ART 3353 <i>History of Art: Prehistoric through Gothic</i>	
ART 3363 <i>History of Art: Renaissance through Modern</i>	
ART 3373 <i>History of Modern Art</i>	
ART 3383 <i>European Heritage in Art History</i>	
<b>Studio Courses</b>	
Choose 8 hrs from the following:	
ART 2231, 2241, 2251 <i>Ceramics</i>	
ART 2232, 2242, 2252 <i>Drawing</i>	
ART 2233, 2243, 2253 <i>Painting</i>	
ART 2234, 2244, 2254 <i>Printmaking</i>	
ART 2235, 2245, 2255 <i>Sculpture</i>	

Choose at least 6 upper level hrs from the following:	
ART 3231, 3241, 3251 <i>Ceramics</i>	
ART 3232, 3242, 3252 <i>Drawing</i>	
ART 3233, 3243, 3253 <i>Painting</i>	
ART 3234, 3244, 3254 <i>Printmaking</i>	
ART 3235, 3245, 3255 <i>Sculpture</i>	
ART 4231, 4241, 4251 <i>Ceramics</i>	
ART 4232, 4242, 4252 <i>Drawing</i>	
ART 4233, 4243, 4253 <i>Painting</i>	
ART 4234, 4244, 4254 <i>Printmaking</i>	
ART 4235, 4245, 4255 <i>Sculpture</i>	
<b>Photography Option</b>	
3 studio hours from PHOT. Only courses beyond PHOT 3321 (excluding practicums) are eligible for studio credit. PHOT prerequisites must be met.	
<b>Senior Seminars</b>	
ART 4292 <i>Senior Seminar: Studio</i>	
ART 4293 <i>Senior Seminar: Portfolio</i>	
<b>Other Requirements for Major</b>	
Art Forum	
Student Exhibition Experiences	
Exit Exam/Interview	

**Art with Teacher Certification  
(All-level Teaching Certificate)**

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.

	Credits
<b>Smith College (see page 85)</b>	54
<b>Required Courses</b>	54
ART 1303 <i>Art Methods and Materials</i>	
ART 1313 <i>Design I</i>	
ART 1323 <i>Design II</i>	
ART 3305 <i>Art for the Secondary Schools</i>	
ART 3310 <i>Art for Pre-Adolescents</i>	
ART 3315 <i>Cultural Craft for the Pre-Adolescent Student</i>	
ART 3316 <i>Cultural Craft for the Adolescent Student</i>	
ART 3353 <i>History of Art: Prehistoric through Gothic</i>	
ART 3363 <i>History of Art: Renaissance through Modern</i>	
ART 3373 <i>History of Modern Art</i>	
<b>Studio Courses</b>	
Choose 12 hrs from the following:	
ART 2231, 2241, 2251 <i>Ceramics</i>	
ART 2232, 2242, 2252 <i>Drawing</i>	
ART 2233, 2243, 2253 <i>Painting</i>	
ART 2234, 2244, 2254 <i>Printmaking</i>	
ART 2235, 2245, 2255 <i>Sculpture</i>	

Choose at least 8 upper level hrs from the following:	
ART 3231, 3241, 3251 <i>Ceramics</i>	
ART 3232, 3242, 3252 <i>Drawing</i>	
ART 3233, 3243, 3253 <i>Painting</i>	
ART 3234, 3244, 3254 <i>Printmaking</i>	
ART 3235, 3245, 3255 <i>Sculpture</i>	
ART 4231, 4241, 4251 <i>Ceramics</i>	
ART 4232, 4242, 4252 <i>Drawing</i>	
ART 4233, 4243, 4253 <i>Painting</i>	
ART 4234, 4244, 4254 <i>Printmaking</i>	
ART 4235, 4245, 4255 <i>Sculpture</i>	
<b>Photography Option</b>	
3 studio hours from PHOT. Only courses beyond PHOT 3321 (excluding practicums) are eligible for studio credit. PHOT prerequisites must be met.	
<b>Senior Seminars</b>	
ART 4292 <i>Senior Seminar: Studio</i>	
ART 4293 <i>Senior Seminar: Portfolio</i>	
<b>Other Requirements for Major</b>	
Art Forum	
Student Exhibition Experiences	
Exit Exam/Interview	

## DEPARTMENT OF CHRISTIANITY AND PHILOSOPHY

*Faculty: Dr. David Capes, (Chair); Mr. David Adcock;*

*Dr. Joseph Blair; Dr. James Furr; Dr. Randy Hatchett;*

*Dr. Jamie Johns; Dr. Gene Wofford*

HBU is committed to providing a liberal arts undergraduate education dedicated to the view that Christian ideals and principles provide the perspective, goals, and values most essential in higher education. The implementation of this view is the responsibility of the entire University staff, but it is the province of the Department of Christianity and Philosophy to offer the specific courses that enable students to gain an intelligent and meaningful acquaintance with the Christian religion and with the writings of the Old and New Testaments.

Nine (9) 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. In addition to its support of the core curriculum, the Department of Christianity and Philosophy offers majors in Biblical Languages and Christianity.

### 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 HBU 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.

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).

	Credits
<b>Smith College (see page 85)</b>	54
<b>Required Courses</b>	25
PHIL 2311 <i>Hermeneutics</i>	
HEBR 2312 <i>Hebrew Grammar</i>	
HEBR 2322 <i>Hebrew Grammar</i>	
Choose 3 hrs from the following:	
HEBR 3311 <i>Hebrew Reading and Syntax</i>	
HEBR 3312 <i>Hebrew Reading and Syntax</i>	
HEBR 3313 <i>Hebrew Reading and Syntax</i>	
Choose 3 hrs from the following:	
HEBR 4314 <i>Hebrew Reading and Syntax</i>	
HEBR 4315 <i>Hebrew Reading and Syntax</i>	
HEBR 4316 <i>Hebrew Reading and Syntax</i>	
GREK 2312 <i>Greek Grammar</i>	
GREK 2322 <i>Greek Grammar</i> Choose 3 hrs from the following:	
GREK 3311 <i>Greek Reading and Syntax</i>	
GREK 3312 <i>Greek Reading and Syntax</i>	
GREK 3313 <i>Greek Reading and Syntax</i>	
Choose 3 hrs from the following:	
GREK 4314 <i>Greek Reading and Syntax</i>	
GREK 4315 <i>Greek Reading and Syntax</i>	
GREK 4316 <i>Greek Reading and Syntax</i>	
<b>Senior Seminars</b>	
HEBR 4292 <i>Senior Seminar</i>	
GREK 4292 <i>Senior Seminar</i>	

### Christianity

The Department of Christianity and Philosophy offers a major in Christianity. This course of study helps students achieve an intelligent and meaningful understanding of the Christian faith, its history, and its practices. It is appropriate for men and women who plan to enter a vocation in Christian ministry. It is also appropriate for individuals who desire to serve the church in active lay ministry. Our students have gone on to become pastors, missionaries, worship leaders, Bible translators, and youth ministers in churches around the world. Many students who complete a major in Christianity may wish to continue their studies in our Master of Arts in Theological Studies program. The Center for Exploring Ministry Careers is the means by which HBU coordinates its many efforts to assist students who are committed to or seriously considering church vocations. A further description of this center is found in the Academic Resource section.

### The Honors Program in Christianity

Departmental honors in Christianity is available.

	Credits
<b>Smith College (see page 85)</b>	<b>54</b>
<b>Required Courses</b>	<b>27</b>
CHRI 3201 <i>Christian Formation</i>	
CHRI 3301 <i>Old Testament Theology</i>	
CHRI 3302 <i>New Testament Theology</i>	
CHRI 3314 <i>History of Christianity</i>	
CHRI 4335 <i>Systematic Theology</i>	
<b>Electives in CHRI or PHIL (choose 6 hrs)</b>	
CHRI 1333 <i>Christian Ministry</i>	
CHRI 3171-3271 <i>Supervised Ministry Practicum</i>	
CHRI 3310 <i>Introduction to Judaism</i>	
CHRI 3333 <i>Jesus and His Teachings</i>	
CHRI 3344 <i>Paul and His Letters</i>	
CHRI 3353 <i>Homiletics</i>	
CHRI 3363 <i>Evangelism</i>	
CHRI 3371 <i>Christian Worship and Music</i>	
CHRI 4320 <i>Bible and Religion in America</i>	
CHRI 4333 <i>Sociology of Religion</i>	r
CHRI 4343 <i>Old Testament Prophets</i>	
CHRI 4353 <i>World Religions</i>	
CHRI 4381 <i>Special Topics</i>	
CHRI 4383 <i>Baptist History</i>	
CHRI/PHIL 2311 <i>Hermeneutics</i>	
<b>Elective in Upper level hours in Philosophy (choose 3 hrs)</b>	
PHIL 3313 <i>Logic</i>	
PHIL 3323 <i>Ancient and Medieval Philosophy</i>	
PHIL 3344 <i>Modern and Contemporary Philosophy</i>	
PHIL 4323 <i>Ethics</i>	
PHIL 4353 <i>World Religions</i>	
PHIL 4363 <i>Philosophy of Religion</i>	
PHIL 4381 <i>Special Topics</i>	
<b>Senior Seminars</b>	
CHRI 4292 <i>Senior Seminar</i>	
CHRI 4293 <i>Senior Seminar</i>	
<b>Other Requirements for Major</b>	
Exit Exam administered in CHRI 4293 Senior Seminars	

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.

## PHILOSOPHY

Philosophy is an underlying element of every field of study and permeates all aspects of culture and society, including matters of faith. As a result, the history of philosophy is a necessary context for understanding contemporary problems and issues. HBU's philosophy courses are designed to help students explore the contribution of philosophy to Christian thought, and to consider Christian perspectives on philosophy. In addition, the study of philosophy helps students develop critical skills for use in all areas of life. HBU is committed to enhancing student's abilities as they aim toward excellence. Whether one engages in Christian ministry or seeks some other professional vocation, a well-developed mind and the capacity for clear and cogent expression are essential components for effective service. The study of philosophy, tempered by a Christian worldview, aids in this goal.

## DEPARTMENT OF COMMUNICATIONS

*Faculty: Dr. Steve Snyder, (Chair); Dr. Laura Ashley;*

*Dr. Marie Mater; Dr. Alice Rowlands; Dr. Christopher Salinas*

The Department of Communications offers majors in speech communication and mass communication. 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 communication and speech communication.

### Speech Communication

The speech communication 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.

	Credits
<b>Smith College (see page 85)</b>	54
<b>Required Courses</b>	31
COMM 1313 <i>The Communication Process</i>	
COMM 2313 <i>Public Speaking</i>	
COMM 3323 <i>Communication Theory</i>	
<b>Rhetorical Studies</b>	
Choose 9 hrs from the following:	
COMM 3305 <i>Performance Studies</i>	
COMM 3325 <i>Rhetorical Theory</i>	
COMM 3334 <i>Argumentation and Advocacy</i>	
COMM 3355 <i>The Rhetoric of Social Movements</i>	
COMM 4314 <i>American Public Address</i>	
COMM 4315 <i>Political Communication</i>	
COMM 4333 <i>Persuasion</i>	

<b>Communication Systems</b>	
Choose 9 hrs from the following:	
COMM 3324 <i>Legal Communication</i>	
COMM 3335 <i>Desktop Publishing</i>	
COMM 3345 <i>Small Group Behavior</i>	
COMM 3354 <i>Nonverbal Communication</i>	
COMM 3363 <i>Organizational Communication</i>	
COMM 4304 <i>Interpersonal Communication</i>	
COMM 4323 <i>Intercultural Communication</i>	
COMM 4373 <i>Internship in Communications</i>	
JOUR 3325 <i>Principles of Public Relations</i>	
<b>Senior Seminars</b>	
COMM 4292 <i>Senior Seminar</i>	
COMM 4293 <i>Senior Seminar</i>	
<b>Other Requirements for Major</b>	
Exam	

### Speech Communication with Teacher Certification

Students seeking teacher certification in Speech Communication should select Pedagogy as one major and Speech Communication as their other major. Course requirements for teacher certification are slightly different than those for the general Speech Communication major. This program prepares students for the state certification test in speech communication.

	Credits
<b>Smith College (see page 85)</b>	54
<b>Required Courses</b>	31
COMM 1313 <i>The Communication Process</i>	
COMM 2313 <i>Public Speaking</i>	
COMM 3305 <i>Performance Studies</i>	
COMM 3323 <i>Communication Theory</i>	
COMM 3334 <i>Argumentation and Advocacy</i>	
COMM 3345 <i>Small Group Behavior</i>	
TELE 1324 <i>Fundamentals of Broadcasting</i>	
<b>Rhetorical Studies</b>	
Choose 3 hrs from the following:	
COMM 3325 <i>Rhetorical Theory</i>	
COMM 3355 <i>The Rhetoric of Social Movements</i>	
COMM 4314 <i>American Public Address</i>	
COMM 4315 <i>Political Communication</i>	
COMM 4333 <i>Persuasion</i>	

<b>Communication Systems</b>	
Choose 3 hrs from the following:	
COMM 3324 <i>Legal Communication</i>	
COMM 3354 <i>Nonverbal Communication</i>	
COMM 3363 <i>Organizational Communication</i>	
COMM 4304 <i>Interpersonal Communication</i>	
COMM 4323 <i>Intercultural Communication</i>	
<b>Senior Seminars</b>	
COMM 4292 <i>Senior Seminar</i>	
COMM 4293 <i>Senior Seminar</i>	
<b>Other Requirements for Major</b>	
Exit Exam	

### Mass Communication

The mass communication major is designed to prepare future media professionals 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 communication faculty as a requirement for graduation. Students are also required to complete two (2) 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.

Students will choose one area of concentration: journalism, broadcast production, or photography.

	Credits
<b>Smith College (see page 85)</b>	54
<b>Required Courses</b>	31
MCOM 1313 <i>Introduction to Mass Communication</i>	
TELE 1324 <i>Fundamentals of Broadcasting</i>	
JOUR 2303 <i>Newswriting for Mass Communication</i>	
JOUR 3314 <i>Advanced Newswriting for Mass Communication</i>	
PHOT 3321 <i>Photography I: The Camera</i>	
MCOM 4373 <i>Internship for Mass Communication</i>	
MCOM 4374 <i>Internship for Mass Communication</i>	
<b>Journalism Concentration (option)</b>	
Choose 6 hrs from the following:	
JOUR 3325 <i>Principles of Public Relations</i>	
JOUR 3326 <i>Public Relations Campaigns</i>	
JOUR 4314 <i>Feature Writing</i>	
JOUR 4315 <i>Public Affairs Reporting</i>	
JOUR 4336 <i>Principles of Advertising</i>	



<b>Broadcast Production Concentration (option)</b>	
TELE 3365 <i>Television Production I</i>	
TELE 3366 <i>Television Production II</i>	
<b>Photography Concentration (option)</b>	
PHOT 3322 <i>Photography II</i>	
PHOT 4321 <i>Intermediate Photography</i>	
<b>Senior Seminars</b>	
MCOM 4292 <i>Senior Seminar</i>	
MCOM 4293 <i>Senior Seminar</i>	
<b>Other Requirements for Major</b>	
Professional Portfolio	

### **Mass Communication with Teacher Certification**

Students seeking teacher certification in Mass Communication should select Pedagogy as one major and Mass Communication as their other major. Course requirements for teacher certification are the same as those for the general Mass Communication major. This program prepares students for the state certification test in journalism.

## **DEPARTMENT OF HISTORY AND POLITICAL SCIENCE**

*Faculty: Dr. Christopher Hammons (Interim Chair)*

*Dr. Michael Bordelon; Dr. Diane Martin; Dr. Ron Rexilius*

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. In addition, the department also supports three history or political science related majors in collaboration with other colleges: History with Teacher Certification, Composite Social Studies, and Public Policy.

### **History**

The history major provides students with a better understanding of the present by emphasizing the importance of the past. Examining the major events, movements, and personalities that have helped shape the modern world enriches a student's world-view, promotes cultural literacy, and produces enlightened citizenship.

Probing and interacting with history also assists students in developing analytic and reasoning skills and in building their written and oral communication competencies. The history major prepares students for careers in law, education, business, Christian ministry, government, and archival and museum vocations.

Students who wish to enter law school after graduating from HBU are encouraged to take HIST 2313 U.S. History to 1877, HIST 2323 U.S. History from 1877, HIST 3315 Colonial & Revolutionary America, and HIST 3333 History of Texas.

Before enrolling in history Senior Seminars (HIST 4292 or 4293), history majors must have successfully completed HIST 1314, 1324, 2313, 2323 (12 hours) and at least three upper level history courses (9 hours, HIST 3000 or 4000 level), or receive special permission from the instructor.

All history majors must pass an exit exam with a score of at least 70% in order to graduate. They will be expected to take it during their last history Senior Seminar (either HIST 4292 or 4293). Check the course syllabus for further details.

Information about student membership in Phi Alpha Theta (the Alpha Lambda Zeta chapter), a professional history honor society, and the criteria used for the history Honors Program is available.

History majors interested in pursuing internship credit for work related to their field of study should contact the department chair. A maximum of three (3) internship credit hours will be counted toward the major.

	Credits
<b>Smith College (see page 85)</b>	54
<b>Required Courses</b>	34
HIST 1314 <i>World Civilization to 1650</i>	
HIST 1324 <i>World Civilization from 1600</i>	
HIST 2313 <i>U. S. History to 1877</i>	
HIST 2323 <i>U. S. History from 1877</i>	
<b>American History</b>	
Choose 6 hrs from the following:	
HIST 3315 <i>Colonial &amp; Revolutionary America</i>	
HIST 3323 <i>Civil War and Reconstruction</i>	
HIST 3333 <i>History of Texas</i>	
HIST 3335 <i>History of the American Presidency</i>	
HIST 4313 <i>The Gilded Age and Progressive Era</i>	
HIST 4363 <i>Twentieth Century America</i>	
<b>European History</b>	
Choose 6 hrs from the following:	
HIST 3376 <i>History of the Ancient World</i>	
HIST 3386 <i>Europe in the Middle Ages: 476-1500</i>	
HIST 3396 <i>Early Modern Europe: 1400-1815</i>	
HIST 4326 <i>Europe after Napoleon: 1815—Present</i>	
HIST 4336 <i>History of Britain</i>	
<b>Non-Western History</b>	
Choose 3 hrs from the following:	
HIST 3345 <i>History of Modern Mexico</i>	
HIST 3356 <i>History of Africa</i>	
HIST 3373 <i>History of Modern Vietnam</i>	
HIST 3383 <i>History of Modern China</i>	
HIST 3393 <i>History of Modern Japan</i>	
<b>Elective in History</b>	
Choose a 3 hr upper level course from American, European, or non-Western history	
<b>Senior Seminars</b>	
HIST 4292 <i>Senior Seminar: American</i>	
HIST 4293 <i>Senior Seminar: non-American</i>	
<b>Other Requirements for Major</b>	
Exit Exam	

### History with Teacher Certification

History majors who plan to become junior high or senior high school teachers must complete 34 hours in history including the required six (6) courses listed below (16 hours), and 18 additional hours of advanced history classes (3000/4000 level) including at least six (6) hours of American history, six (6) hours of European history, and three (3) hours of non-western history (Asia, Africa, or Latin America).

Please note that certification / licensing requirements established for secondary history teachers may change due to Texas Legislative enactments and regulation adjustments made by the Division of Educator Certification and Standards of the Texas Education Agency or the Texas Higher Education Coordinating Board. Please contact the program coordinators in the history department and the College of Education and Behavioral Sciences for the latest information and updates.

	Credits
<b>Smith College (see page 85)</b>	54
<b>Required Courses</b>	34
HIST 1314 <i>World Civilization to 1650</i>	
HIST 1324 <i>World Civilization from 1600</i>	
HIST 2313 <i>U. S. History to 1877</i>	
HIST 2323 <i>U. S. History from 1877</i>	
<b>American History</b>	
Choose 6 hrs from the following:	
HIST 3315 <i>Colonial &amp; Revolutionary America</i>	
HIST 3323 <i>Civil War and Reconstruction</i>	
HIST 3333 <i>History of Texas</i>	
HIST 3335 <i>History of the American Presidency</i>	
HIST 4313 <i>The Gilded Age and Progressive Era</i>	
HIST 4363 <i>Twentieth Century America</i>	
<b>European History</b>	
Choose 6 hrs from the following:	
HIST 3376 <i>History of the Ancient World</i>	
HIST 3386 <i>Europe in the Middle Ages: 476-1500</i>	
HIST 3396 <i>Early Modern Europe: 1400-1815</i>	
HIST 4326 <i>Europe after Napoleon: 1815—Present</i>	
HIST 4336 <i>History of Britain</i>	
<b>Non-western History</b>	
Choose 3 hrs from the following:	
HIST 3345 <i>History of Modern Mexico</i>	
HIST 3356 <i>History of Africa</i>	
HIST 3373 <i>History of Modern Vietnam</i>	
HIST 3383 <i>History of Modern China</i>	
HIST 3393 <i>History of Modern Japan</i>	
<b>Elective in History (choose 3 hrs)</b>	
Choose a 3 hr course from American, European, or non-Western history	

<b>Senior Seminars</b>	
HIST 4292 <i>Senior Seminar: American</i>	
HIST 4293 <i>Senior Seminar: non-American</i>	
<b>Other Requirements for Major</b>	
Exit Exam	

### Composite Social Studies

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

Please note that teaching certification / licensing requirements established for the Composite Social Studies & Pedagogy majors may change due to Texas Legislative enactments and regulation adjustments made by the Division of Educator Certification and Standards of the Texas Education Agency or the Texas Higher Education Coordinating Board. Please contact the program coordinators in the history department and the College of Education and Behavioral Sciences for the latest information and updates.

	Credits
<b>Smith College (see page 85)</b>	54
<b>Required Courses</b>	36
FINA 3302 / BUSA 3302 <i>Creating Personal Wealth</i>	
GEOG 3300 <i>World Regional Geography</i>	
HIST 1314 <i>World Civilization to 1650</i>	
HIST 1324 <i>World Civilization from 1600</i>	
HIST 2313 <i>U. S. History to 1877</i>	
HIST 2323 <i>U. S. History from 1877</i>	
POLS 1313 <i>Introduction to Political Science</i>	
POLS 2313 <i>American and Texas Government</i>	
PHYS 3415 / GEOG 3415 / CHEM 3415 <i>The Lithosphere</i>	
PSYC 1313 <i>General Psychology</i>	
SOCI 1313 <i>Principles of Sociology</i>	
SOCI 4312 <i>Cultural Studies</i>	
<b>Senior Seminars</b>	4
Choose 4 hrs from the following:	
HIST 4292 <i>Senior Seminar: American</i>	
HIST 4293 <i>Senior Seminar: non-American</i>	
POLS 4292 <i>Senior Seminar: Traditional</i>	
<b>Required for the Middle School Certification option</b>	9
HIST 3333 <i>History of Texas</i>	
EDRE 4352 <i>Literacy in the Secondary Schools</i>	
INDC 4340 <i>Social Studies for Pre-Adolescents</i>	
<b>Required for the High School Certification option</b>	21
ECON 2301 <i>Principles of Macroeconomics</i>	
ECON 2302 <i>Principles of Microeconomics</i>	
HIST: <i>Any additional 9 hrs of upper level History</i>	
POLS: <i>Any additional 6 hrs of Political Science</i>	

### 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, international relations, 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, local, state, and national 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.

Political science majors interested in pursuing internship credit for work related to their field of study should contact the department chair. Only three (3) hours of internship credit will be counted toward the major.

Students who wish to enter law school after graduating from HBU are encouraged to take POLS 2343 *Public Policy*, POLS 3344 *The American Court System*, POLS 3348 *American Political Thought*, and POLS 4313 *Constitutional Law*.

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

Departmental Honors in political science is available.

	Credits
<b>Smith College (see page 85)</b>	54
<b>Required Courses</b>	31
POLS 1313 <i>Introduction to Political Science</i>	
POLS 2313 <i>American and Texas Government</i>	
POLS 2334 <i>Campaigns and Elections</i>	
POLS 2343 <i>Public Policy</i>	
<b>Elective hours in Political Science</b>	
Choose 15 hrs from the following:	
POLS 3324 <i>State and Urban Politics</i>	
POLS 3344 <i>The American Court System</i>	
POLS 3345 <i>Ancient and Medieval Political Thought</i>	
POLS 3348 <i>American Political Thought</i>	
POLS 3353 <i>Contemporary Political Thought</i>	
POLS 3374 <i>The United States Congress</i>	
POLS 3384 <i>The Presidency</i>	
POLS 4313 <i>Constitutional Law</i>	
POLS 4333 <i>United States Foreign Policy</i>	
POLS 4353 <i>International Relations</i>	
POLS 4383 <i>Internship in Political Science</i>	
<b>Senior Seminars</b>	
POLS 4292 <i>Senior Seminars: Traditional</i>	
POLS 4293 <i>Senior Seminars: Empirical</i>	
<b>Other Requirements for Major</b>	
Exit Exam	

## Public Policy

*Dr. Chris Salinas (program director)*

The Public Policy major is an interdisciplinary-based program that provides students with the substantive knowledge, theoretical perspectives, and analytical skills needed to understand and solve social problems. Because public policy problems typically involve an evaluation of complex social and economic conditions, this major requires students to integrate the techniques and insights of various academic disciplines. Our curriculum provides an opportunity for students to apply their skills to issues of real world significance and to develop specialized knowledge. Our institutional values help produce future leaders who will be grounded in intelligent, creative, and responsible decision making.

	Credits
<b>Smith College (see page 85)</b>	54
<b>Required Smith College Courses</b>	18
SOCI 1313 <i>Principles of Sociology</i>	
POLS 2313 <i>American and Texas Government</i>	
WRIT 3303 <i>Elements of Professional Writing</i>	
HIST 2313 <i>U.S. History to 1877</i>	
HIST 2323 <i>U.S. History from 1877</i>	
PHIL 1313 <i>Introduction to Philosophy</i>	
<b>Required Courses</b>	38
ECON 2301 <i>Principles of Macroeconomics</i>	
ECON 2302 <i>Principles of Microeconomics</i>	
SOCI 2301 <i>Introductory Statistics for Behavioral Sciences</i>	
SOCI 3303 <i>Research Methods</i>	
POLS 2343 <i>Public Policy</i>	
<b>Electives</b>	
<b>Choose 3 hrs from each of the following areas:</b>	
<b>Theory</b>	
HIST 4363 <i>Twentieth Century America</i>	
ECON 4335 <i>History of Economic Thought</i>	
SOCI 3324 <i>Race, Ethnicity, Class, and Gender</i>	
SOCI 3326 <i>Criminology</i>	
SOCI 3374 <i>Urban Sociology</i>	
SOCI 4332 <i>Social Psychology</i>	
POLS 3348 <i>American Political Thought</i>	
<b>Applied</b>	
ECON 4330 <i>Seminar on Law and Economics</i>	
MGMT 3334 <i>Issues In Environmental Management</i>	
MGMT 4315 <i>Power and Negotiation</i>	
ECON 4312 <i>Global Economy</i>	
POLS 3324 <i>State and Urban Politics</i>	
POLS 3374 <i>The United States Congress</i>	
WRIT 3345 <i>Technical Writing</i>	
WRIT 3304 <i>Writing and Research Across the Disciplines</i>	

<b>Public Relations</b>	
COMM 3334 <i>Argumentation and Advocacy</i>	
COMM 4314 <i>American Public Address</i>	
COMM 4315 <i>Political Communication</i>	
JOUR 2303 <i>Newswriting for Mass Media</i>	
JOUR 3325 <i>Principles of Public Relations</i>	
JOUR 3326 <i>Public Relations Campaigns</i>	
JOUR 4315 <i>Public Affairs Reporting</i>	
BUSA 2320 <i>Legal Environment of Business</i>	
<b>Electives</b>	
Choose 6 hrs from Theory, Applied, or Public Relations areas above	
<b>Senior Seminars</b>	
Choose any 2 Senior Seminars from any of the following areas: Economics, Sociology, Political Science	

## DEPARTMENT OF LANGUAGES

Faculty: Dr. Phyllis Thompson, (Chair),

Dr. Lawrence Clark; Dr. Miguel Estrada; Dr. Louis Markos;

Dr. Connie Michalos; Dr. Lilita Olano; Dr. Sally Phillips;

Dr. James Ulmer; Dr. Doni Wilson

The Department of Languages comprises eight (8) areas: English language and literature; Teacher certification in Language Arts; professional writing; French language and literature; Spanish language and literature; Teacher certification in bilingual education; and English as a second language. New Testament Greek and Hebrew are offered in the Department of Christianity and Philosophy.

### Bilingual Education

The curriculum in bilingual education prepares students to teach in a bilingual setting in early childhood through Grade 4 (EC-4). Students learn to teach first and second languages and to teach content material in a bilingual context.

	Credits
<b>Smith College (see page 85)</b>	54
<b>Required Courses: Interdisciplinary Studies</b>	83
EDEC 4304 <i>The Young Child</i>	
EDEC 4310 <i>Preschool Curriculum &amp; Instruction</i>	
EDEC 4311 <i>Kindergarten Curriculum &amp; Instruction</i>	
EDRE 4310 <i>Reading for Pre-Adolescents</i>	
EDRE 4320 <i>Children's Literature</i>	
EDRE 4350 <i>Reading &amp; the Language Arts</i>	
EDSP 4302 <i>Survey of Exceptional Children</i>	
INDC 3310 or 3320 <i>Essential Elements of Art or Music</i>	
INDC 4160 <i>Wellness &amp; Fitness for Children</i>	
INDC 4330 <i>Essentials Elements of Math</i>	
INDC 4331 <i>Math for Pre-Adolescents</i>	
INDC 4340 <i>Social Studies for Pre-Adolescents</i>	
INDC 4350 <i>Essential Elements of Science</i>	

<b>Professional Education Component</b>	
EDUC 4301 <i>Curriculum &amp; Instruction in the Elementary School</i>	
EDUC 4312 <i>The School in U.S. Society</i>	
EDUC 4340 <i>Action Research (Must be taken prior to student teaching)</i>	
EDUC 4345 <i>Evaluation &amp; Accountability</i>	
EDUC 4671 <i>Student Teaching in the Bilingual EC-4 Classroom</i>	
<b>Bilingual Education Component</b>	
EDBI 4307 <i>Foundation for Teaching ESL and Bilingual Education</i>	
EDBI 3387 <i>Teaching School Content Areas in the Bilingual Classroom</i>	
EDBI 4304 <i>Methods of Teaching ESL</i>	
EDBI 4305 <i>Second Language Acquisition</i>	
EDBI 4314 <i>Survey of Linguistics</i>	
EDBI 4315 <i>Integrating ESL with the Content Areas</i>	
EDBI 4343 or 4344 <i>Hispanic Culture Perspectives</i>	
EDBI 4350 <i>Developing Literacy in the Bilingual Classroom</i>	
<b>Senior Seminars</b>	
INDC 4294 <i>Senior Seminar Classroom Management (taken w/ stud. teaching)</i>	
EDBI 4293 <i>Senior Seminar</i>	

**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 (ESL) by earning the supplementary certification as Teachers of English as a Second Language. This certification, which requires twelve (12) hours of course work plus student teaching in the ESL classroom, is open to all candidates for Texas Teacher Certification.



	Credits
<b>Smith College (see page 85)</b>	54
<b>Required Courses: Multidisciplinary Studies</b>	83
EDBI 4315 <i>Integrating ESL with the Content Areas</i>	
EDRE 4310 <i>Reading for Pre-Adolescents</i>	
EDRE 4320 <i>Teaching Reading through Children's Literature</i>	
EDRE 4350 <i>Reading &amp; the Language Arts</i>	
EDRE 4351 <i>Emergent Literacy</i>	
EDSP 4302 <i>Survey of Exceptional Children</i>	
INDC 3310 or 3320 <i>Essential Elements of Art or Music</i>	
INDC 4160 <i>Wellness &amp; Fitness for Children</i>	
INDC 4330 <i>Essential Elements of Math</i>	
INDC 4331 <i>Math for Pre-Adolescents</i>	
INDC 4340 <i>Social Studies for Pre-Adolescents</i>	
INDC 4350 <i>Essential Elements of Science</i>	
<b>Early Childhood Requirements</b>	
EDEC 4304 <i>The Young Child</i>	
EDEC 4306 <i>Language &amp; Concept Development in Young Children</i>	
EDEC 4310 <i>Preschool Curriculum &amp; Instruction</i>	
EDEC 4311 <i>Kindergarten Curriculum &amp; Instruction</i>	
<b>Professional Education Requirements</b>	
EDUC 4301 <i>Curriculum &amp; Instruction in the Elementary School</i>	
EDUC 4312 <i>The School in U.S. Society</i>	
EDUC 4340 <i>Action Research (Must be taken prior to student teaching)</i>	
EDUC 4345 <i>Evaluation &amp; Accountability</i>	
EDUC 4670 <i>Student Teaching in the EC-4 Classroom</i>	
EDUC 4386 <i>Student Teaching in the ESL Classroom</i>	
<b>ESL Specialization Requirements</b>	
EDBI 4304 <i>Methods of Teaching ESL</i>	
EDBI 4305 <i>Second Language Acquisition</i>	
EDBI 4307 <i>Foundations for Teaching ESL and Bilingual Education</i>	
EDBI 4314 <i>Survey of Linguistics</i>	
<b>Senior Seminars</b>	
EDEC 4293 <i>Senior Seminar: Practicum in Early Childhood</i>	
INDC 4294 <i>Senior Seminar: Classroom Management</i>	

### Supplemental certification 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, 4307, 4314. 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, 4307, 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 167 and 168) for description of the program to train teachers for the EC-4 classroom.).

## English

The English language and literature courses are designed to develop proficiency in the English language through practice in grammar, composition, rhetoric, and 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.

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).

### 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 GPA and a 3.5 GPA 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 and be accepted by the department honors committee. To complete the program, students must maintain a cumulative 3.25 GPA and a 3.5 GPA 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.

	Credits
<b>Smith College (see page 85)</b>	54
Must include	
ENGL 1313, 1323 <i>Composition and Literature</i>	
HIST 3 hrs	
<b>Required Courses</b>	34
ENGL 2353 <i>Continental Literature</i>	
ENGL 3313 <i>English Literature I</i>	
ENGL 3323 <i>English Literature II</i>	
ENGL 3331 <i>American Literature I</i>	
ENGL 3332 <i>American Literature II</i>	

<b>Select 6 or 9 * hrs from the following courses (electives):</b>	
ENGL 3373 <i>Shakespeare</i>	
ENGL 4311 <i>Literary Criticism</i>	
ENGL 4313 <i>Middle Ages</i>	
ENGL 4314 <i>Renaissance</i>	
ENGL 4315 <i>17th Century</i>	
ENGL 4316 <i>18th Century</i>	
ENGL 4317 <i>The Romantic Age</i>	
ENGL 4318 <i>The Victorian Age</i>	
ENGL 4319 <i>The Twentieth Century</i>	
ENGL 4323 <i>Age of Romanticism</i>	
ENGL 4324 <i>Age of Realism &amp; Naturalism</i>	
ENGL 4325 <i>20th Century American</i>	
*If 6 hrs are selected above, 3 hrs may be chosen from the following courses: ENGL 2366 and all 3000 and 4000 level courses	
<b>Senior Seminars</b>	
ENGL 4292 <i>Senior Seminar-American or British</i>	
ENGL 4293 <i>Senior Seminar-American or British</i>	

### English/Language Arts Teacher Certification Grades 4-8

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

	Credits
<b>Smith College (see page 85)</b>	54
ENGL 1313 and 1323 <i>Composition and Literature</i>	
ENGL 3 hrs in literature	
WRIT 3 hrs in writing	
<b>Required Courses: Reading/Language Arts Requirements</b>	39
EDBI 4304 <i>Methods of Teaching ESL</i>	
EDEC 4306 <i>Language and Concept Development</i>	
EDRE 4304 <i>Diagnosis &amp; Correction</i>	
EDRE 4310 <i>Reading for Pre-Adolescents</i>	
EDRE 4320 <i>Teaching Reading through Children's Literature</i>	
EDRE 4350 <i>Reading and the Language Arts</i>	
EDRE 4352 <i>Literacy in the Secondary Schools</i>	
ENGL 6 hrs literature at 2000 or 3000 level in addition to Smith College	
WRIT 3383 <i>Advanced Grammar and Writing</i>	
<b>Choose one (1) of the following specialization areas:</b>	
<i>English: (12 hrs)</i>	
ENGL 2353 <i>Continental Literature</i>	
9 hours total from WRIT 3000-4000 level and ENGL LIT 3000-4000 level courses with at least 3 hours in WRIT and 3 hours in ENGL.	
<i>English as a Second Language: (12 hrs)</i>	
EDBI 4305 <i>Second Language Acquisition</i>	
EDBI 4307 <i>Foundations for Teaching ESL and Bilingual Education</i>	
EDBI 4314 <i>Survey of Linguistics</i>	
EDBI 4315 <i>Integrating ESL with Content Areas</i>	

<i>Literature: (12 hrs)</i>	
ENGL 2353 <i>Continental Literature</i>	
ENGL 9 hrs from any 3000-4000 level Literature courses	
<i>Foreign Language: (12 hrs)</i>	
FREN or SPAN 12 hrs from the same language at 2000-3000 level	
<i>Journalism: (12 hrs)</i>	
JOUR 2303 <i>Newswriting for Mass Media</i>	
Select 9 hrs from:	
JOUR 3314 <i>Adv. Newswriting for Mass Media</i>	
JOUR 3325 <i>Principles of Public Relations</i>	
JOUR 4314 <i>Feature Writing</i>	
JOUR 4315 <i>Public Affairs Reporting</i>	
MCOM 3335 <i>Desktop Publishing</i>	
<i>Reading: (EDRE 4310 must be taken before these): (12 hrs)</i>	
EDRE 4305 <i>Literacy Management &amp; Technology</i>	
EDRE 4301 <i>Advanced Developmental Reading</i>	
EDRE 4315 <i>Writing &amp; Perspective Teaching in the Literary Classroom</i>	
EDRE 4351 <i>Emergent Literacy</i>	
<i>Speech Communication: (12 hrs)</i>	12
COMM 2313 <i>Public Speaking</i>	
Select 9 hrs from:	
COMM 3305 <i>Performance Studies</i>	
COMM 3323 <i>Communication Theory</i>	
COMM 3334 <i>Argumentation and Advocacy</i>	
COMM 3345 <i>Small Group Behavior</i>	
COMM 3354 <i>Nonverbal Communication</i>	
COMM 3363 <i>Organizational Communication</i>	
COMM 4304 <i>Interpersonal Communication</i>	
COMM 4323 <i>Intercultural Communication</i>	
<i>Writing: (12 hrs)</i>	
MCOM 3335 <i>Desktop Publishing</i>	
WRIT 9 hrs from any WRIT 2000-4000 level courses	
<b>Pedagogy Requirements</b>	32
EDUC 4311 <i>Curriculum &amp; Instruction in the Secondary School</i>	
EDUC 4312 <i>The School &amp; U.S. Society</i>	
EDRE 4330 <i>Teaching Content Area Reading Skills</i>	
EDSP 4302 <i>Survey of Exceptional Children</i>	
EDUC 4354 <i>Adv. Applications of Curriculum/Instruction in Secondary School</i>	
EDUC 4345 <i>Evaluation &amp; Accountability</i>	
EDUC 4306 <i>Educational Applications of Technology</i>	
EDUC 4340 <i>Action Research</i>	
EDUC 4693 <i>Student Teaching in Middle Grades (4-8)</i>	
<b>Senior Seminars</b>	
EDUC 4294 <i>Senior Seminars: Classroom Management</i>	

### English/Language Arts Teacher Certification Grades 8-12

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

	Credits
<b>Smith College (see page 85)</b>	54
ENGL 1313 and 1323 <i>Composition and Literature</i>	
<b>Reading/Language Arts Requirements</b>	75
<i>Reading and Oral Language</i>	
COMM 1313 <i>The Communication Process</i>	
EDBI 4304 <i>Methods of Teaching ESL</i>	
EDRE 4304 <i>Diagnosis &amp; Correction of Reading Difficulties</i>	
EDRE 4352 <i>Literacy in the Secondary Schools</i>	
WRIT 3383 <i>Advanced Grammar and Writing</i>	
<i>English: Literature and Writing</i>	
ENGL 1313 and 1323 <i>Composition &amp; Literature</i>	
ENGL 2353 <i>Continental Literature</i>	
ENGL 3313 <i>English Literature I</i>	
ENGL 3323 <i>English Literature II</i>	
ENGL 3331 <i>American Literature I</i>	
ENGL 3332 <i>American Literature II</i>	
<i>Select 3 hrs from the following:</i>	
ENGL 3373 <i>Shakespeare</i>	
ENGL 4311 <i>Literary Criticism</i>	
ENGL 4313-4319 <i>Periods in English Literature</i>	
ENGL 4323-4325 <i>Periods in American Literature</i>	
<i>Select 3 hours from the following:</i>	
ENGL 3321 <i>Special Topics</i>	
ENGL 3334 <i>Literature and the Culture of the Southwest</i>	
ENGL 3335 <i>African American Literature I</i>	
ENGL 3336 <i>African American Literature II</i>	
ENGL 3338 <i>War in Literature</i>	
ENGL 3342 <i>Women in Literature</i>	
ENGL 3370 <i>Hispanic Literature</i>	
ENGL 3371 <i>Chronicles of Narnia</i>	
ENGL 3372 <i>Multicultural Literature</i>	
ENGL 3380 <i>Holocaust Literature</i>	
ENGL 3384 <i>Utopian and Dystopian Literature</i>	

<b>Pedagogy Requirements</b>	
EDUC 4311 <i>Curriculum &amp; Instruction in the Secondary School</i>	
EDUC 4312 <i>The School &amp; U.S. Society</i>	
EDRE 4330 <i>Teaching Content Area Reading Skills</i>	
EDSP 4302 <i>Survey of Exceptional Children</i>	
EDUC 4354 <i>Adv. Applications of Curriculum/Instruction in Secondary School</i>	
EDUC 4345 <i>Evaluation &amp; Accountability</i>	
EDUC 4306 <i>Educational Applications of Technology</i>	
EDUC 4340 <i>Action Research</i>	
EDUC 4294 <i>Senior Seminars: Classroom Management</i>	
EDUC 4693 <i>Student Teaching in Middle Grades (4-8)</i>	
<b>Electives</b>	
Select 12 hrs of electives for B.A.; 10 hrs if B.S.	
<b>Senior Seminars</b>	
ENGL 4292 <i>Senior Seminar</i>	
ENGL 4293 <i>Senior Seminar</i>	

## Writing

### Honors Program in Writing

Completing the honors program in Writing is an opportunity for students to acquire a more profound understanding of the nature of writing and a broader knowledge of the skills involved. To participate in the honors program students should have good study, writing, and research skills and the ability to complete self-directed work. To qualify for the honors program in Writing applicants must have completed 64 semester hours of credit (at least 32 of which must have been taken at Houston Baptist University); have completed ENGL 1313, 1323, WRIT 3303 or 3304, WRIT 3345, and WRIT 4374; have at least a 3.25 cumulative GPA and a 3.5 GPA calculated for all Writing classes and ENGL 1313 and 1323 and WRIT 4374; have a desire to deepen knowledge and appreciation of writing as evidenced by excellence of previous coursework and participation in activities related to Writing such as Department of Languages on-campus workshops, Sigma Tau Delta, Crossroads, The Collegian, volunteer work and membership in organizations; and be accepted by the department honors committee. 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.

### Internship in English/Writing

The internship, WRIT 4101, 4201, 4301, offers outstanding English and writing majors the opportunity to apply the principles of effective and correct written and oral communication in a professional or academic environment for 40 hours per credit hour for one (1) 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 GPA in English, and have taken WRIT 3303 and WRIT 3345 before the internship. The applicant must submit an application and two (2) letters of recommendation to the Intern Selection Committee at least one (1) 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

*Dr. Constantina Michalos (director)*

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 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 (8) hours of designated courses at HBU and earn an average of a 3.0 GPA 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.

	Credits
<b>Select one of the following concentrations:</b>	
<b>Creative Writing Specialization</b>	8-9
Choose 6 hrs from the following:	
WRIT 3354 <i>Creative Writing: Poetry</i>	
WRIT 3355 <i>Creative Writing: Fiction</i>	
WRIT 4364 <i>Advanced Poetry Writing</i>	
WRIT 4365 <i>Advanced Fiction Writing</i>	
Choose 2 or 3 hrs from the following:	
any other WRIT courses	
or MCOM 3335 <i>Desktop Publishing</i>	
<b>Rhetoric Specialization</b>	8-9
Choose 6 hrs from the following:	
WRIT 3303 <i>Elements of Professional Writing</i>	
WRIT 3304 <i>Writing and Research Across the Disciplines</i>	
WRIT 3334 <i>Life Writing</i>	
WRIT 3383 <i>Advanced Grammar and Writing</i>	
Choose 2 or 3 hrs from the following:	
any other WRIT courses	
or MCOM 3335 <i>Desktop Publishing</i>	
<b>Technical Writing Specialization</b>	8-9
WRIT 3303 <i>Elements of Professional Writing</i>	
WRIT 3345 <i>Technical Writing</i>	
Choose 2 or 3 hrs from the following:	
any other WRIT courses	
or MCOM 3335 <i>Desktop Publishing</i>	

## 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 (ARC). 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 31 hours for the major.

	Credits
<b>Smith College (see page 85)</b>	54
ENGL 1313 <i>Composition and Literature</i>	
ENGL 1323 <i>Composition and Literature</i>	
<b>Required Courses: Writing Core</b>	31
WRIT 3345 <i>Technical Writing</i>	
WRIT 4301 <i>Internship in English</i>	
WRIT 4374 <i>Rhetoric for Technical and Professional Writers</i>	
3 hrs from ENGL 2000-4000 literature classes (in required courses)	
<b>Choose 3 hrs from the following</b>	
WRIT 3303 <i>Elements of Professional Writing</i>	
WRIT 3304 <i>Writing &amp; Research Across the Disciplines</i>	
<b>Choose 12 hrs from the following courses:</b>	
<i>(students may not select more than 3 hrs in JOUR)</i>	
JOUR 2303 <i>Newswriting for Mass Media</i>	
JOUR 3314 <i>Advanced Newswriting for Mass Media</i>	
JOUR 2101, 2102, 3101, 4101 <i>Newspaper Practicum</i>	
JOUR 3325 <i>Public Relations</i>	
JOUR 4314 <i>Feature Writing</i>	
JOUR 4336 <i>Principles of Advertising</i>	
WRIT 3121, 3221, 3321 <i>Special Topics</i>	
WRIT 3334 <i>Life Writing</i>	
WRIT 3354 <i>Creative Writing-Poetry</i>	
WRIT 3355 <i>Creative Writing-Fiction</i>	
WRIT 4353, 4354, 4355, 4356, 4357, 4358 <i>Advanced Creative Writing</i>	
WRIT 3383 <i>Advanced Grammar</i>	
WRIT 4364 <i>Advanced Poetry Writing</i>	
WRIT 4365 <i>Advanced Fiction Writing</i>	
WRIT 4370 <i>Grant Writing</i>	
WRIT 4372 <i>Information Design</i>	
WRIT 4376 <i>Promotional and Persuasive Writing</i>	



<b>Senior Seminars</b>	
Choose 4 hrs from the following:	
WRIT 4292 <i>Senior Seminar: Creative Writing in Poetry</i>	
WRIT 4292 <i>Senior Seminar: Creative Writing in Fiction</i>	
WRIT 4293 <i>Senior Seminar: Technical Writing</i>	
WRIT 4293 <i>Senior Seminar: Professional Writing</i>	
<b>Other Requirements</b>	
Portfolio (presentation to Department of Languages faculty in the last quarter before graduation)	

## 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. New Testament Greek and Hebrew are offered in 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.

### 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 GPA and a 3.5 GPA for French classes; have a desire to deepen knowledge and appreciation of literature; have good study and research skills and the ability to complete self-directed work; and be accepted by the department honor committee. To complete the program, students must maintain a cumulative 3.25 GPA and a 3.5 GPA 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.

	Credits
<b>Smith College (see page 85)</b>	54
Six hrs of same foreign language may be used for Humanities	
<b>Required Courses (additional 3 hrs liberal arts; 6 hrs teacher certification)</b>	28/31
FREN 1314 <i>Beginning French Proficiency I</i>	
FREN 1324 <i>Beginning French Proficiency II</i>	
FREN 2314 <i>Continuing French Proficiency I</i>	
FREN 2324 <i>Continuing French Proficiency II</i>	
FREN 3314 <i>Advancing French Proficiency I</i>	
FREN 3324 <i>Advancing French Proficiency II</i>	
FREN 4305, 4306, or 4307 <i>Masterworks</i>	

<b>Choose 3 hrs from the following courses: (6 hrs for teacher cert.)</b>	
FREN 3305, 3306, or 3307 <i>Individualized French Proficiency</i>	
FREN 3321 <i>Special Topics</i>	
FREN 3335 or 3336 <i>French Writing Workshop</i>	
FREN 3353 <i>An Introduction to French Reading</i>	
FREN 4353 <i>20th Century French Literature (theater)</i>	
FREN 4363 <i>20th Century French Literature (prose and poetry)</i>	
FREN 4385, 4386, or 4387 <i>Work Internship in French</i>	
<b>Optional Courses</b>	
FREN 3173, 3174, 3175 <i>Language Internship</i>	
<b>Senior Seminars</b>	
FREN 4292 <i>Senior Seminar</i>	
FREN 4293 <i>Senior Seminar</i>	

### Second Language Proficiency in French

Students may apply to have their oral proficiency rating in French designated on their transcripts if they meet all of the following criteria: 1) Receive credit for French 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 French at the 3000 level or higher; 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.

### German

GERM 1314 and 1324 are offered when there is sufficient need. 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.

### 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.

To be certified to teach Spanish, candidates must achieve proficiency to pass the Texas TExES 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 (twelve) 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 GPA and a 3.5 GPA for Spanish classes; have a desire to deepen knowledge and appreciation of literature; have good study and research skills and the ability to complete self-directed work; and be accepted by the department honors committee. To complete the program, students must maintain a cumulative 3.25 GPA and a 3.5 GPA 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.

	Credits
<b>Smith College (see page 85)</b>	54
Six hrs of same foreign language may be used for Humanities	
<b>Required Courses</b>	31
SPAN 1314 <i>Beginning Spanish Proficiency I</i>	
SPAN 1324 <i>Beginning Spanish Proficiency II</i>	
SPAN 2314 <i>Continuing Spanish Proficiency I</i>	
SPAN 2324 <i>Continuing Spanish Proficiency II</i>	
SPAN 3314 <i>Advancing Spanish Proficiency I</i>	
SPAN 3324 <i>Advancing Spanish Proficiency II</i>	
<b>Choose 9 hrs from the following:</b>	
SPAN 3305, 3306, or 3307 <i>Individualized Spanish Proficiency</i>	
SPAN 3308 <i>Business Spanish</i>	
SPAN 3335 or 3336 <i>Spanish Writing Workshop</i>	
SPAN 3360 <i>Spain in the Americas</i>	
SPAN 3372 <i>Spanish Film Studies</i>	
SPAN 4305, 4306, or 4307 <i>Masterworks (Literature &amp; Culture)</i>	
SPAN 4313 <i>Literature of the Siglo De Oro</i>	
SPAN 4324 <i>Contemporary Spanish-American Literature</i>	
SPAN 4343 or 4344 <i>Hispanic Cultural Perspectives</i>	
SPAN 4385, 4386, or 4387 <i>Work Internship in Spanish</i>	
<b>Senior Seminars</b>	
SPAN 4292 <i>Senior Seminar</i>	
SPAN 4293 <i>Senior Seminar</i>	

## **Second Language Proficiency in Spanish**

Students may apply to have their oral proficiency rating in Spanish designated on their transcripts if they meet all of the following criteria: 1) Receive credit for 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 Spanish 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**

*Faculty: Dr. John Yarrington, (Director); Dr. Richard Fiese; Dr. Rhonda Furr;*

*Dr. Ann Gebuhr; Dr. Dan Kramlich; Mr. Robert McElroy; Ms. Lynda McKnight;*

*Mr. Rick Piersall; Mr. Robin Roewe; Dr. Brian Runnels*

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 HBU ensembles all bring opportunity for participation and enrichment. The location of HBU 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 HBU 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 HBU 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 in music degrees is available.

## 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 HBU for creative participation in music ensembles. Any student who meets the audition requirements may participate in an ensemble. Music majors must participate in Schola Cantorum, 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 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 HBU, 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 (3) 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 (4) 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 (2) 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 (3) 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 (1) 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/Science (BA/S)- Music

This major is for students who wish to combine music with another unrelated major.

	Credits
<b>Smith College (see page 85)</b>	54
<b>Required Courses</b>	42
MUHL 2313 <i>Music Literature</i>	
MUHL 2323 <i>Music Literature</i>	
MUHL 3312 <i>Music History</i>	
MUHL 3322 <i>Music History</i>	
MUTH 1312 <i>Music Theory I</i>	
MUTH 1322 <i>Music Theory II</i>	
MUTH 2312 <i>Music Theory III</i>	
MUTH 2322 <i>Music Theory IV</i>	
<b>Upper level music electives</b>	
Applied Concentration (total of 12 hrs)	
Applied Concentration	
Applied Concentration - Advanced hours	
<b>Senior Seminars</b>	
MUSC 4292 <i>Senior Seminars</i>	
MUSC 4293 <i>Senior Seminars in Instrumental Conducting</i>	
<b>Other Requirements for Major</b>	
MUTH 0312 <i>Fundamentals of Music</i>	
Piano Proficiency Exam	
Forum/Recital Attendance	
Musicology Cumulative - Upper Divisional Exam	
Theory Cumulative	

### Bachelor of Music (BM ) – Church Music

	Credits
<b>Smith College (see page 85)</b>	54
MUHL 2313 <i>Music Literature</i>	
<b>Required Courses</b>	86
MUTH 1312 <i>Music Theory I</i>	
MUTH 1322 <i>Music Theory II</i>	
MUTH 2312 <i>Music Theory III</i>	
MUTH 2322 <i>Music Theory IV</i>	
MUTH 3322 <i>Music Theory V</i>	
MUTH 3352 <i>Music Theory VI</i>	
MUTH 3362 <i>Music Theory VII</i>	
MUHL 2323 <i>Music Literature</i>	
MUHL 3312 <i>Music History</i>	
MUHL 3322 <i>Music History</i>	
MUSC 3372 <i>Conducting</i>	
MUSC 4372 <i>Conducting</i>	
MUSC 3213 <i>Choral Arranging</i>	
MUSC 3323 <i>Choral Literature</i>	
MUSC 3214 <i>Foundations of Music Ministry</i>	
MUSC 4213 <i>Technical Skills for the Church Musician</i>	
MUSC 3233 <i>Congregational Song</i>	
MUSC 3371 <i>Christian Music and Worship</i>	
MUSC 3312 <i>Vocal Techniques for Children and Youth</i>	
MUSC 4111 <i>Church Music Internship</i>	
MUSC 4112 <i>Church Music Internship</i>	
MUSC 4232 <i>Church Music Leadership</i>	
<b>Applied Major (total of 25 hrs)</b>	
Applied Major (12 hrs)	
Applied Major – Advanced (6 hrs)	
Applied Secondary (3 hrs)	
Ensemble – Advanced (4 hrs)	
<b>Senior Seminars</b>	
MUSC 4292 <i>Senior Seminars</i>	
MUSC 4293 <i>Senior Seminars</i>	
<b>Other Requirements for Major</b>	
Piano Proficiency	
Performance Recital	
Conducting Recital	
Musicology Cumulative	
Music Theory Cumulative	
Upper Divisional Exam	
Forum/Recital Attendance	



**Bachelor of Music (BM) - Performance**

	Credits
<b>Smith College (see page 85)</b>	54
MUHL 2313 <i>Music Literature</i>	
<b>Required Courses Core (43 hrs Core; 47 hrs Area &amp; Cognate)</b>	90
MUTH 1312 <i>Music Theory I</i>	
MUTH 1322 <i>Music Theory II</i>	
MUTH 2312 <i>Music Theory III</i>	
MUTH 2322 <i>Music Theory IV</i>	
MUTH 3322 <i>Music Theory V</i>	
MUTH 3352 <i>Music Theory VI</i>	
MUTH 3362 <i>Music Theory VII</i>	
MUHL 2323 <i>Music Literature</i>	
MUHL 3312 <i>Music History</i>	
MUHL 3322 <i>Music History</i>	
MUSC 3372 <i>Choral Conducting</i> or MUSC 3373 <i>Instrumental Conducting</i>	
MUSC 4372 <i>Choral Conducting</i> or MUSC 3373 <i>Instrumental Conducting</i>	
<b>Senior Seminars</b>	
MUSC 4292 <i>Senior Seminars</i>	
MUSC 4293 <i>Senior Seminars</i>	
Major Area & Cognate Courses (total 47 hrs)	
Applied Major (24 hrs)	
Applied Secondary (3 hrs)	
Ensembles (advanced) (4 hrs)	
Cognate (16 hrs)	
<b>Other Requirements for Major</b>	
Piano proficiency ( except keyboard majors)	
Junior Recital	
Senior Recital	
Forum/Recital Attendance	
Musicology Cumulative	
Music Theory Cumulative	
Upper Division Exam	

**Bachelor of Music (BM) – Teacher Certification (All Level)**

	Credits
<b>Smith College (see page 85)</b>	57
<b>Professional Education Required Courses</b>	18
EDUC 4301 <i>Curriculum &amp; Instruction in Elementary School</i>	
EDUC 4312 <i>The School in U.S. Society</i>	
EDUC 4345 <i>Evaluation and Accountability</i>	
EDUC 4354 <i>Advanced Application of C &amp; I in Secondary School</i>	
EDUC 4394 <i>Student Teaching in Elementary Music</i>	
EDUC 4397 <i>Student Teaching in Secondary Choral Music</i> or EDUC 4398 <i>Student Teaching in Secondary Instrumental Music</i>	

<b>Required Courses</b>	71
MUTH 1312 <i>Music Theory I</i>	
MUTH 1322 <i>Music Theory II</i>	
MUTH 2312 <i>Music Theory III</i>	
MUTH 2322 <i>Music Theory IV</i>	
MUTH 3322 <i>Music Theory V</i>	
MUTH 3352 <i>Music Theory VI</i>	
MUTH 3362 <i>Music Theory VII</i>	
MUTH 4332 <i>Instrumentation</i>	
Applied Major	10
Applied Secondary	4
MUHL 2313 <i>Music Literature</i> (counted in Smith College)	
MUHL 2323 <i>Music Literature</i> (counted in Smith College)	
MUHL 3312 <i>Music History</i>	
MUHL 3322 <i>Music History</i>	
MUSC 3111 <i>Instrumental Classes</i>	
MUSC 3112 <i>Instrumental Classes</i>	
MUSC 3113 <i>Instrumental Classes</i>	
MUSC 3114 <i>Instrumental Classes</i>	
MUSC 3372 <i>Choral Conducting</i> or MUSC 3373 <i>Instrumental Conducting</i>	
MUSC 4372 <i>Choral Conducting</i> or MUSC 4373 <i>Instrumental Conducting</i>	
MUSC 4202 <i>Music for Children</i>	
MUSC 4203 <i>Music for Adolescents</i>	
MUSC 4204 <i>Interdisciplinary Music Tech: Handbells</i> (Vocal majors) or MUSC 4205 <i>Interdisciplinary Music Tech: Vocal Techniques</i> (Instr. Majors)	
MUSC 4303 <i>Music in the Public Schools</i>	
Ensemble – Advanced	
<b>Senior Seminars</b>	
MUAP/MUSC/MUHL/MUTH 4292 <i>Senior Seminars in Music</i>	
MUAP/MUSC/MUHL/MUTH 4293 <i>Senior Seminars in Music</i>	
<b>Other Requirements for Major</b>	
Piano Proficiency	
Musicology Cumulative	
Music Theory Cumulative	
Junior Recital	
Forum/Recital Attendance	
Upper Divisional Exam	

### Bachelor of Music (BM) – Theory/Composition

	Credits
<b>Smith College (see page 85)</b>	54
MUHL 2312 <i>Music Literature</i>	

<b>Required Courses</b>	43
MUTH 1312 <i>Music Theory I</i>	
MUTH 1322 <i>Music Theory II</i>	
MUTH 2312 <i>Music Theory III</i>	
MUTH 2322 <i>Music Theory IV</i>	
MUTH 3322 <i>Music Theory V</i>	
MUTH 3352 <i>Music Theory VI</i>	
MUTH 3362 <i>Music Theory VII</i>	
MUHL 2323 <i>Music Literature</i>	
MUHL 3312 <i>Music History</i>	
MUHL 3322 <i>Music History</i>	
MUSC 3372 <i>Choral Conducting</i> or MUSC 3373 <i>Instrumental Conducting</i>	
MUSC 4372 <i>Choral Conducting</i> or MUSC 4373 <i>Instrumental Conducting</i>	
<b>Theory Track (total 47 hrs)</b>	
Composition (3 hrs)	
Composition – Advanced (6 hrs)	
Applied Piano (3 hrs)	
Applied Piano – Advanced (6 hrs)	
Elective Secondary Applied (6 hrs)	
<b>Cognate Courses</b>	
Ensemble – Advanced (4 hrs)	
MUTH 3222 <i>Advanced Keyboard &amp; Aural Skills</i>	
MUTH 3332 <i>Score Reading</i>	
MUTH 3342 <i>Advanced Analysis</i>	
MUTH 4332 <i>Instrumentation</i>	
MUTH 4312 <i>Senior Thesis</i>	
MUTH 4322 <i>Senior Thesis</i>	
Music Electives – Advanced (2 hrs)	
<b>Composition Track (47 hrs)</b>	
Composition (6 hrs)	
Composition – Advanced (12 hrs)	
Secondary Piano (6 hrs)	
<b>Cognate Courses</b>	
Ensemble – Advanced (4 hrs)	
MUTH 3222 <i>Advanced Keyboard &amp; Aural Skills</i>	
MUSC 3111, 3112, 3113, 3114 <i>Instrumental Classes</i>	
MUTH 3332 <i>Score Reading</i>	
MUTH 3342 <i>Advanced Analysis</i>	
MUTH 4332 <i>Instrumentation</i>	
Music Electives – Advanced (4 hrs)	
<b>Senior Seminars</b>	
MUTH 4292 <i>Senior Seminars</i>	
MUTH 4293 <i>Senior Seminars</i>	

<b>Other Requirements for Major</b>	
Piano Proficiency	
Music Cumulative	
Music Theory Cumulative	
Junior Conducting/Lecture Recital	
Senior Recital	
Forum/Recital Attendance	
Upper Divisional Exam	

## Graduate Programs

### THE 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 undergraduate education but who wish to continue intellectual enrichment in a formal 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 doctoral study. 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. 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 MLA degree at a regionally accredited university are eligible to complete a postgraduate Certificate upon the completion of an additional thirty (30) hours of course work in the MLA program. Applicants who did not complete their degrees at HBU 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 MLA Program Director.

	Credits
<b>Required Courses (6 hrs of Core; 30 hrs of Electives)</b>	36
Choose 6 hrs from the following:	
MLA 5390 <i>Western Culture and Human Experience I</i>	
MLA 5391 <i>Western Culture and Human Experience II</i>	
MLA 5392 <i>Western Culture and Human Experience III</i>	
MLA 6324 <i>The Art of Being Human</i>	

### THE MASTER OF ARTS IN THEOLOGICAL STUDIES

The HBU 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 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 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.

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 thirty-six (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. Other students will be required to take CHRI 5300.

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 B- 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 (1) 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.

	Credits
<b>Required Courses</b>	36
CHRI 5300 <i>Introduction to Biblical Texts and Doctrines</i>	
Required if student has not had Old Testament, New Testament, and Christian Doctrine	
<b>Choose 33 hrs from the following courses (electives):</b>	
CHRI 5310 <i>Christian Scriptures I</i>	
CHRI 5315 <i>Christian Scriptures II</i>	
CHRI 5330 <i>History of Christianity</i>	
CHRI 5340 <i>Biblical and Systematic Theology</i>	
CHRI 5350 <i>The Theology of the New Testament</i>	
CHRI 6311 <i>Philosophy and the Christian Faith</i>	
CHRI 6312 <i>Church Ministry</i>	
CHRI 6313 <i>Pastoral Care and Spiritual Formation</i>	
CHRI 6314 <i>Missions and Evangelism</i>	
CHRI 6315 <i>Christian Scriptures III</i>	
CHRI 6320 <i>Christian Scriptures IV</i>	
CHRI 6330, 6340, 6350 <i>Christian Readings</i> (not to exceed 9 hours)	
CHRI 6333 <i>Historical and Moral Theology</i>	
GREK 5301, 5302, 6301, 6302, 6303, 6304, 6305 <i>Greek</i> (not to exceed 9 hrs) (If following the Language Track, must have 6 hrs of Greek.)	
HEBR 5301, 5302, 6301, 6302, 6303, 6304, 6305 <i>Hebrew</i> (not to exceed 9 hrs) (If following the Language Track, must have 6 hrs of Hebrew.)	

<b>Requirement: 36 semester hours from the above courses, or 30 semester hours from the above courses and 6 semester hours of Thesis (at the invitation of a professor)</b>	
CHRI 6392 <i>Thesis</i>	
CHRI 6393 <i>Thesis</i>	

### 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.)

	Credits
<b>Required Courses</b>	<b>27</b>
Select 9 hrs from the following:	
CHRI 5310 <i>Christian Scriptures I</i>	
CHRI 5315 <i>Christian Scriptures II</i>	
CHRI 5330 <i>History of Christianity</i>	
CHRI 5340 <i>Biblical Systematic Theology</i>	
CHRI 5350 <i>The Theology of the New Testament</i>	
<b>Choose 18 hrs from the following courses (electives):</b>	
CHRI 5310 <i>Christian Scriptures I</i>	
CHRI 5315 <i>Christian Scriptures II</i>	
CHRI 5330 <i>History of Christianity</i>	
CHRI 5340 <i>Biblical and Systematic Theology</i>	
CHRI 5350 <i>The Theology of the New Testament</i>	
CHRI 6311 <i>Philosophy and the Christian Faith</i>	
CHRI 6312 <i>Church Ministry</i>	
CHRI 6313 <i>Pastoral Care and Spiritual Formation</i>	
CHRI 6314 <i>Missions and Evangelism</i>	
CHRI 6315 <i>Christian Scriptures III</i>	
CHRI 6320 <i>Christian Scriptures IV</i>	
CHRI 6330, 6340, CHRI 6350 <i>Christian Readings</i> (not to exceed 9 hrs)	
CHRI 6333 <i>Historical and Moral Theology</i>	
GREK 5301, 5302, 6301, 6302, 6303, 6304, 6305 <i>Greek</i> (not to exceed 6 hrs)	
HEBR 5301, 5302, 6301, 6302, 6303, 6304, 6305 <i>Hebrew</i> (not to exceed 6 hrs)	

## **COLLEGE OF BUSINESS AND ECONOMICS**

### **Undergraduate Programs**

Bachelor of Arts/Bachelor of Science  
Business  
International Business  
Bachelor of Business Administration  
Accounting  
Computer Information Systems Management  
Economics  
Entrepreneurship  
Finance  
International Business  
Management  
Marketing

### **Graduate Programs**

Master of Accountancy  
Master of Business Administration  
Master of Science in Human Resources Management  
Master of Science in Management  
Center for Health Studies  
Master of Science in Health Administration



# COLLEGE OF BUSINESS AND ECONOMICS

*Interim Dean: Ms. Ritamarie C. Tauer*

Houston Baptist University is nationally accredited by The Association of Collegiate Business Schools and Programs (ACBSP). The College of Business and Economics offers the following degree programs: Bachelor of Business Administration in Accounting, Computer Information Systems Management, Economics, Entrepreneurship, Finance, International Business, Management, and Marketing. Bachelor of Arts and Bachelor of Science in Accounting, Business, Computer Information Systems Management, Economics, Entrepreneurship, Finance, International Business, Management, and Marketing. Master of Accountancy, Master of Business Administration, Master of Science in Human Resources Management, and Master of Science in Management.

## 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, International Business, Management, and Marketing.

Students working toward a BA or BS degree have one major within the College of Business and Economics (either Business or International Business) and one major within another college. The Business major provides general business knowledge with the capability of expanding on this foundation with a twelve hour business concentration. The International Business major may be paired with a major in History, Foreign Language, Political Science or Public Policy, offering an interdisciplinary approach to the study of the global marketplace.

## 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, the World Wide Web, and 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**

*Faculty: Dr. Larry Ruddell, Dr. Patrick Thornton*

The BA/BS Business major option allows students to have one major in Business and one major in another college. This program is designed to provide a basic background in business fundamentals for students who have their primary career interests in areas outside of business.

The Business major requires students to take the following courses in Smith College:

	Credits
<b>Smith College (see page 85)</b>	54-55
ECON 2302 <i>Microeconomics</i>	
BUSA 3320 <i>Business Ethics</i>	
MATH 1314 <i>Finite Math</i> or MATH 2434 <i>Calculus</i>	
<b>General Business Major</b>	34-40
ACCT 2301 <i>Principles of Accounting I</i>	
BUSA 2311 <i>Quantitative Methods I</i>	
BUSA 2320 <i>Legal Environment of Business</i>	
BUSA 3320 <i>Business Ethics</i> (if not taken in Smith College)	
ECON 2302 <i>Microeconomics</i> (if not taken in Smith College)	
FINA 3320 <i>Corporate Finance</i>	
MATH 1314 <i>Finite Math</i> or MATH 2434 <i>Calculus</i> (if not taken in Smith College)	
MGMT 3305 <i>Organizational Behavior and Management</i>	
MKTG 3301 <i>Principles of Marketing</i>	
Twelve hours of business concentration (six hours of which must be upper level)	
<b>Senior Seminars</b>	
BUSA 4292 <i>Senior Seminar</i>	
BUSA 4299 <i>Senior Seminar: Business Strategy and Policy</i>	
<b>Additional Requirements for Graduation</b>	
Business Exit Exam – the Major Field Achievement Test (MFAT)	
<b>BA/BS Concentration Options</b>	
Students with one major in Business choose one of the following twelve (12) hour concentrations.	
	Credits
<b>Accounting Concentration</b>	12
ACCT 2303 <i>Principles of Accounting II</i>	
ACCT 3311 <i>Intermediate Accounting I</i>	
ACCT 3312 <i>Intermediate Accounting II</i>	
Choose one from:	
ACCT 3303 <i>Cost Accounting</i>	
ACCT 3304 <i>Individual Income Tax</i>	
ACCT 3313 <i>Intermediate Accounting III</i>	

<b>Computer Information Systems Concentration</b>	12
CISM 2313 <i>Computer Concepts</i>	
CISM 3302 <i>Visual Basic Programming</i>	
CISM 3311 <i>Systems Analysis and Design</i>	
Choose one from:	
CISM 3305 <i>Programming in C ++</i>	
CISM 3341 <i>Business Network Technologies</i>	
CISM 4326 <i>Database Program Development</i>	
CISM 4333 <i>Business Productivity Technologies</i>	
CISM 4351 <i>Project Management</i>	
<b>Economics Concentration</b>	12
ECON 2301 <i>Principles of Macroeconomics</i>	
ECON 4312 <i>Global Economy</i>	
ECON 4330 <i>Seminar on Law and Economics</i>	
ECON 4335 <i>History of Economic Thought</i>	
<b>Entrepreneurship Concentration</b>	12
ENTR 2311 <i>Entrepreneurship and New Venture Management</i>	
ENTR 3325 <i>Innovation and Entrepreneurship</i>	
ENTR 3335 <i>Financing New Ventures</i>	
ENTR 3365 <i>Leveraging Technologies for New Ventures</i>	
<b>Finance Concentration</b>	12
FINA 3315 <i>Security Markets and Financial Institutions</i>	
FINA 4307 <i>Investment Principles</i>	
FINA 4318 <i>Corporate Financial Management</i>	
Choose one from:	
FINA 3325 <i>Personal Financial Planning</i>	
FINA 3330 <i>International Finance</i>	
<b>Management Concentration</b>	12
MGMT 4311 <i>Production and Operations Management</i>	
MGMT 4312 <i>Human Resources Management</i>	
Choose two Management courses at the 3000 or 4000 level	
<b>Marketing Concentration</b>	12
MKTG 3310 <i>Consumer Behavior</i>	
MKTG 4360 <i>Marketing Strategy</i>	
Choose two from:	
MKTG 3380 <i>Online Marketing</i>	
MKTG 4330 <i>International Marketing</i>	
MKTG 4336 <i>Principles of Advertising</i>	
MKTG 4340 <i>Internship</i>	
MKTG 4350 <i>Marketing Research</i>	
<b>Business Concentration</b>	12
Choose any four courses from the College of Business and Economics as long as prerequisites are met. Six hours (two courses) must be taken at the 3000 or 4000 level.	

### BA/BS International Business

Faculty: Dr. Martin Bressler, Area Coordinator

The BA/BS International Business option allows students to pair one major in International Business with another major in History, Political Science, Public Policy or a Foreign Language. Mixing courses from a variety of disciplines, the BA/BS International Business major allows students to take an interdisciplinary look at the challenges facing business in today's global environment.

	Credits
<b>Smith College (see page 85)</b>	54-55
MATH 1314 <i>Finite Math</i> or MATH 2434 <i>Calculus</i> (if not taken in Smith College)	
ECON 2302 <i>Microeconomics</i> (taken as part of Smith College)	
BUSA 3320 <i>Business Ethics</i> (taken as part of Smith College)	
<b>International Business</b>	34-52
ACCT 2301 <i>Principles of Accounting I</i>	
BUSA 2311 <i>Quantitative Methods I</i>	
BUSA 2320 <i>Legal Environment of Business</i>	
FINA 3320 <i>Corporate Finance</i>	
MGMT 3305 <i>Organizational Behavior and Management</i>	
MGMT 3335 <i>Managing the Global Enterprise</i>	
MKTG 3301 <i>Principles of Marketing</i>	
Choose one from:	
ECON 4312 <i>Global Economy</i>	
MKTG 4330 <i>International Marketing</i>	
FINA 3330 <i>International Finance</i>	
6 hrs. Foreign Language at the 2000 level. If you have completed 6 hours at the 2000 level via CLEP or AP, then you must take an additional 3 advanced hours of the same language	
CHRI 2353 (may be taken as part of Smith College)	
COMM 4323 <i>Intercultural Communications</i>	
Choose one from:	
GEOG <i>World Regional Geography</i>	
POLS 4333 <i>US Foreign Policy</i>	
POLS 4353 <i>International Relations</i>	
<b>Senior Seminars</b>	
BUSA 4292 <i>Senior Seminar: International Business</i> (trip course)	
BUSA 4299 <i>Senior Seminar: Business Strategy and Policy</i>	
<b>Additional Requirements for Graduation</b>	
Business Exit Exam – the Major Field Achievement Test (MFAT)	

### BACHELOR OF BUSINESS ADMINISTRATION (BBA)

The Bachelor of Business Administration (BBA) degree is available only to students who choose both majors in the College of Business and Economics. Every undergraduate seeking the BBA degree must complete one major in Business Administration and one major in an academic area - Accounting, Computer Information Systems Management, Economics, Entrepreneurship, Finance, In-

ternational Business, Management or Marketing. This degree option is designed to prepare candidates for careers as professionals, entrepreneurs or for continued study towards graduate education.

**Business Administration  
(required for all BBA students)**

*Faculty: Dr. Larry Ruddell, Dr. Patrick Thornton*

The Business Administration major consists of the business core requirements necessary for the study and practice of all business principles.

The BBA major requires students to take the following courses in Smith College:

	Credits
<b>Smith College (see page 85)</b>	54
ECON 2302 <i>Microeconomics</i>	
BUSA 3320 <i>Business Ethics</i>	
MATH 1314 <i>Finite Math</i> or MATH 2434 <i>Calculus</i>	
<b>Business Administration</b>	39-48
ACCT 2301 <i>Principles of Accounting I</i>	
ACCT 2303 <i>Principles of Accounting II</i>	
BUSA 2311 <i>Quantitative Methods I</i>	
BUSA 2320 <i>Legal Environment of Business</i>	
BUSA 3311 <i>Quantitative Methods II</i>	
BUSA 3320 <i>Business Ethics</i> (if not taken in Smith College)	
CISM 3330 <i>Management Information Systems</i>	
ECON 2301 <i>Principles of Macroeconomics</i>	
ECON 2302 <i>Principles of Microeconomics</i> (if not taken in Smith College)	
ENTR 2311 <i>Entrepreneurship and New Venture Management</i>	
FINA 3320 <i>Corporate Finance</i>	
MATH 1314 <i>Finite Math</i> or MATH 2434 <i>Calculus</i> (if not taken in Smith College)	
MGMT 3305 <i>Organizational Behavior and Management</i>	
MGMT 4311 <i>Production and Operations Management</i>	
MGMT 4312 <i>Human Resources Management</i>	
MKTG 3301 <i>Principles of Marketing</i>	
<b>Senior Seminars</b>	
BUSA 4292 <i>Senior Seminar</i>	
BUSA 4299 <i>Senior Seminar: Business Strategy and Policy</i>	
<b>Additional Requirements for Graduation</b>	
Business Exit Exam – the Major Field Achievement Test (MFAT)	

**Second Major Options**

Students with both majors in business choose a second major from the following:

## Accounting

Faculty: Dr. Darlene Serrato (Area Coordinator), Dr. Mohan Kuruvilla, Dr. Shari Wescott

The undergraduate major in Accounting is designed to prepare students for careers in public accounting, industry, or government as professional accountants. Emphases are placed on accumulating, communicating and analyzing financial data to determine its relevance for effective management and to make better business decisions.

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

	Credits
<b>Required Courses</b>	<b>34</b>
ACCT 3303 <i>Cost Accounting</i>	
ACCT 3304 <i>Individual Income Tax</i>	
ACCT 3311 <i>Intermediate Accounting I</i>	
ACCT 3312 <i>Intermediate Accounting II</i>	
ACCT 3313 <i>Intermediate Accounting III</i>	
ACCT 3317 <i>Accounting Information Systems</i>	
ACCT 4301 <i>Advanced Accounting</i>	
ACCT 4302 <i>Auditing</i>	
ACCT 4304 <i>Corporation Income Tax</i>	
ACCT 4322 <i>Advanced Auditing Issues</i>	

## Computer Information Systems Management

Faculty: Dr. Levon Hayrapetyan (Area Coordinator), Dr. Mike Bourke, Mr. Dennis Chalupa, Mr. Charlie Fix, Dr. Yuri Yatsenko

The undergraduate major in Computer Information Systems Management is designed to acquaint students with current concepts and processes in business information systems 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:

	Credits
<b>Required Courses</b>	<b>31</b>
CISM 2313 <i>Computer Concepts</i>	
CISM 3302 <i>Visual Basic Programming</i>	
CISM 3305 <i>Programming in C++</i>	
CISM 3311 <i>Systems Analysis and Design</i>	
CISM 3341 <i>Business Network Technologies</i>	
CISM 4311 <i>Enterprise-wide Systems Architecture</i>	
CISM 4326 <i>Database Program Development</i>	
CISM 4333 <i>Business Productivity Technologies</i>	
Choose one from:	
CISM 4351 <i>Project Management</i>	
CISM 3303 <i>Web Design</i>	
BUSA 4340 <i>Internship</i>	

## Economics

Faculty: Dr. Melissa Wiseman (Area Coordinator)

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:

	Credits
<b>Required Courses</b>	28
ECON 3302 <i>Economic Theory - Intermediate</i>	
ECON 3305 <i>Money and Banking</i>	
ECON 3335 <i>Mathematical Economics</i>	
ECON 4312 <i>Global Economy</i>	
ECON 4330 <i>Seminar on Law and Economics</i>	
ECON 4335 <i>History of Economic Thought</i>	
Six semester hours of upper level business electives	

## Entrepreneurship

Dr. Martin Bressler (Area Coordinator)

The undergraduate major in Entrepreneurship is designed to help prepare students to start their own businesses, to take over a family-owned business, or start a career in an entrepreneurial organization. Emphasis is placed on an interdisciplinary business approach that assists the student in applying key business concepts to new business ventures.

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

	Credits
<b>Required Courses</b>	28
ENTR 3325 <i>Innovation and Entrepreneurship</i>	
ENTR 3335 <i>Financing New Ventures</i>	
ENTR 3345 <i>Building the Leadership Team</i>	
ENTR 3355 <i>Law and Ethics for the Entrepreneur</i>	
ENTR 3365 <i>Leveraging Technology for New Ventures</i>	
ENTR 4321 <i>New Venture Strategy</i>	
ENTR 4331 <i>Entrepreneurship in the Global Economy</i>	
BUSA 4340 <i>Internship</i>	

## Finance

Faculty: Dr. Melissa Wiseman (Area Coordinator), Ms. Roxanne McDonald,  
Dr. Allen Yan

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 critical to the success of the enterprise.

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

	Credits
<b>Required Courses</b>	<b>31</b>
FINA 3315 <i>Security Markets and Financial Institutions</i>	
FINA 3325 <i>Personal Financial Planning</i>	
FINA 3330 <i>International Finance</i>	
FINA 4307 <i>Investment Principles</i>	
FINA 4318 <i>Corporate Financial Management</i>	
FINA 4322 <i>Options and Futures</i>	
Three hours of upper level Business electives (excluding courses with the FINA rubric)	
Six hours of upper level Accounting electives	

## International Business

Faculty: Dr. Martin Bressler (Area Coordinator)

The undergraduate major in International Business provides students with a solid foundation in business concepts, along with key international skills to prepare the student for a career in the global business environment.

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

	Credits
<b>Required Courses</b>	<b>22-34</b>
ECON 4312 <i>Global Economy</i>	
FINA 3330 <i>International Finance</i>	
MGMT 3335 <i>Managing the Global Enterprise</i>	
MKTG 4330 <i>International Marketing</i>	
Foreign Language (6 hrs.) at the 2000 level (Note – if you have completed 6 hours at the 2000 level via CLEP or AP, then you must take an additional 3 advanced hours of the same language)	
CHRI 2353 <i>World Religions</i>	
Choose two from:	
POLS 4333 <i>US Foreign Policy</i>	
POLS 4353 <i>International Relations</i>	
GEOG 3300 <i>World Geography</i>	
COMM 4323 <i>Intercultural Communications</i>	
<b>Senior Seminars</b>	
BUSA 4292 Senior Seminar: <i>International Business</i> (trip course)	
BUSA 4299 Senior Seminar: <i>Business Strategy and Policy</i>	

## Management

Faculty: Dr. Martin Bressler ( Area Coordinator), Ms. Alexis Knapp, Dr. Uche Nwabueze, Dr. Phaedon Papadopoulos

The undergraduate major in management is designed to provide students with an understanding of key business concepts and technologies, along with principles and procedures to manage resources for globally competitive business organizations.

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

	Credits
<b>Required Courses</b>	25
MGMT 3334 <i>Issues in Environmental Management</i>	
MGMT 3335 <i>Managing Global Enterprises</i>	
MGMT 3336 <i>Organizational Theory</i>	
MGMT 3337 <i>Organizational Development and Change</i>	
A choice of six hours from:	
MGMT 3333 <i>Leadership Development</i>	
MGMT 4313 <i>Technology, Organization, and Economics</i>	
MGMT 4315 <i>Power and Negotiation</i>	
A choice of three hours from:	
ECON 4312 <i>Global Economy</i>	
BUSA 4340 <i>Internship</i>	
Or any upper level Business elective	

## Marketing

Dr. John Brooks, Jr. (Area Coordinator), Ms. Kellye Brooks

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 work for many different types of companies such as advertising and PR firms, marketing research firms, non-profit organizations, retailing or service firms. Marketing majors might also work for almost any type of business in sales, managing the development of new products or brands, or working within a company's marketing department to develop and implement strategic marketing plans. Global and information technology issues that affect marketing are also discussed. Marketing majors are encouraged to participate in the internship program.

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

	Credits
<b>Required Courses</b>	25
MKTG 3310 <i>Consumer Behavior</i>	
MKTG 4350 <i>Marketing Research</i>	
MKTG 4360 <i>Marketing Strategy</i>	
A choice of three hours from the following:	
MKTG 3360 <i>Professional Selling</i>	
MKTG 3380 <i>Online Marketing</i>	
MKTG 4336 <i>Principles of Advertising</i>	
A choice of six hours (two electives) from:	
MKTG 4330 <i>International Marketing</i>	
MKTG 4340 <i>Internship</i>	
MKTG 3360, 3380, 4336 (if not taken previously)	
Three hours of upper level business electives or	
JOUR 3325 <i>Principles of Public Relations</i>	



## Graduate Programs

### MASTER OF ACCOUNTANCY

Advisor: Dr. Shari Wescott

150 hour program

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:

	Credits
<b>90 Semester hours completed including the following major courses</b>	
ACCT 2301 <i>Principles of Accounting I</i>	
ACCT 2303 <i>Principles of Accounting II</i>	
BUSA 2311 <i>Quantitative Methods I</i>	
BUSA 2320 <i>Legal Environment of Business</i>	
ECON 2301 <i>Principles of Macroeconomics</i>	
ECON 2302 <i>Principles of Microeconomics</i>	
ENTR 2311 <i>Entrepreneurship and New Venture Management</i>	
BUSA 3311 <i>Quantitative Methods II</i>	
ACCT 3311 <i>Intermediate Accounting I*</i>	
ACCT 3312 <i>Intermediate Accounting II*</i>	
ACCT 3313 <i>Intermediate Accounting III*</i>	
* 3.0 GPA is required for the Intermediate Accounting sequence and a student may not enroll in any Intermediate Accounting course more than twice.	
<b>Students must have an overall QPA of 3.0 including both HBU and transferred courses and have a minimum composite score of 500 on the GMAT with a minimum 3.0 AWA.</b>	
<b>The remainder of the undergraduate accounting major consists of:</b>	18
ACCT 3303 <i>Cost Accounting</i>	
ACCT 3304 <i>Individual Income Tax</i>	
ACCT 3317 <i>Accounting Information Systems</i>	
BUSA 4292 <i>Senior Seminar</i>	
BUSA 4299 <i>Senior Seminar: Business Strategy and Policy</i>	
BUSA 4320 <i>Business Law</i>	
Two hours of general electives	

<b>A student admitted to the program is allowed to take graduate courses in partial satisfaction of undergraduate degree requirements. These required courses are:</b>	12
ACCT 5302 <i>Auditing</i> instead of ACCT 4302	
ACCT 5304 <i>Corporate Income Taxes</i> instead of ACCT 4304	
ACCT 5311 <i>Advanced Accounting</i> instead of ACCT 4301	
ACCT 5322 <i>Advanced Auditing Issues</i> instead of ACCT 4322	
<b>The remainder of the graduate course requirements are:</b>	18
ACCT 6360 <i>Financial Statement Analysis</i>	
ACCT 6361 <i>Tax Issues in Business Decisions</i>	
CISM 6367 <i>Global Business and Technology Strategies</i>	
MGMT 6383 <i>Transformational Leadership</i>	
Six hours (two courses) additional graduate coursework approved by director of COBE graduate programs.	

## MASTER OF BUSINESS ADMINISTRATION: MBA

Director: Ms. Ritamarie C. Tauer

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.

	Credits
<b>Core Courses</b>	36
The following courses must be completed by all students in the MBA program:	
ACCT 5360 <i>Survey of Accounting</i>	
ECON 5360 <i>Survey of Economics</i>	
FINA 6330 <i>Financial Management</i>	
MGMT 5349 <i>Organizational Behavior</i>	
MGMT 5360 <i>Decision Making Techniques for Managers</i>	
MGMT 6300 <i>Ethical Context of Business</i>	
MGMT 6310 <i>Legal and Ethical Environment of Business</i>	
MGMT 6333 <i>Human Resources Management</i>	
MGMT 6341 <i>Operations Management</i>	
MGMT 6376 <i>Business Strategy and Policy</i>	
MKTG 6310 <i>Marketing Management</i>	
International Business Selection	
<b>Diversification Courses</b>	15
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 <i>Financial Statement Analysis</i>	
ACCT 6361 <i>Tax Issues in Business Decisions</i>	
ACCT 6362 <i>Business Information Process Framework and the Audit</i>	
CISM 6364 <i>Emerging Business and Technology Trends</i>	

CISM 6365 <i>e-Business Concepts and Strategies</i>	
CISM 6366 <i>Strategic Information Technology</i>	
CISM 6367 <i>Global Business and Technology Strategies</i>	
FINA 6331 <i>Money, Banking and Financial Institutions</i>	
FINA 6332 <i>Investments</i>	
FINA 6333 <i>International Finance</i>	
FINA 6334 <i>Financial Policy</i>	
FINA 6335 <i>Risk Management</i>	
FINA 6336 <i>Advanced Financial Management</i>	
MGMT 5361 <i>Staffing and Performance Management</i>	
MGMT 5362 <i>Human Resources Information Technology</i>	
MGMT 6334 <i>Legal Challenges in HR Management</i>	
MGMT 6309 <i>Entrepreneurship</i>	
MGMT 6336 <i>Organizational Theory</i>	
MGMT 6337 <i>Organizations in Change and Development</i>	
MGMT 6345 <i>Service Management</i>	
MGMT 6364 <i>Training and Development</i>	
MGMT 6367 <i>Compensation</i>	
MGMT 6378 <i>Management of Global HR</i>	
MGMT 6382 <i>Strategic Planning &amp; HRM Challenges</i>	
MGMT 6383 <i>Transformational Leadership</i>	
MGMT 6385 <i>Organizational Diagnosis and Transformation</i>	
MGMT 6387 <i>Benefits and Policies</i>	
MGMT 6393 <i>Global Enterprise Management</i>	
MGMT 6395 <i>International Management Experience</i>	
MGMT 6396 <i>Washington Experience</i>	
MKTG 6333 <i>International Marketing Seminar</i>	
MKTG 6334 <i>Marketing Strategy Seminar</i>	
MKTG 6373 <i>Changing Markets and Organizations</i>	

### **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

Director: Ms. Ritamarie C. Tauer

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. To ensure currency, the faculty contains an effective mix of highly successful practitioners and those with a rigorous academic background.

	Credits
<b>Core Courses</b>	21
The following courses must be completed by all students in the MS-HRM program:	
ACCT 5360 <i>Survey of Accounting</i>	
ECON 5360 <i>Survey of Economics</i>	
FINA 6330 <i>Financial Management</i>	
MGMT 5349 <i>Organizational Behavior</i>	
MGMT 5360 <i>Decision Making Techniques for Managers</i>	
MGMT 6300 <i>Ethical Context of Business</i>	
MKTG 6310 <i>Marketing Management</i>	
<b>Diversification Courses</b>	30
The student selects 30 hours from extensive course offerings in strategic planning, global HR management, HR information technology applications, employment law, and transformational leadership. These 30 hours are chosen from the following courses:	
MGMT 5361 <i>Staffing and Performance Management</i>	
MGMT 5362 <i>Human Resources Information Technology</i>	
MGMT 6334 <i>Legal Challenges in HR Management</i>	
MGMT 6310 <i>Legal and Ethical Environment of Business</i>	
MGMT 6364 <i>Training and Development</i>	
MGMT 6367 <i>Compensation</i>	
MGMT 6378 <i>Management of Global HR</i>	
MGMT 6382 <i>Strategic Planning &amp; HRM Challenges</i>	
MGMT 6383 <i>Transformational Leadership</i>	
MGMT 6385 <i>Organizational Diagnosis and Transformation</i>	
MGMT 6387 <i>Benefits and Policies</i>	
MGMT 6395 <i>International Management Experience</i>	

## MASTER OF SCIENCE IN MANAGEMENT

Director: Ms. Ritamarie C. Tauer

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:

Courses	Credits
	30
ACCT 5360 <i>Survey of Accounting</i>	
ACCT 6360 <i>Financial Statement Analysis</i>	
ACCT 6361 <i>Tax Issues in Business Decisions</i>	
ACCT 6362 <i>Business Information Process Framework &amp; the Audit</i>	
CISM 6364 <i>Emerging Business and Technology Trends</i>	
CISM 6365 <i>e-Business Concepts and Strategies</i>	
CISM 6366 <i>Strategic Information Technology</i>	
CISM 6367 <i>Global Business and Technology Strategies</i>	
ECON 5360 <i>Survey of Economics</i>	
FINA 6330 <i>Financial Management</i>	
FINA 6331 <i>Money, Banking and Financial Institutions</i>	
FINA 6332 <i>Investments</i>	
FINA 6333 <i>International Finance</i>	
FINA 6334 <i>Financial Policy</i>	
FINA 6335 <i>Risk Management</i>	
FINA 6336 <i>Advanced Financial Management</i>	
MGMT 5349 <i>Organizational Behavior</i>	
MGMT 5360 <i>Decision Making Techniques for Managers</i>	
MGMT 5361 <i>Staffing and Performance Management</i>	
MGMT 5362 <i>Human Resources Information Technology</i>	
MGMT 6334 <i>Legal Challenges in HR Management</i>	
MGMT 6309 <i>Entrepreneurship</i>	
MGMT 6310 <i>Legal and Ethical Environment of Business</i>	
MGMT 6333 <i>Human Resources Management</i>	
MGMT 6336 <i>Organizational Theory</i>	
MGMT 6337 <i>Organizations in Change and Development</i>	
MGMT 6341 <i>Operations Management</i>	
MGMT 6345 <i>Service Management</i>	
MGMT 6364 <i>Training and Development</i>	
MGMT 6367 <i>Compensation</i>	
MGMT 6376 <i>Business Strategy and Policy</i>	
MGMT 6378 <i>Management of Global HR</i>	

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MGMT 6382 <i>Strategic Planning &amp; HRM Challenges</i>	
MGMT 6383 <i>Transformational Leadership</i>	
MGMT 6385 <i>Organizational Diagnosis and Transformation</i>	
MGMT 6387 <i>Benefits and Policies</i>	
MGMT 6393 <i>Global Enterprise Management</i>	
MGMT 6395 <i>International Management Experience</i>	
MGMT 6396 <i>Washington Experience</i>	
MKTG 6310 <i>Marketing Management</i>	
MKTG 6333 <i>International Marketing Seminar</i>	
MKTG 6334 <i>Marketing Strategy Seminar</i>	
MKTG 6373 <i>Changing Markets and Organizations</i>	



**BUSINESS/ECONOMICS**

# Center for Health Studies

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## 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 program encourages 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 system as a whole.

The Center for Health Studies currently offers a Master of Science degree program in Health Administration (MS-HA) and a Certificate program in Health Administration.

## MASTER OF SCIENCE IN HEALTH ADMINISTRATION

The Master of Science in Health Administration Program is designed to prepare individuals to succeed as executives 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 48-hour core area. The core area provides a broad foundation of finance/accounting, health services administration/research, and management courses needed by all health administrators. The second component is a choice for the capstone event of 6-hour courses from an administrative residency or from a thesis project.



## MASTER OF SCIENCE IN HEALTH ADMINISTRATION

Director: Dr. Kai Li Tsai

The Master of Science in Health Administration Program is designed to provide a sound educational, research, and clinical environment that integrates essential health care managerial functions with effective and innovative expertise.

	Credits
<b>Required Core Courses</b>	<b>48</b>
ACCT 5360 <i>Survey of Accounting</i>	
FINA 6330 <i>Financial Management</i>	
HADM 5311 <i>Health Service Organizations</i>	
HADM 5325 <i>Healthcare Economics</i>	
HADM 6315 <i>Healthcare Jurisprudence and Ethics</i>	
HADM 6320 <i>Health Policy Regulations</i>	
HADM 6350 <i>Epidemiology for Healthcare</i>	
HADM 6352 <i>Applied Research</i>	
HADM 6340 <i>Health Care Financial Management</i>	
HADM 6345 <i>Management of Health Care Information Systems</i>	
HADM 6348 <i>Quality Management &amp; Performance Evaluation in Health Care</i>	
MGMT 5349 <i>Organizational Behavior</i>	
MGMT 5360 <i>Decision Making Techniques for Managers</i>	
MGMT 6333 <i>Human Resources Management</i>	
MGMT 6376 <i>Business Strategy and Policy</i>	
MKTG 6310 <i>Marketing Management</i>	
<b>A choice for the capstone event of 6-hour courses from the administrative residency or thesis project:</b>	<b>6</b>
HADM 6375 <i>Thesis I</i>	
HADM 6376 <i>Thesis II</i>	
OR	
HADM 6377 <i>Administrative Residency</i>	
HADM 6378 <i>Administrative Residency</i>	

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### Certificate Program in Health Administration

In addition to the MS-HA Program, the Center for Health Studies offers a 27-semester hour certificate program in Health Administration. 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 toward the MS-HA. Admission requirements for the certificate program are the same as the admission requirements for the MS-HA degree program.

## Certificate Program in Health Administration

Director: Dr. Kai Li Tsai

	Credits
<b>The following courses must be completed by the student seeking the Certificate in Health Administration:</b>	27
<i>ACCT 5360 Survey of Accounting</i>	
<i>FINA 6330 Financial Management</i>	
<i>MGMT 5360 Decision Making Techniques for Managers</i>	
<i>HADM 5311 Health Service Organizations</i>	
<i>HADM 5325 Healthcare Economics</i>	
<i>HADM 6320 Health Policy Regulations</i>	
<i>HADM 6345 Management of Health Care Information Systems</i>	
<i>HADM 6348 Quality Management and Performance Evaluation in Health Care</i>	
<i>HADM 6350 Epidemiology for Healthcare</i>	

# **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 (EC-4)

Early Childhood through Grade Four Bilingual  
Generalist Certification (EC-4)

English as a Second Language (ESL)

Supplemental Special Education

Special Education (EC-12)

Middle Grades Certification

All-Level Certification

Procedures and Policies for HBU Teacher Certification  
Programs

Certification Requirements

Majors in the Department of Education

Child Development

Kinesiology

Interdisciplinary Studies

Multidisciplinary Studies

Pedagogy

Majors in the Department of Behavioral Sciences

Psychology

Sociology

Graduate Programs

Master of Education Degree

Alternative Certification Program

Bilingual Education

Counselor Education

Curriculum and Instruction

Educational Administration

Educational Diagnostician

Master of Arts in Christian Counseling

Master of Arts in Psychology

# COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES

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Dean: Dr. Joseph D. Brown

## Undergraduate Programs

The undergraduate programs in the College of Education and Behavioral Sciences (COEBS) extend the mission of the University by providing a strong liberal arts foundation for each of its undergraduate degree programs. Graduate programs in the College include Master of Arts and Master of Education degrees. The COEBS is composed of two departments: Behavioral Sciences and Education and Kinesiology. The COEBS prepares a diverse clientele of students through a variety of programs in education, psychology, sociology, and kinesiology which meet state, regional, and national accreditation standards. The College utilizes multiple learning approaches which address a variety of learning styles and emphasizes active, meaningful learning. The assessment of undergraduate and graduate programs utilizes challenging criteria that are reliable, clearly agreed upon, fair and performance based.

## Teacher Preparation Programs

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, physical education, music, bilingual education, English as a Second Language, and 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).

**NOTE:** Teaching certificates are issued by the State of Texas, not the University. Individuals desiring to teach in accredited public and private schools in Texas must be certified through the Division of Educator Certification and Standards of Texas Education Agency (TEA). The State frequently changes certification levels and requirements. In order to meet new guidelines from the Texas Education Agency, the University may change requirements described in this Catalog. Students should check with the COEBS office for current requirements.

### **Definitions:**

#### **Certification**

The Division of Educator Certification and Standards of the Texas Education Agency (TEA) regulates the certification of educators to teach Texas public school children.

### **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 twelve (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 (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 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 (EC-4) 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 Catalog.

### **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.

### **Middle Grades Certification**

This leads to grades four through eight (4-8) 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 the M.Ed. in Curriculum and Instruction with grades four through eight certification and teaching field course work (which may have been completed on the undergraduate level).

Composite Science

English/Language Arts

Composite Social Studies

Mathematical Studies

## High School Certification

This leads to grades eight through twelve (8-12) 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*	Journalism (Mass Communication)*
Composite Science	Life Science
Composite Social Studies	Mathematical Studies
English/Language Arts	Physical Science
French*	Spanish*
History	

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

## All-Level Certification

1. All-Level Art or Physical Education Certification (Grades EC-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 EC-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).
3. All-Level Special Education (Grades EC-12). All-Level special education certification is available as a graduate program.

## 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 COEBS office.
  2. An official documentation of required course work: If undergraduate, a degree plan on file in the Registrar's Office and in the COEBS office. If alternative certification or degree with certification program, a certification plan on file in the COEBS office.
  3. A minimum grade point average to be met in one of the following ways:
    - a. A cumulative GPA of 2.5 or higher on all University course work attempted.
    - b. If undergraduate: a 2.5 on all Smith College requirements.
    - c. 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 (80<sup>th</sup>) percentile on the MLA Cooperative Language Proficiency Test and a minimum score at the eightieth (80<sup>th</sup>) 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 pro-

gram.

- A. The 2.50 cumulative grade point average must be maintained through graduation for undergraduate students and the 3.0 for graduate students.
- B. Students must earn a “B” or better in EDUC 4301, 4311, 5313/5314, or 6302/6312 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 COEBS 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 and EDSP 5302 in addition to those teaching field requirements listed below.
  - 4. If undergraduate, completion of at least 21 semester hours with a GPA of 2.5 or above in each teaching field. If graduate, successful completion of the TExES content test in each field or at least 21 semester hours in each teaching field with a GPA of 2.5 or above in each teaching field.
  - 5. If undergraduate, a GPA 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 or 4311. If graduate, a GPA of 3.0 or higher on all professional education course work with no grade lower than a “C” and a “B” or better in EDUC 5313, 5314, 6302, or 6312.
  - 6. A completed “Application for Student Teaching” form on file in the COEBS 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 seeking EC-4 certification, 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 seeking ESL certification, completion of nine (9) hours of ESL.
11. If seeking Special Education certification, completion of all required EDSP courses.
12. If seeking all-level, middle grades, or high school certification, 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. HBU teacher education 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 COEBS 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.
  1. French and Spanish majors/certification students must successfully complete the Oral Interview (FOI/SOI) which is part of the French/Spanish Proficiency Exam.
  2. Bilingual education certification 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 Catalog. Students should check with the COEBS office for current requirements.

Teaching certificates are not automatically conferred upon graduation. In order for HBU 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 content areas. Preparation manuals are available on the Web at *www.texas.nesinc.com*. Registration booklets can be obtained in the COEBS office.
3. Student must apply for certification online at the SBEC website: *www.sbec.state.tx.us*.

### **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 subject area specialization complete EDUC 4670. Those with an ESL Specialization complete EDUC 4370 and EDUC 4368. Those with a 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.

## **DEPARTMENT OF EDUCATION AND KINESIOLOGY**

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

### **Child Development**

*Faculty: Dr. Verna Peterson, Dr. Bettejim Cates*

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. The Child Development major does not lead to teacher certification.

	Credits
<b>Smith College (see page 85)</b>	54-55
<b>Required Courses</b>	25
CDEV 4304 <i>The Young Child</i>	
CDEV 4306 <i>Language and Concept Development in Early Childhood</i>	
CDEV 4310 <i>Preschool Curriculum and Instruction</i>	
CDEV 4311 <i>Kindergarten Curriculum and Instruction</i>	
CDEV 4351 <i>Emergent Literacy</i>	
EDUC 2311 <i>Schools and Learning</i>	
3 hrs of upper division elective chosen from:	
EDRE 4320, KINE 4323, PSYC 3313, PSYC 4330,	
PSYC 4332, SOCI 4312	
<b>Senior Seminar</b>	
CDEV 4295 <i>Senior Seminar: Early Childhood Practicum</i>	
CDEV 4294 <i>Senior Seminar: Classroom Management</i>	

### Kinesiology

*Faculty: Dr. Robert Dvorak*

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.

An undergraduate student may elect to major in Kinesiology: Specialization in Teacher Education (which leads to all-level teacher certification) or Kinesiology: Specialization in Wellness Management (which does not lead to teacher certification). All Senior Seminars are taken after all other courses have been successfully completed. For a Bachelor of Science degree, four (4) additional hours of science are required.

#### **Kinesiology: Specialization in Teacher Education**

(leads to teacher certification)

This program requires the Pedagogy major as the second major in addition to the Kinesiology major and Smith College course work.

	Credits
<b>Smith College (see page 85) must include:</b>	54-55
BIOL 2404 <i>Human Anatomy and Physiology I</i>	
HIST 2313 <i>The United States to 1877</i>	
HIST 2323 <i>The United States to Present</i>	
POLS 2313 <i>American and Texas Government</i>	
PSYC 3313 <i>Human Growth and Development</i>	
SOCI 2311 <i>Schools and Learning</i>	
Literature	
Writing	

<b>Required Courses</b>	33
KINE 2230 <i>Foundations of Kinesiology</i>	
KINE 3301 <i>Prevention and Treatment of Sports Injuries</i>	
KINE 2334 <i>Tests and Measurement in Kinesiology</i>	
KINE 2335 <i>Sports and Fitness Activities</i>	
KINE 2337 <i>Standard First Aid/ CPR</i>	
KINE 3393 <i>Physiology of Exercise</i> (prereq BIOL 2404)	
KINE 4293 <i>Advanced Wellness Programming</i>	
KINE 3397 <i>Kinesiology</i> (prereq KINE 3393)	
KINE 4160 <i>Wellness and Fitness for PK Children</i>	
KINE 4323 <i>Motor Learning</i> (prereq KINE 3393)	
KINE 4330 <i>Wellness and Fitness in EC-12 Schools</i>	
<b>Senior Seminar</b>	
KINE 4290 <i>Senior Seminar: Research in Kinesiology</i>	
KINE 4292 <i>Senior Seminar: Research and Field Experience in KINE</i>	

### **Kinesiology: Specialization in Wellness Management**

(does not lead to teacher certification)

Two hours of lifetime physical activity courses may be included in the six (6) hours of electives; however, extra assignments will be required in these classes to qualify them for inclusion into the kinesiology major.

	Credits
<b>Smith College (see page 85) Must include</b>	54-55
BIOL 2404 <i>Human Anatomy and Physiology I</i>	
<b>Required Courses</b>	34
KINE 2230 <i>Foundations of Kinesiology</i>	
KINE 3301 <i>Prevention and Treatment of Sports Injuries</i>	
KINE 2337 <i>Standard First Aid/ CPR</i>	
KINE 3393 <i>Physiology of Exercise</i> (prereq BIOL 2404)	
KINE 4293 <i>Advanced Wellness Programming</i>	
KINE 3397 <i>Kinesiology</i> (prepreq KINE 3393)	
KINE 4323 <i>Motor Learning</i> (prereq KINE 3393)	
KINE 2232 <i>Wellness for Special Populations</i>	
KINE 3398 <i>Foundations for Health Instruction</i>	
6 Hours of electives chosen from:	
KINE 2334, 2335, 2336, 3230, 4160, 4330, 4363, 2102	
<b>Senior Seminar</b>	
KINE 4290 <i>Senior Seminar: Research in Kinesiology</i>	
KINE 4292 <i>Senior Seminar: Research and Field Experience in KINE</i>	

## Interdisciplinary Studies

Faculty: Dr. Linda Brupbacher, Dr. Sally Phillips

This major, which is required for EC-4 Bilingual Generalist Certification (early childhood through grade four), requires completion of:

	Credits
<b>Smith College (see page 85) Must include</b>	54-55
HIST 2313 <i>The United States to 1877</i>	
HIST 2323 <i>The United States to Present</i>	
POLS 2313 <i>American and Texas Government</i>	
PSYC 3313 <i>Human Growth and Development</i>	
SOCI 2311 <i>Schools and Learning</i>	
Writing	
Literature	
<b>Required Courses</b>	57
EDEC 4304 <i>The Young Child</i>	
EDEC 4310 <i>Preschool Curriculum and Instruction</i>	
EDEC 4311 <i>Kindergarten Curriculum and Instruction</i>	
EDRE 4310 <i>Reading for Preadolescents</i>	
EDRE 4320 <i>Children's Literature</i>	
EDRE 4350 <i>Reading and the Language Arts</i>	
EDSP 4302 <i>Survey of Exceptional Children</i>	
INDC 3310 <i>Essential Elements of Art OR</i>	
INDC 3320 <i>Essential Elements of Music</i>	
INDC 4160 <i>Wellness and Fitness for Children</i>	
INDC 4330 <i>Essential Elements of Math</i>	
INDC 4331 <i>Math for Pre-adolescents</i>	
INDC 4340 <i>Social Studies for Pre-adolescents</i>	
INDC 4350 <i>Essential Elements of Science</i>	
<b>Professional Education Requirements</b>	
EDUC 4301 <i>Curriculum and Instruction in the Elementary School</i>	
EDUC 4312 <i>The School in U.S. Society</i>	
EDUC 4345 <i>Evaluation and Accountability</i>	
EDUC 4340 <i>Action Research</i>	
EDUC 4671 <i>Student Teaching in the Bilingual EC-4 Classroom</i>	
<b>Senior Seminar</b>	
INDC 4294 <i>Senior Seminar Classroom Management</i>	

## Multidisciplinary Studies

Faculty: Dr. Linda Brupbacher

This major, which is required for Early Childhood through Grade 4 (EC-4) Generalist Certification, requires completion of:

	Credits
<b>Smith College (see page 85) Must include:</b>	54-55
HIST 2313 <i>The United States to 1877</i>	
HIST 2323 <i>The United States to Present</i>	
POLS 2313 <i>American and Texas Government</i>	
PSYC 3313 <i>Human Growth and Development</i>	
SOCI 2311 <i>Schools and Learning</i>	
Literature	
Writing	
<b>Required Courses</b>	80
EDRE 4310 <i>Reading for Preadolescents</i>	
EDRE 4320 <i>Children's Literature</i>	
EDRE 4330 <i>Teaching Content Area Reading Skills</i>	
EDRE 4350 <i>Reading and the Language Arts</i>	
EDRE 4351 <i>Emergent Literacy</i>	
EDSP 4302 <i>Survey of Exceptional Children</i>	
INDC 3310 <i>Essential Elements of Art OR</i> INDC 3320 <i>Essential Elements of Music</i>	
INDC 4160 <i>Wellness and Fitness for Children</i>	
INDC 4330 <i>Essential Elements of Math</i>	
INDC 4331 <i>Math for Pre-adolescents</i>	
INDC 4340 <i>Social Studies for Pre-adolescents</i>	
INDC 4350 <i>Essential Elements of Science</i>	
EDEC 4304 <i>The Young Child</i>	
EDEC 4306 <i>Language and Concept Development in Young Children</i>	
EDEC 4310 <i>Preschool Curriculum and Instruction</i>	
EDEC 4311 <i>Kindergarten Curriculum and Instruction</i>	
Specialization: 12 hrs in ESL, special education, or any other HBU major beyond coursework included in Smith College and Multidisciplinary Major	
<b>Professional Education Requirements</b>	
EDUC 4301 <i>Curriculum and Instruction in the Elementary School</i>	
EDUC 4312 <i>The School in U.S. Society</i>	
EDUC 4345 <i>Evaluation and Accountability</i>	
EDUC 4340 <i>Action Research</i>	
EDUC 4670 <i>Student Teaching in the EC-4 Classroom</i>	
<b>Senior Seminar</b>	
INDC 4294 <i>Senior Seminar Classroom Management</i>	
EDEC 4293 <i>Senior Seminar: Practicum in Early Childhood</i>	

## Courses Required for Available Specializations

### ESL

EDBI 4304 Methods of Teaching ESL	
EDBI 4305 Second Language Acquisition	
EDBI 4307 ESL Theory & Practice	
EDBI 4314 Survey of Linguistics	

### Special Education

EDSP 4252 Clinical Experiences in Generic Special Education	
EDSP 4311 Diagnosis & Prescriptive Teaching for Exceptional Children	
EDSP 4319 Teaching Strategies in Special Education	
EDSP 4335 Growth, Abnormalities, Identification & Evaluation of Early Childhood	
EDSP 4336 Instructional Techniques and Assistive Technology for Physically Impaired Learners	

### Other Academic Specialization

12 hours from any HBU major (beyond coursework included in Smith College for BA & Multidisciplinary Major)	
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## Pedagogy

Faculty: Dr. Eloise Hughes

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.

	Credits
<b>Smith College (see page 85)</b>	54-55
HIST 2313 <i>The United States to 1877</i>	
HIST 2323 <i>The United States to Present</i>	
POLS 2313 <i>American and Texas Government</i>	
PSYC 3313 <i>Human Growth and Development</i>	
SOCI 2311 <i>Schools and Learning</i>	
Literature	
Writing	
<b>Required Courses</b>	32
EDUC 4311 <i>Curriculum and Instruction in the Secondary School</i>	
EDUC 4312 <i>The School in US Society</i>	
EDRE 4330 <i>Teaching Content Area Reading Skills</i>	
EDSP 4302 <i>Survey of Exceptional Children</i>	
EDUC 4306 <i>Educational Applications of Technology</i>	
EDUC 4340 <i>Action Research (extensive research outside of class)</i>	
EDUC 4345 <i>Evaluation and Accountability</i>	
EDUC 4354 <i>Advanced Applications of Curriculum and Instruction in Secondary Schools</i>	
EDUC 4693 <i>Student Teaching in Middle Grades OR</i>	
EDUC 4694 <i>Student Teaching in High School Grades</i>	
<b>Senior Seminar</b>	
EDUC 4294 <i>Senior Seminar: Classroom Management</i>	

## 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

*Faculty: Dr. Ann Owen, Dr. Valerie Bussell, Dr. Doug Fitzgerald, Dr. Renata Nero, Dr. Tom Kennedy*

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.

	Credits
<b>Smith College (see page 85)</b>	54-55
PSYC 1313 <i>General Psychology</i>	
<b>Required Courses</b>	26
PSYC 2115 <i>Introduction to Professional Psychology/Sociology</i>	
PSYC 2364 <i>Abnormal Psychology</i>	
PSYC 2301 <i>Introduction to Statistics for the Behavioral Sciences</i>	
PSYC 3343 <i>Experimental Psychology</i>	
PSYC 4310 <i>History and Theoretical Systems in Psychology</i>	
PSYC 4353 <i>Physiological Psychology</i>	
Choose two (2) PSYC courses from the following list: 3305, 3313, 3303, 4316, 4323, 4326, 4332, 4330, 4334	
<b>Senior Seminar</b>	
PSYC 4292 <i>Senior Seminar in Experimental Psychology</i>	
PSYC 4295 <i>Senior Seminar in Experimental Psychology</i>	

### Sociology

*Faculty: Dr. Randy Wilson, Dr. John Alexander*

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.

	Credits
<b>Smith College (see page 85)</b>	54-55
SOCI 1313 <i>Principles of Sociology</i>	
<b>Required Courses</b>	29
SOCI 2115 <i>Intro to Professional Psychology/ Sociology</i>	
MATH 2301 <i>Introduction to Statistics</i>	
SOCI 3303 <i>Research Methods</i>	
SOCI 3330 <i>Classical Social Theory</i>	
SOCI 4332 <i>Social Psychology</i>	
SOCI 4340 <i>Contemporary Social Theory</i>	
Choose three (3) SOCI courses from following list: 3324, 3320, 3327, 3374, 3385, 4312, 4315, 4333, 4345	
<b>Senior Seminar</b>	
SOCI 4292 <i>Senior Seminar</i>	
SOCI 4293 <i>Senior Seminar</i>	



# Graduate Programs

## MASTER OF EDUCATION DEGREE

The COEBS offers M.Ed. degree programs in Counselor Education, Curriculum and Instruction, Educational Administration, and Educational Diagnostician. 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 certification in Special Education (EC-12) (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). Program admission requirements, including GPA and GRE requirements, are discussed in the section of this Catalog headed “Graduate Degree Programs.”

### Requirements

To receive the M.Ed 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 GPA 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 alternative certification students or master’s degree students. Both types of students must meet all admission, retention, and certification requirements for teacher education. Students not admitted to the M.Ed. program may be approved to enroll for a maximum of six (6) hours as provisionally admitted students. They must meet all requirements for full or regular admission before enrolling in additional coursework. Students enrolling in course work required in the M.Ed. program must have met all requirements for M.Ed. program admission unless approved for provisional admission. After analysis of previously earned credits, a certification 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 the M.Ed in Curriculum and Instruction with certification in Special Education (EC-12) who do not hold a valid Texas teaching certificate must 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.

### Alternative Certification Program

Students in the Alternative Certification Program (ACP) may select one of the following programs:

#### **Early Childhood – Grade 4**

EC-4 Generalist

#### **Grades 4-8**

English, Language Arts & Reading 4-8

Mathematics 4-8

Social Studies Composite, 4-8

Science Composite 4-8

#### **Grades 8-12**

English, Language Arts, & Reading 8-12

Mathematics 8-12

Social Studies Composite 8-12

History 8-12

Physical Science 8-12

Life Science 8-12

Science Composite 8-12

#### **Grades EC-12**

Special Education EC-12

Physical Education EC-12

Art EC-12

Music EC-12

ACP students complete eighteen (18) hours of graduate coursework. They also have one year of supervised internship once they are employed at an accredited school. Once the student has completed eighteen (18) hours of required coursework and has been certified, the student may apply those hours toward the requirements of a master's degree in Curriculum and Instruction. The M.Ed. degree requires a minimum of thirty-six (36) hours.

To be approved for the standard Texas teaching certificate, all students, including those holding a valid out-of-state certificate, are required to achieve a satisfactory level of performance on certification examinations 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 (SBEC), the University may change requirements described in this Catalog. Students should check with the COEBS office for current requirements.

## BILINGUAL EDUCATION

To gain admission to the Bilingual Education program, 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 thirty-six (36) semester hours with no grade less than “C”:

<b>Master of Education with Specialization in Bilingual Education</b>	<b>36</b>
EDUC 6304 <i>Children, Adolescents, and Learning</i>	
EDUC 6310 <i>School in a Multicultural Society</i>	
EDUC 6320 <i>Research Techniques and Procedures</i>	
EDBI 5304 <i>Methods of Teaching ESL</i>	
EDBI 5305 <i>Second Language Acquisition</i>	
EDBI 5343 or 5344 <i>Hispanic Cultural Perspectives</i>	
EDBI 5350 <i>Developing Literacy in the Bilingual Classroom</i>	
EDBI 6304 <i>Applied Linguistics for Bilingual Teaching</i>	
EDBI 6305 <i>Foundations of Bilingual Education</i>	
EDBI 6307 <i>Teaching of Math, Sciences and Social Studies in the Bilingual Classroom</i>	
6 hrs of approved 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 the M.Ed. in Bilingual Education.

The student must complete the following courses with no grade less than “C”:

<b>Supplemental Certification in Bilingual Education</b>	<b>12</b>
EDBI 5304 <i>Methods of Teaching ESL</i>	
EDBI 5305 <i>Second Language Acquisition</i>	
EDBI 5350 <i>Developing Literacy in the Bilingual Classroom</i>	
EDBI 6307 <i>Teaching Math, Science, and Social Studies in the Bilingual Classroom</i>	

Students must also demonstrate proficiency on certification tests required by the state.

## COUNSELOR EDUCATION

- A. Admission to the Counselor Education program requires the student score 850 or higher on the combined verbal and quantitative sections 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 (7) years of program admission.
- B. To earn the M.Ed. degree in Counselor Education, a student must complete the following thirty-seven (37) semester hours with no grade less than “C”:

<b>Master of Education in Counselor Education</b>	<b>37</b>
EDSP 5302 <i>Survey of Exceptional Children</i>	
EDUC 6301 <i>Classroom Management</i>	
EDUC 6310 <i>The School in a Multicultural Society</i>	
EDUC 6320 <i>Research Techniques and Procedures</i>	
EPSY 5363 <i>Principles of Guidance</i>	
EPSY 6191 <i>Counseling Practicum</i>	
EPSY 6306 <i>Career Information and Career Counseling</i>	
PSYC 5310 <i>Ethical and Professional Issues in Psychology and Counseling</i>	
PSYC 5313 <i>Methods and Techniques in Counseling</i>	
PSYC 5323 <i>Theories of Counseling and Psychotherapy</i>	
PSYC 5330 <i>Psychology of Learning</i>	
PSYC 6302 <i>Measurement and Appraisal</i>	
PSYC 6305 <i>Individual Psychological Evaluation</i>	

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 (2) 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 Catalog.

## 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

<b>Master of Education in Curriculum and Instruction</b>	<b>36</b>
EDUC 5306 <i>Educational Applications of Technology</i>	
EDUC 6304 <i>Children, Adolescents, and Learning</i>	
EDUC 6310 <i>The School in a Multicultural Society</i>	
EDUC 6322 <i>Curriculum and Instruction: Grades K – 12</i>	
EDUC 6330 <i>Teaching Methodology for the Professional</i>	
EDUC 6320 <i>Research Techniques and Procedures</i>	
18 hrs 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 Catalog. Students should check with the COEBS office for current requirements.

This option leads to both the 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 certification plan completed by the certification officer. Based on an analysis of previous course work and TExES scores, the certification plan may require additional hours in the teaching field.

For certification in all-level music, the following courses must be completed with no grade less than a "C":

<b>Master of Education in Curriculum and Instruction with Certification in All-level Music</b>	36
EDUC 5306 <i>Educational Applications of Technology</i>	
EDUC 5354 <i>Advanced Applications of Curriculum and Instruction in Secondary Schools</i>	
EDUC 6301 <i>Classroom Management</i>	
EDUC 6302 <i>Elementary School Curriculum and Instruction</i>	
EDUC 6304 <i>Children, Adolescents, and Learning</i>	
EDUC 6310 <i>The School in a Multicultural Society</i>	
EDUC 6340 <i>Action Research</i>	
EDSP 5302 <i>Survey of Exceptional Children</i>	
6 hrs of approved graduate electives in education	
EDUC 5394 <i>Student Teaching in Elementary School Music</i>	
EDUC 5397 or 5398 <i>Student Teaching in Secondary School*</i>	

\*Students who substitute two (2) years of full-time teaching in an accredited school for the student teaching requirement must complete six (6) additional semester hours of electives for the degree.

For certification in all-level art, the following courses must be completed with no grade less than a "C":

<b>Master of Education in Curriculum and Instruction with Certification in All-level Art</b>	36
EDUC 5306 <i>Educational Applications of Technology</i>	
EDUC 5354 <i>Advanced Applications of Curriculum and Instruction in Secondary Schools</i>	
EDUC 6301 <i>Classroom Management</i>	
EDUC 6302 <i>Elementary School Curriculum and Instruction</i>	
EDUC 6304 <i>Children, Adolescents, and Learning</i>	
EDUC 6310 <i>The School in a Multicultural Society</i>	
EDUC 6340 <i>Action Research</i>	
EDSP 5302 <i>Survey of Exceptional Children</i>	
6 hrs of approved electives in education	
EDUC 5393 <i>Student Teaching in Elementary School Art</i>	
EDUC 5396 <i>Student Teaching in Secondary School Art</i>	

For certification in all-level physical education, the following courses must be completed with no grade less than a “C”:

<b>Master of Education in Curriculum and Instruction with Certification in All-Level Physical Education</b>	36
EDUC 5306 <i>Educational Applications of Technology</i>	
EDUC 5354 <i>Advanced Applications of Curriculum and Instruction in Secondary Schools</i>	
EDUC 6301 <i>Classroom Management</i>	
EDUC 6302 <i>Elementary School Curriculum and Instruction</i>	
EDUC 6304 <i>Children, Adolescents, and Learning</i>	
EDUC 6310 <i>The School in a Multicultural Society</i>	
EDUC 6340 <i>Action Research</i>	
EDSP 5302 <i>Survey of Exceptional Children</i>	
EDRE 5330 <i>Content Area Reading</i>	
3 hours of approved electives in education	
EDUC 5384 <i>Student Teaching in Elementary Physical Education</i>	
EDUC 5396 <i>Student Teaching in Secondary Physical Education</i>	

The degree requires completion of all thirty-six (36) hours; however, students may be recommended for certification when they have completed the following: (1) twenty-four (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 (2) years successful teaching in an accredited school; (3) any subject area requirements specified on the certification 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.

ACP students must complete the following courses after acceptance into the Teacher Education Program. Besides these courses, ACP students must pass the required content area and pedagogy state certification exams.

Art/Music/Physical Education EC-12

- EDRE 5330: Content Area Reading
- EDSP 5302: Survey of Exceptional Children
- EDUC 5354: Advanced Applications of C&I
- EDUC 6301: Classroom Management
- EDUC 6302: Elementary School C & I
- EDUC 6304: Children, Adolescents, and Learning
- EDUC 5001: ACP Teaching in the Early Childhood Grade 12 Classroom (Internship)

**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 Catalog. Students should check with the COEBS office for current requirements.

This option leads to both the 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 certification plan completed by the certification officer.

The following courses must be completed with no grade less than a “C”:

<b>Master of Education in Curriculum and Instruction with Early Childhood through Grade 4 Generalist Certification</b>	36
EDSP 5302 <i>Survey of Exceptional Children</i>	
EDUC 6301 <i>Classroom Management</i>	
EDUC 6302 <i>Elementary School Curriculum and Instruction</i>	
EDUC 6304 <i>Children, Adolescents, and Learning</i>	
EDUC 5331 <i>Math for Preadolescents</i>	
EDUC 5340 <i>Social Studies for Preadolescents</i>	
EDUC 5350 <i>Science for Preadolescents</i>	
EDRE 5350 <i>Reading and the Language Arts</i>	
EDRE 5310 <i>Reading for Preadolescents</i>	
EDRE 5320 <i>Teaching Reading through Children’s Literature</i>	
EDEC 5306 <i>Language and Concept Development in Young Children</i>	
EDEC 5310 <i>Preschool Curriculum and Instruction</i>	

In addition to this course work, certification requires student teaching or an approved equivalent and successful completion of content area and pedagogy state certification exams.

ACP students must complete the following courses after acceptance into the Teacher Education Program. Besides these courses, ACP students must pass the required content area and pedagogy state certification exams.

#### EC-4 Generalist

EDEC 5310: Preschool C & I

EDRE 5310: Reading for Pre-Adolescents

EDSP 5302: Survey of Exceptional Children

EDUC 5331: Math for Pre-Adolescents

EDUC 6302: Elementary School C & I

EDUC 6304: Children, Adolescents, and Learning

EDUC 5001: ACP Teaching in the Early Childhood Grade 12 Classroom (internship)

#### **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 Catalog. Students should check with the COEBS office for current requirements.

This option leads to both the 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 certification plan completed by the certification officer.

The degree requires completion of the following courses with no grade less than “C”:

<b>Master of Education in Curriculum and Instruction with Certification (Grades 8-12)</b>	36
EDRE 5330 <i>Content Area Reading</i>	
EDSP 5302 <i>Survey of Exceptional Children</i>	
EDUC 5306 <i>Educational Applications of Technology</i>	
EDUC 5345 <i>Student Evaluation Techniques</i>	
EDUC 5354 <i>Advanced Applications of Curriculum and Instruction in Secondary Schools</i>	
EDUC 6301 <i>Classroom Management</i>	
EDUC 6304 <i>Children, Adolescents, and Learning</i>	
EDUC 6310 <i>The School in a Multicultural Society</i>	
EDUC 6312 <i>Secondary School Curriculum and Instruction</i>	
EDUC 6340 <i>Action Research</i>	
<b>For students with English/Language Arts as teaching field:</b>	
EDRE 5352 <i>Literacy in the Secondary Schools</i>	
3 hrs of graduate electives	
<b>For students with other teaching fields:</b>	
6 hrs of graduate electives; may be fulfilled through student teaching	

Additional course work (undergraduate or graduate) in the teaching field may be required and is determined on an individual basis by the certification officer and documented in a certification plan. Certification also requires student teaching or an approved equivalent and successful completion of content area and pedagogy state certification exams.

ACP students must complete the following courses after acceptance into the Teacher Education Program. Besides these courses, ACP students must pass the required content area and pedagogy state certification exams.

#### 4-8 and 8-12 Plans

EDRE 5330: Content Area Reading

EDSP 5302: Survey of Exceptional Children

EDUC 5354: Advanced Applications of C & I in Secondary Schools

EDUC 6301: Classroom Management

EDUC 6304: Children, Adolescents, and Learning

EDUC 6312: Secondary School C & I

EDUC 5001: ACP Teaching in the Early Childhood Grade 12 Classroom (Internship)

ACP students pursuing 4-8 or 8-12 plans must have at least twenty-four (24) hours of undergraduate coursework in their desired teaching field to be accepted into the program.

#### **Curriculum and Instruction with Middle Grades Certification in English Language Arts and Reading**

**NOTE:** Teaching certificates are issued by the State of Texas, not the University. In order to meet any new guidelines from the State Board for Educator Certification (SBEC), the University may change requirements described in this Catalog. Students should check with the COEBS office for current requirements.

This option leads to both the 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 certification plan completed by the certification officer.



The following courses must be completed with no grade less than “C”:

<b>Master of Education in Curriculum and Instruction with Certification in English Language Arts and Reading (Grades 4 – 8)</b>	36
EDUC 6312 <i>Secondary School Curriculum and Instruction</i>	
EDUC 5354 <i>Advanced Applications of Curriculum and Instruction in Secondary Schools</i>	
EDUC 6301 <i>Classroom Management</i>	
EDUC 6304 <i>Children, Adolescents, and Learning</i>	
EDSP 5302 <i>Survey of Exceptional Children</i>	
EDBI 5304 <i>Methods of Teaching ESL</i>	
EDEC 5306 <i>Language and Concept Development</i>	
EDRE 5310 <i>Reading for Preadolescents</i>	
EDRE 5320 <i>Teaching Reading through Children’s Literature</i>	
EDRE 5330 <i>Content Area Reading</i>	
EDRE 5350 <i>Reading and the Language Arts</i>	
EDRE 5352 <i>Literacy in the Secondary Schools</i>	

Additional course work (undergraduate or graduate) in the teaching field may be required and is determined on an individual basis by the certification officer and documented in a certification plan. Certification also requires student teaching or an approved equivalent and successful completion of content area and pedagogy state certification exams.

ACP students must complete the following courses after acceptance into the Teacher Education Program. Besides these courses, ACP students must pass the required content area and pedagogy state certification exams.

#### 4-8 and 8-12 Plans

EDRE 5330: Content Area Reading

EDSP 5302: Survey of Exceptional Children

EDUC 5354: Advanced Applications of C & I in Secondary Schools

EDUC 6301: Classroom Management

EDUC 6304: Children, Adolescents, and Learning

EDUC 6312: Secondary School C & I

EDUC 5001: ACP Teaching in the Early Childhood Grade 12 Classroom (Internship)

ACP students pursuing 4-8 or 8-12 plans must have at least twenty-four (24) hours of undergraduate coursework in their desired teaching field to be accepted into the program.

#### **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 Catalog. Students should check with the COEBS office for current requirements.

This option leads to both the 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 certification plan completed by the certification officer.

The following courses must be completed with no grade less than “C”:

<b>Master of Education in Curriculum and Instruction with Certification in Mathematics, Science or Social Studies (Grades 4 – 8)</b>	36
EDUC 6312 <i>Secondary School Curriculum and Instruction</i>	
EDUC 5354 <i>Advanced Applications of Curriculum and Instruction in Secondary Schools</i>	
EDUC 6301 <i>Classroom Management</i>	
EDUC 6304 <i>Children, Adolescents, and Learning</i>	
EDUC 6340 <i>Action Research</i>	
EDUC 5306 <i>Educational Applications of Technology</i>	
EDUC 6310 <i>The School in a Multicultural Society</i>	
EDRE 5352 <i>Literacy in the Secondary Schools</i>	
EDRE 5330 <i>Content Area Reading</i>	
EDSP 5302 <i>Survey of Exceptional Children</i>	
EDUC 5331 <i>Math for Preadolescents (if teaching field is math) OR</i> EDUC 5350 <i>Science for Preadolescents (If teaching field is science)</i> <i>OR</i> EDUC 5340 <i>Social Studies for Preadolescents (if teaching field is social studies)</i>	
EDRE 5350 <i>Reading and the Language Arts</i>	

Additional course work (undergraduate or graduate) in the teaching field may be also required and is determined on an individual basis by the certification officer and documented in a certification plan. Certification also requires student teaching or an approved equivalent and successful completion of content area and pedagogy state certification exams.

ACP students must complete the following courses after acceptance into the Teacher Education Program. Besides these courses, ACP students must pass the required content area and pedagogy state certification exams.

4-8 and 8-12 Plans

EDRE 5330: Content Area Reading

EDSP 5302: Survey of Exceptional Children

EDUC 5354: Advanced Applications of C & I in Secondary Schools

EDUC 6301: Classroom Management

EDUC 6304: Children, Adolescents, and Learning

EDUC 6312: Secondary School C & I

EDUC 5001: ACP Teaching in the Early Childhood Grade 12 Classroom (Internship)

ACP students pursuing 4-8 or 8-12 plans must have at least twenty-four (24) hours of undergraduate coursework in their desired teaching field to be accepted into the program.

**Curriculum and Instruction with a Specialization in Instructional Technology**

Students may obtain the Specialization in Instructional Technology by completing the requirements for the M.Ed. degree in Curriculum and Instruction with a Specialization in Instructional Technology or by completing the twenty-seven (27) hours of instructional technology course work included in the degree if they

already possess a graduate degree. All course work must be completed with no grade less than “C”.

This program requires the following thirty-six (36) hours:

<b>Master of Education in Curriculum and Instruction with Specialization in Instructional Technology</b>	36
EDAD 5319 <i>Internet Resource Management</i>	
EDAD 5320 <i>Systems Thinking: Theory and Application</i>	
EDSP 5336 <i>Instructional Techniques and Assistive Technology for Physically Impaired Learners</i>	
EDUC 5302 <i>Multimedia Instructional Strategies</i>	
EDUC 5305 <i>Technology Enhanced Instructional Design</i>	
EDUC 5306 <i>Educational Applications of Technology</i>	
EDUC 6304 <i>Children, Adolescents, and Learning</i>	
EDUC 6307 <i>Design of Print Based Media</i>	
EDUC 6308 <i>Distance Learning</i>	
EDUC 6310 <i>School in a Multicultural Society</i>	
EDUC 6320 <i>Research Techniques and Procedures</i>	
EDUC 6322 <i>Curriculum and Instruction: K – 12</i>	
<b>Instructional Technology Specialization without MED</b>	24
EDAD 5319 <i>Internet Resource Management</i>	
EDAD 5320 <i>Systems Thinking: Theory and Application</i>	
EDSP 5336 <i>Instructional Techniques and Assistive Technology for Physically Impaired Learners</i>	
EDUC 5302 <i>Multimedia Instructional Strategies</i>	
EDUC 5305 <i>Technology Enhanced Instructional Design</i>	
EDUC 5306 <i>Educational Applications of Technology</i>	
EDUC 6307 <i>Design of Print Based Media</i>	
EDUC 6308 <i>Distance Learning</i>	

### **Curriculum and Instruction with 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 Catalog. Students should check with the COEBS office for current requirements.

This option leads to both the M.Ed. degree in Curriculum and Instruction and certification in Special Education (EC-12). It prepares 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 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 the M.Ed programs.

The following courses must be completed with no grade less than “C”:

<b>Master of Education in Curriculum and Instruction with Specialization in Special Education EC – 12</b>	<b>36</b>
EDRE 5310 <i>Reading for Preadolescents</i>	
EDRE 5350 <i>Reading and Language Arts</i>	
EDSP 5302 <i>Survey of Exceptional Children</i>	
EDSP 5306 <i>Language and Concept Development in Young Children</i>	
EDSP 5311 <i>Diagnostic and Prescriptive Teaching for Exceptional Children</i>	
EDSP 5319 <i>Teaching Strategies in Special Education</i>	
EDSP 5335 <i>Growth, Abnormalities, Identification, and Evaluation of Early Childhood</i>	
EDSP 5336 <i>Instructional Techniques and Assisted Technology for Physically Impaired Learners</i>	
EDSP 5351 <i>Emergent Literacy</i>	
EDUC 5331 <i>Math for Preadolescents</i>	
EDUC 6302 <i>Elementary School Curriculum and Instruction</i>	
EDUC 6304 <i>Children, Adolescents, and Learning.</i>	

In addition to this course work, certification requires student teaching or an approved equivalent and successful completion of content area and pedagogy state exams.

ACP Students must complete the following courses after acceptance into the Teacher Education Program. Besides these courses, ACP students must pass the required content area and pedagogy state certification exams.

**EC-12 Special Education**

EDRE 5310: Reading for Pre-Adolescents

EDSP 5302: Survey of Exceptional Children

EDSP 5311: Diagnostic and Prescriptive Teaching for Exceptional Children

EDSP 5319: Teaching Strategies in Special Education

EDSP 6302: Elementary School C & I

EDUC 6304: Children, Adolescents, and Learning

EDUC 5001: ACP Teaching in the Early Childhood Grade 12 Classroom (Internship)

**Supplemental Certification in ESL**

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 the M.Ed. in Curriculum and Instruction or simply added to an existing certificate without obtaining the M.Ed. degree.

The following courses must be completed with no grade less than “C”:

<b>Supplemental Certification in ESL</b>	<b>12</b>
EDBI 5304 <i>Methods of Teaching ESL</i>	
EDBI 5305 <i>Second Language Acquisition</i>	
EDBI 5307 <i>Foundations of ESL and Bilingual Education</i>	
EDBI 5314 <i>Survey of Linguistics</i>	

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.

## EDUCATIONAL ADMINISTRATION

To earn the M.Ed. degree in Educational Administration, a student must complete the following thirty-seven (37) semester hours with no grade less than “C”:

<b>Master of Education in Educational Administration</b>	<b>37</b>
EDAD 5306 <i>Educational Applications of Technology</i>	
EDAD 6301 <i>Administrative Theory and Practice</i>	
EDAD 6302 <i>Instructional Leadership and Evaluation</i>	
EDAD 6303 <i>School Law</i>	
EDAD 6304 <i>School Business Management and Finance</i>	
EDAD 6308 <i>The Role of the Principal</i>	
EDAD 6309 <i>The School and Its Instructional Program</i>	
EDAD 6310 <i>Applications of Educational Research</i>	
EDAD 6313 <i>School Personnel Leadership</i>	
EDAD 6291 <i>Internship in the Principalship</i>	
EDAD 6292 <i>Internship in the Principalship</i>	
EDUC 6300 <i>Current Issues in American Education</i>	
EDUC 6310 <i>The School in a Multicultural Society</i>	

To earn the Texas Standard Principal Certificate, the student must complete the thirty-seven (37) semester hours above, earn the M.Ed. degree, have a valid Texas teaching certificate, have completed two (2) 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, requirements described in this **Catalog** may change.

## EDUCATIONAL DIAGNOSTICIAN

To earn the M.Ed. degree as an Educational Diagnostician, the student must complete the following thirty-nine (39) semester hours with no grade less than “C”:

<b>Master of Education, Educational Diagnostician</b>	<b>39</b>
EDUC 5306 <i>Educational Applications of Technology</i>	
EDUC 6304 <i>Children, Adolescents, and Learning</i>	
EDRE 5304 <i>Diagnosis and Correction of Reading Difficulties</i>	
EDRE 5351 <i>Emergent Literacy</i>	
EDSP 5306 <i>Language and Concept Development in Young Children</i>	
EDSP 5302 <i>Survey of Exceptional Children</i>	
EDSP 5311 <i>Diagnostic and Prescriptive Teaching for Exceptional Children</i>	
EDSP 5319 <i>Teaching Strategies in Special Education</i>	
EDSP 5335 <i>Growth, Abnormalities, Identification, and Evaluation of Early Childhood</i>	
EDSP 6305 <i>Individual Psychological Evaluation</i>	
EDSP 6315 <i>Practicum in Diagnosis</i>	
EDSP 6344 <i>Educational Appraisal of Handicapped Students</i>	
EDSP 6345 <i>Advanced Assessment in Special Education</i>	

To earn professional certification as an Educational Diagnostician, the student must complete the thirty-nine (39) graduate hours listed above, earn the M.Ed. degree document two (2) years of teaching experience in an accredited public or private school, and successfully complete the certification examination required by the State.

A student 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, as well as 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 Texas teachers. Track 2 applicants must present passing scores on the THEA and complete the application for admission to teacher education in addition to the above requirements.

**Note:** In order to meet new guidelines from the State, requirements described in this Catalog may change.

## MASTER OF ARTS IN CHRISTIAN COUNSELING

To earn the Master of Arts (MA) in Christian Counseling at HBU, a student must complete the following coursework with no grade less than "C":

Master of Arts in Christian Counseling	49
PSYC 5310 <i>Ethical and Professional Issues in Psychology and Counseling</i>	
PSYC 5312 <i>Psychological Perspectives on Marriage, the Family, and Children</i>	
PSYC 5314 <i>Methods and Techniques in Christian Counseling</i>	
PSYC 5315 <i>Christian Integration Seminar I</i>	
PSYC 5323 <i>Theories of Counseling and Psychotherapy</i>	
PSYC 6301 <i>Principals of Human Development</i>	
PSYC 6302 <i>Measurement and Appraisal</i>	
PSYC 6308 <i>Methods of Group Process</i>	
PSYC 6310 <i>Clinical Psychopathology</i>	
PSYC 6311 <i>Addictions and Compulsive Disorders</i>	
PSYC 6315 <i>Christian Integration Seminar II</i>	
PSYC 6320 <i>Research Techniques and Procedures</i>	
PSYC 6191 <i>Practicum in Counseling</i>	
EPSY 6306 <i>Career Information and Career Counseling</i>	
9 hrs of PSYC electives	

An applicant for admission to the MA in Christian Counseling (MACC) program must meet the following requirements for admission: A baccalaureate degree within the past seven (7) 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 HBU Catalog 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 (3) letters of professional reference/recommendation and a letter of recommendation from the student's pastor; and an assessment interview with the Department Chair and/or psychology faculty. An applicant must have Graduate Record Examination (GRE) scores on file in order to be admitted into the MACC program. 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 GPA 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 GPA 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 GPA 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 MA 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 (3) 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-nine (49) graduate hours. These courses must have been completed with a GPA 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 the MA degree in psychology, a student must complete the following coursework with no grades less than "C":

<b>Master of Arts in Psychology</b>	<b>49</b>
PSYC 5310 <i>Ethical and Professional Issues in Psychology and Counseling</i>	
PSYC 5312 <i>Psychological Perspectives on Marriage, the Family, and Children</i>	
PSYC 5313 <i>Methods and Techniques in Counseling</i>	
PSYC 5323 <i>Theories of Counseling and Psychotherapy</i>	
PSYC 5330 <i>Psychology of Learning</i>	
PSYC 5332 <i>Social Psychology</i>	
PSYC 5353 <i>Physiological Psychology</i>	
PSYC 6301 <i>Principals of Human Development</i>	
PSYC 6302 <i>Measurement and Appraisal</i>	
PSYC 6305 <i>Individual Psychological Evaluation</i>	
PSYC 6306 <i>Career Information and Career Counseling</i>	
PSYC 6308 <i>Methods of Group Process</i>	
PSYC 6310 <i>Clinical Psychopathology</i>	
PSYC 6320 <i>Research Techniques and Procedures</i>	
PSYC 6324 <i>Seminar in Research</i>	
PSYC 6343 <i>Personality Assessment</i>	
PSYC 6191 <i>Practicum in Counseling Psychology</i>	

An applicant for admission to the MA in Psychology (MAP) program must meet the following requirements for admission: A baccalaureate degree within the past seven (7) 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 HBU Catalog 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 (3) letters of professional reference/recommendation and an assessment interview with the Department Chair and/or psychology faculty. An applicant must have Graduate Record Examination (GRE) scores on file in order to be admitted into the MAP program. 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 GPA 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 GPA 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 GPA 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 MA in Psychology 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 (3) 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 MAP.
3. The student must complete a minimum of forty-nine (49) 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. Students enrolled in the MAP program may add PSYC 6101, 6102, 6103, 6104, 6105, EDUC 6310, EDUC 6312, and EDUC 6301 in order to qualify for licensure as a Specialist in School Psychology (LSSP).





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## **COLLEGE OF NURSING**

Undergraduate Programs

Associate Degree in Nursing

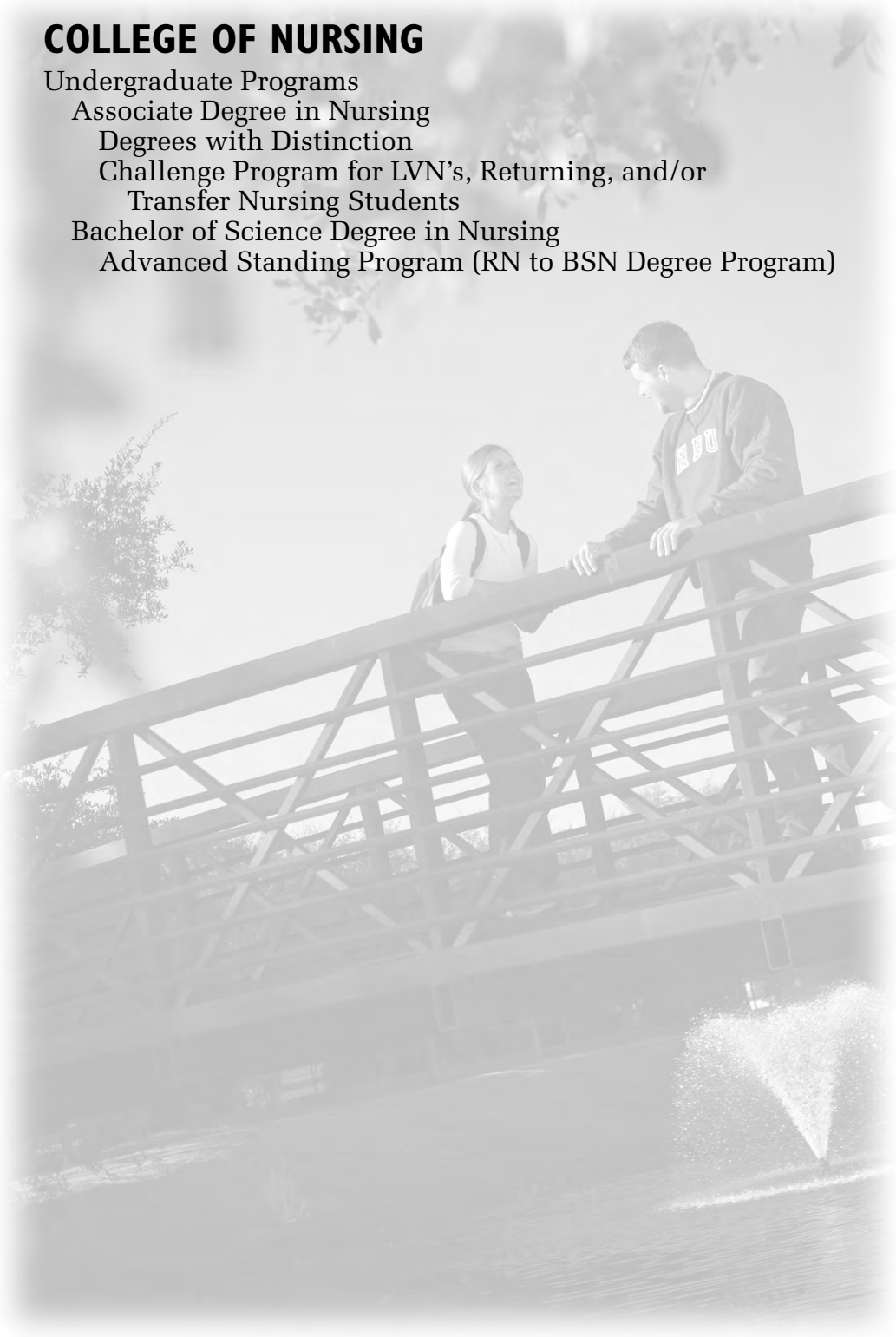
Degrees with Distinction

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

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## Undergraduate Programs in Nursing:

Accredited by the National League for Nursing Accrediting Commission,  
61 Broadway-33<sup>rd</sup> Floor, New York, NY 10006

Telephone: 800-669-1656, Extension 153

Fax: 212-812-0390

Website: [www.nlnac.org](http://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](http://www.bne.state.tx.us)

## NURSING

*Dean: Dr. Nancy Yuill*

The goal of the College of Nursing is to educate nurses to create health care delivery systems to meet the needs of individuals, families and groups in society. 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.

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. 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.

**NOTE:** RN licenses are issued by the Board of Nurse Examiners for the State of Texas, not the University. 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](http://www.bne.state.tx.us).

### **Associate Degree in Nursing (ADN)**

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 program prepares graduates to take the examination for Registered Nurse (R.N.) licensure offered by the Board of Nurse Examiners for the State of Texas.

#### **Admission Procedures and Policies for Associate Degree in Nursing**

To enter the first courses in the program which have laboratories that do not involve direct patient care (NURS 2222, 3202), applicants are to have:

- A completed Undergraduate Admission application on file. A separate application to the nursing program is not required.
- Selected for program entry through the candidate ranking process.
- Have satisfactorily completed the prerequisites with grades of "C" or above.
- Have a minimum overall grade point average (GPA) of 3.0 on all pre-requisites and university course work attempted.
- A satisfactory performance on the Written English Proficiency Examination (EPE) and the Reading Proficiency.

#### **Progression in the Program**

To progress in the nursing courses that involve direct patient care, the students are required to:

- Have and maintain an overall GPA of 2.5 or above.
- No grade less than a "C" in the nursing courses.
- A satisfactory performance on the Math Proficiency Exam for Nurses.
- Demonstrate proficiency in the required competencies at the Novice Level, Advanced Beginner, and Graduating Level Curriculum Checkpoints by passing an examination, demonstrating safe practice and critical thinking while performing nursing skills, and providing a portfolio at each level.

- Have a clear criminal background check for past 7 years and no evidence of drug or alcohol use/abuse.

### Graduation

Candidates eligible for graduation with an Associate Degree in Nursing degree are required to:

- Complete a minimum of 72 semester hours for the Associate degree in nursing with a GPA of 2.5 or higher.
- Have earned a prescribed number of points in the Nursing Student Association and demonstrated competence as required for the curriculum checkpoints.
- Apply to take the State Board Examination for RN licensure.
- Complete all general requirements for graduation as outlined in the **Catalog**.

### ADN PROGRAM REQUIREMENTS

	Credits
<b>Prerequisite Courses</b>	<b>27</b>
ENGL 1313 <i>English Composition I</i>	
ENGL 1323 <i>English Composition II</i>	
BIOL 2404 <i>Human Anatomy and Physiology I</i>	
BIOL 2414 <i>Human Anatomy and Physiology II</i>	
BIOL 1414 <i>Introductory Microbiology</i>	
PSYC 1313 <i>General Psychology</i>	
PSYC 3313 <i>Human Growth and Development</i>	
SOCI 1313 or POLS 2313 or ECON 2301 or 2302	
<b>Smith College</b>	<b>6</b>
CHRISTIANITY (3 hrs)	
CISM 1321 <i>Introduction to Computer Applications</i>	
<b>Nursing Courses - Core Curriculum</b>	<b>39</b>
NURS 2222 <i>Perspectives on Health Care Delivery Systems</i>	
NURS 3202 <i>Care of Families</i>	
NURS 2323 <i>Health Assessment</i>	
NURS 2404 <i>Art and Science of Nursing</i>	
NURS 3404 <i>Care of Individuals I</i>	
NURS 3424 <i>Care of Individuals II</i>	
NURS 3434 <i>Care of Individuals III</i>	
NURS 4414 <i>Care of Families with Mental Health Problems</i>	
NURS 4434 <i>Care of Childbearing Families</i>	
NURS 4444 <i>Care of Families with Children</i>	
NURS 4454 <i>Professional Issues and Nursing Management</i>	
<b>TOTAL SEMESTER HOURS REQUIRED FOR THE ADN DEGREE</b>	<b>72</b>

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

\* 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 the program.

### **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.

### **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 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 grade point average of 3.0.
- 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.

### **Bachelor of Nursing (BSN)**

*Dean: Dr. Nancy Yuill*

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 BSN students take additional courses designed to develop the proficiencies for baccalaureate level practice. The program prepares graduates to take the examination for Registered Nurse (R.N.) licensure offered by the Board of Nurse Examiners for the State of Texas.

### **Admission Procedures and Policies for 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:

- A completed Undergraduate Admission application on file. A separate application to the nursing program is not required.
- Selected for program entry through the candidate ranking process.
- Have satisfactorily completed the prerequisites with grades of “C” or above.
- Have a minimum overall grade point average (GPA) of 3.0 on all pre-requisites and university course work attempted
- A satisfactory performance on the Written English Proficiency Examination (EPE), and the Reading Proficiency.

### **Progression in the Program**

To progress into the nursing courses that involve direct patient care, the students are required to:

- Have and maintain an overall GPA of 2.5 or above.
- No grade less than a “C” in the nursing courses.
- A satisfactory performance on the Math Proficiency Exam for Nurses.
- Demonstrate proficiency in the required competencies at the Novice Level, Advanced Beginner, and Graduating Level Curriculum Checkpoints by passing an examination, demonstrating safe practice and critical thinking while performing nursing skills, and providing a portfolio at each level.
- Have a clear criminal background check for past 7 years and no evidence of drug or alcohol use/abuse

### **Graduation**

Candidates eligible for graduation with a Bachelor of Science in Nursing degree are required to:

- Complete a minimum of 132-134 semester hours for the baccalaureate in nursing degree with a GPA of 2.5 or higher.
- Have earned a prescribed number of points in the Nursing Student Association and demonstrated competence as required for the curriculum checkpoints.
- Apply to take the State Board Examination for RN licensure.
- Complete all general requirements for graduation as outlined in the **Catalog**.



## BSN PROGRAM REQUIREMENTS

	Credits
<b>Prerequisite Courses</b>	40
ENGL 1313 <i>English Composition I</i>	
ENGL 1323 <i>English Composition II</i>	
COMM 1313 <i>The Communication Process</i>	
BIOL 2404 <i>Human Anatomy and Physiology I</i>	
BIOL 2414 <i>Human Anatomy and Physiology II</i>	
BIOL 1414 <i>Introductory Microbiology</i>	
CHEM 1404 <i>Introductory Chemistry</i>	
MATH 1305 <i>Math for Critical Thinking or higher</i>	
PSYC 1313 <i>General Psychology</i>	
PSYC 2301 <i>Introductory Statistics for the Behavioral Science</i>	
PSYC 3313 <i>Human Growth and Development</i>	
SOCI 1313, POLS 2313, ECON 2301 or 2302	
<b>Smith College (see page 85)</b>	29
CISM 1321 <i>Introduction to Computer Applications</i>	
HUMANITIES (12 hrs)	
FINE ART (3 hrs)	
CHRISTIANITY (9 hrs)	
KINE 2202 <i>Creating a Wellness Lifestyle</i>	
<b>Nursing Courses - Core Curriculum</b>	39
NURS 2222 <i>Perspectives on Health Care Delivery Systems</i>	
NURS 3202 <i>Care of Families</i>	
NURS 2323 <i>Health Assessment</i>	
NURS 2404 <i>Art and Science of Nursing</i>	
NURS 3404 <i>Care of Individuals I</i>	
NURS 3424 <i>Care of Individuals II</i>	
NURS 3434 <i>Care of Individuals III</i>	
NURS 4414 <i>Care of Families with Mental Health Problems</i>	
NURS 4434 <i>Care of Childbearing Families</i>	
NURS 4444 <i>Care of Families with Children</i>	
NURS 4454 <i>Professional Issues and Nursing Management</i>	
<b>BSN Courses</b>	24
NURS 3303 <i>Epidemiologic Perspectives for Nurses</i>	
NURS 3212 <i>Care of Populations Based on Major Stratifications</i>	
NURS 3414 <i>Pathophysiology for Health Care or</i> <i>BIOL 3433 Pathophysiology</i>	
NURS 4212 <i>Care of Vulnerable Populations</i>	
NURS 4392 <i>Senior Seminar I: Professional Issues and Nursing Research</i>	
NURS 4294 <i>Senior Seminar II: Applied Research and Externship</i>	
NURS 4424 <i>Nursing in the Community and Nursing the Community</i>	
NURS 4464 <i>Health Administration for Nurses</i>	
<b>TOTAL SEMESTER HOURS REQUIRED FOR THE BSN DEGREE</b>	132

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

\* 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 the program.

### **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.
- Have a clear criminal background check for the past 7 years with no evidence of drugs or alcohol use/abuse.

#### **REQUIREMENTS FOR ADVANCED STANDING (RN) STUDENTS**

	Credits
<b>Entry Requirements*</b>	40
ENGL 1313, 1323 plus Written English Examination and Reading Proficiency (if required)	
COMM 1313 <i>The Communication Process</i>	
PSYC 1313 <i>General Psychology</i>	
PSYC 2301 <i>Introductory Statistics for the Behavioral Science</i>	
PSYC 3313 <i>Human Growth and Development</i>	
MATH 1313, MATH 1305, or higher level course Math Proficiency Exam demonstrating abilities to safely administer medications and IV fluids	
SOCI 1313 or POLS 2313 or ECON 2301 or 2302	
BIOL 1414 <i>Introductory Microbiology</i>	
BIOL 2404 <i>Human Anatomy and Physiology I</i>	
BIOL 2414 <i>Human Anatomy and Physiology II</i>	
CHEM 1404 <i>Introductory Chemistry</i>	

<b>Advance Standing Credit</b>	35
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>	
NURS 3202 <i>Care of Families</i>	
NURS 2323 <i>Health Assessment</i>	
NURS 2404 <i>Art and Science of Nursing</i>	
NURS 3404 <i>Care of Individuals II</i>	
NURS 3424 <i>Care of Individuals II</i>	
NURS 4414 <i>Care of Families with Mental Health Problems</i>	
NURS 4434 <i>Care of Childbearing Families</i>	
NURS 4444 <i>Care of Families with Children</i>	
NURS 4454 <i>Professional Issues and Nursing Management</i>	
<b>Smith College</b>	29
CISM 1321 <i>Introduction to Computer Applications</i>	
HUMANITIES (12 hrs)	
FINE ART (3 hrs)	
CHRISTIANITY (9 hrs)	
KINE 2202 <i>Creating a Wellness Lifestyle</i>	
<b>Required BSN Nursing Courses</b>	13
NURS 3303 <i>Epidemiologic Perspectives for Nurses</i>	
NURS 3212 <i>Care of Populations Based on Major Stratifications</i>	
NURS 3414 <i>Pathophysiology for Health Care</i> or BIOL 3433	
NURS 3434 <i>Care of Individuals III ***</i>	
<b>Advanced Beginner Curriculum Checkpoint</b>	11
NURS 4212 <i>Care of Vulnerable Populations</i>	
NURS 4424 <i>Nursing in the Community and Nursing the Community</i>	
NURS 4392 <i>Senior Seminar I: Professional Issues and Nursing Research</i>	
NURS 4294 <i>Senior Seminar II: Applied Research and Externship</i>	
<b>Graduating Student Curriculum Checkpoint</b>	4
NURS 4464 <i>Health Administration for Nurses</i>	

\* 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.

<b>Summary of Credits</b>	
Entry Requirements	40
Credit hour for validation of ADN+/Diploma Nursing Courses	35
Smith College and Required Nursing courses	57
<b>TOTAL SEMESTER HOURS REQUIRED FOR THE BSN DEGREE</b>	132

Please refer to the "Course Description" section of the **Catalog** 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

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*Dean: Dr. Doris C. Warren*

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.

The College of Science and Mathematics faculty members are deeply committed to undergraduate teaching and research. One-on-one interactions with faculty members are the norm in this college. Research opportunities with faculty are available to undergraduates. Students are also encouraged to participate in summer internships and research programs at other universities and research institutions.

All science majors except for mathematics majors must include *Principles of Research* as two semester hours of their senior seminar requirement. *Principles of Research* may be taken as BIOL 4290, CHEM 4290, or PHYS 4290.

## Department of Biology

*Chair: Dr. Avin Brownlee*

*Faculty: Dr. Susan Cook, Dr. Curtis Henderson, Dr. Rachel Hopp  
Dr. Jacqueline Horn, Dr. Betty Thompson, Dr. Brenda Whaley*

## Biology Major

The biology program at Houston Baptist University emphasizes the biomedical/biotechnology aspects of biology. The biology department is especially strong in the areas of microbiology, histology, physiology, genetics, virology, molecular biology, immunology and cell biology.

The program prepares students for a wide variety of career destinations including allied health professions, graduate school, the research industry, nursing, and education.

Graduates of the program have become Ph.D.s, physicians, dentists, biotechnicians, researchers, teachers, or have entered other interesting professions. Professions for persons with a degree in biology extend into such fields as allied health, quality control, consulting, lab management, ecology, animal and plant science, food science, industrial waste, nutrition, forensics, criminology, and sales.

Departmental honors are available in Biology.

	Credits
<b>Smith College (see page 85)</b>	<b>55</b>
Must include: CHEM 2415 <i>General Chemistry I</i>	
CHEM 2416 <i>General Chemistry II</i>	
MATH 1313 <i>College Algebra</i> (or higher)	

	Credits
<b>Biology Requirements</b>	<b>31</b>
BIOL 2473 <i>General Biology I: Cellular and Molecular Biology*</i>	
BIOL 2474 <i>General Biology II: Diversity of Life, Botany, and Ecology*</i>	
BIOL 2475 <i>General Biology III: Animal Structure and Life Processes*</i>	
BIOL 3444 <i>Genetics</i>	
Minimum 11 hours advanced Biology electives**	
No more than 4 hours of 4292 may count in Biology major	
<b>Senior Seminars</b>	<b>4</b>
BIOL 4292 <i>Senior Seminar</i>	
BIOL 4290/CHEM 4290/PHYS 4290 <i>Senior Seminar: Principles of Research</i>	
<b>Notes:</b>	
*Students should take BIOL 2474 and 2475 before BIOL 2473 unless they have a good understanding of chemistry.	
**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	

### Biochemistry-Molecular Biology Major as combined with a Biology Major

In 2000, the College of Science and Mathematics upgraded the interdisciplinary training we provide to students to prepare them for success in careers in the biological and biochemical sciences with the establishment of a new major in **Biochemistry and Molecular Biology (BCMB)**. BCMB may be combined with Biology or Chemistry for HBU's dual major.

This major incorporates the training needed for students to compete for spaces in medical school, dental school and graduate programs in the biological and biochemical sciences, in addition to entry-level employment in biomedical research at academic institutions and in the biotechnology industry.

	Credits
<b>Smith College (see page 85)</b>	<b>56</b>
Must include: MATH 2434 <i>Calculus I</i>	
CHEM 2415 <i>General Chemistry I</i>	
CHEM 2416 <i>General Chemistry II</i>	
<b>Interdisciplinary Requirements</b>	<b>35/36</b>
CHEM 3121 <i>Organic Chemistry Laboratory</i>	
CHEM 3313 <i>Organic Chemistry I</i>	
CHEM 3333 <i>Organic Chemistry II</i>	
CHEM 4373 <i>Biochemistry</i>	
PHYS 2413 <i>Physics I</i>	
PHYS 2423 <i>Physics II</i>	
BCMB 4211 <i>Bioanalytical Methods</i>	
Minimum of 11 semester hours of advanced BCMB electives	
No more than 4 hrs. of BCMB 4292 may count in BCMB major	
<b>Senior Seminars</b>	<b>4</b>
BCMB 429_ <i>Senior Seminar (selected from BCMB 4292, 4294, 4295, 4296)</i>	
BCMB 429_ <i>Senior Seminar (selected from BCMB 4292, 4294, 4295, 4296)</i>	
<b>Notes:</b>	
The biochemistry-molecular biology major is available only to students whose second major is either biology or chemistry.	

## Department of Chemistry

Chair: Dr. Treacy Woods

Faculty: Dr. Taiya Fabre, Dr. Robert Towery

Dr. Eric VanCaemelbecke, Dr. Doris C. Warren

### Chemistry Major

The Department of Chemistry offers a chemistry major with strong foundations in theory and laboratory practice. Fields of specialization cover the areas most active in chemistry: analytical, biochemical, organic, and physical. This program prepares students for careers in the allied health professions, graduate school and industry.

Departmental honors are available in Chemistry.

	Credits
<b>Smith College (see page 85)</b>	<b>56</b>
Must include: MATH 2434 <i>Calculus I</i>	
PHYS 2413 <i>Physics I</i>	
PHYS 2423 <i>Physics II</i>	
<b>Chemistry Requirements</b>	<b>36</b>
CHEM 2415 <i>General Chemistry I</i>	
CHEM 2416 <i>General Chemistry II</i>	
CHEM 2423 <i>Quantitative Analysis</i>	
CHEM 3121 <i>Organic Chemistry Laboratory</i>	
CHEM 3313 <i>Organic Chemistry I</i>	
CHEM 3333 <i>Organic Chemistry II</i>	
CHEM 3443 <i>Modern Analytical Techniques</i>	
CHEM 4262 <i>Organic Analysis</i>	
CHEM 4373 <i>Biochemistry</i>	
CHEM 4414 <i>Introductory Physical Chemistry</i>	
<b>Senior Seminars</b>	<b>4</b>
BIOL/CHEM/PHYS 4290 <i>Senior Seminar: Principles of Research</i>	
CHEM 4292 <i>Senior Seminar</i>	

### Biochemistry-Molecular Biology Major as combined with a Chemistry Major

The combination of chemistry and BCMB program provides an excellent foundation for medical and dental school, graduate programs in science, and employment in the chemical and molecular biological areas (academic and industrial).

#### Notes

The biochemistry-molecular biology major is available only to students whose second major is either biology or chemistry.

	Credits
<b>Smith College (see page 85)</b>	<b>56</b>
Must include: MATH 2434 <i>Calculus I</i>	
BIOL 2473 <i>General Biology I: Cellular and Molecular Biology</i>	
BIOL 2474 <i>General Biology II: Diversity of Life, Botany, &amp; Ecology</i>	



	Credits
<b>Interdisciplinary Requirements</b>	<b>33</b>
BIOL 2475 <i>General Biology III: Animal Structure and Life Processes</i>	
BIOL 3444 <i>Genetics</i>	
PHYS 2413 <i>Physics I</i>	
PHYS 2423 <i>Physics II</i>	
BCMB 4211 <i>Bioanalytical Methods</i>	
Minimum of 11 semester hours of advanced BCMB electives	
No more than 4 hrs. of BCMB 429_ may count in BCMB major	
<b>Senior Seminars</b>	<b>4</b>
BCMB 429_ <i>Senior Seminar (selected from BCMB 4292, 4294, 4295, 4296)</i>	
BCMB 429_ <i>Senior Seminar (selected from BCMB 4292, 4294, 4295, 4296)</i>	
<b>Notes</b>	
The biochemistry-molecular biology major is available only to students whose second major is either biology or chemistry.	

### Department of Mathematics & Physics

*Chair: Dr. Ernest Pyle*

*Faculty: Dr. Gardo Blado, Mr. Walter Bradley*

*Dr. James Claycomb, Mr. Don Teltschik*

#### Mathematics Major

The curriculum in mathematics is designed to provide for the student an important part of a broad liberal education along with equipping the student with the essentials for a continuing career in mathematics.

Students are required to take at least one course in computer languages in which mathematical concepts are included.

Mathematics majors desiring a B.S. degree will take PHYS 2413 and 2423; Mathematics majors choosing a B.A. degree will take 4 hours of physics with lab.

Departmental honors are available in Mathematics.

	Credits
<b>Smith College (see page 85)</b>	<b>56</b>
Must include: MATH 2424 <i>Calculus I</i>	
CISM 1321 <i>Introduction to Computer Applications</i>	
PHYS 2413 <i>Physics I</i>	
PHYS 2423 <i>Physics II</i>	
(BA students need only 4 hrs. of Physics with lab)	

	Credits
<b>Mathematics Requirements</b>	<b>34</b>
MATH 2434 <i>Calculus I</i>	
MATH 2444 <i>Calculus II</i>	
MATH 3301 <i>Foundations of Higher Mathematics</i>	
MATH 3323 <i>Linear Algebra</i>	
MATH 3333 <i>Ordinary Differential Equations</i>	
MATH 3353 <i>Modern Abstract Algebra</i>	
MATH 3414 <i>Calculus III</i>	
MATH 4313 <i>Advanced Calculus</i> or MATH 4333 <i>Introduction to Complex Variables</i>	
3 Additional upper level hours in mathematics	
MATH 2314 <i>Introduction to Programming in C</i> or CISM 3305 <i>Programming in C++</i>	
CISM 2313 <i>Computer Concepts</i>	
<b>Senior Seminars</b>	<b>4</b>
MATH 4292 <i>Senior Seminar</i>	
MATH 4293 <i>Senior Seminar</i>	

### Physics Major

The physics program at HBU provides a firm foundation in the theoretical and experimental aspects of physics. In addition, the physics program offers courses for non-science majors: Physics for the Liberal Arts Mind; Astronomy and the Universe; Physics of Sound; and Science and Religion (with Physics and Christianity as examples). Currently, the faculty is involved in theoretical, experimental, and applied physics research. Areas of research include biophysics, supersymmetry, and methods of teaching physics.

Departmental honors are available in physics.

	Credits
<b>Smith College (see page 85)</b>	<b>56</b>
Must include: MATH 2434 <i>Calculus I</i>	
CHEM 2415 <i>General Chemistry I</i>	
CHEM 2416 <i>General Chemistry II</i>	
<b>Physics Requirements</b>	<b>34</b>
PHYS 2343 <i>Introductory Theoretical Physics</i>	
PHYS 2413 <i>Physics I</i>	
PHYS 2423 <i>Physics II</i>	
PHYS 3313 <i>Mechanics</i>	
PHYS 3323 <i>Electricity and Magnetism</i>	
PHYS 3413 <i>Modern Physics I</i>	
PHYS 4323 <i>Thermodynamics and Statistical Mechanics</i>	
PHYS 4343 <i>Introduction to Quantum Mechanics I</i>	
3 additional hours in Physics excluding 1401, 1403, 1411, and 3415	
<b>Senior Seminars</b>	<b>4</b>
BIOL/CHEM/PHYS 4290 <i>Principles of Research</i>	
PHYS 4292 <i>Senior Seminar</i>	

## Other Majors

### Composite Science Major

The composite science major is available only for students seeking teacher certification in composite science with a specialization in the middle grades (4-8) or high school (8-12).

Students seeking a middle grades specialization are required to take 16 credit hours of biology including BIOL 2473, 2474, 2475, and 3434. Students are also required to take 12 hours of chemistry including CHEM 1404, 2415, 3415 and 8 hours of physics including PHYS 1401 or 1403, and 1411. Four hours of senior seminars are required including BIOL/CHEM/PHYS 4290 and 4292. INDC 4350 must also be taken.

Students seeking a high school specialization in composite science are required to take 23 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, 3415 and choice of 3313 and 3121 or 2423, and 8 hours of physics including PHYS 1401 or 1403, and 1411. Four hours of senior seminars are required including BIOL/CHEM/PHYS 4290 and 4292.

### Life Science Major

The life science major is available only for students seeking teacher certification in life science with a specialization in high school (8-12). Students seeking a high school specialization in life sciences are required to take 35 credit hours of biology including BIOL 2404, 2414, 2473, 2474, 3335, 3434, 3444, and choice of one advanced level (3000 – 4000) biology course with lab. Senior seminars BIOL/CHEM/PHYS 4290 and 4292 are also required. Students must also take CHEM 2415 and 2416.

### Mathematical Studies Major

The mathematical studies major is available only for students seeking teacher certification in mathematics with a specialization in middle grades (4-8) or high school (8-12).

Students seeking a middle grades specialization in mathematical studies 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, and 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, 3310, 3323, 3404, and senior seminars MATH 4290, 4291. In addition, these students are strongly encouraged to take CISM 2313 and PHYS 2413 and 2423.

### Physical Science Major

The physical science major is available only for students seeking teacher certification in physical science with a specialization in high school (8-12). Students seeking a high school specialization in physical sciences are required to take 23 credit hours in chemistry including CHEM 2415, 2416, 3313, 3415, both 3333 and 3121 or 2423 and senior seminar 4292. Students must take 22 hours of physics including PHYS 1401 or 1403, 1411, 2413, 2423, 3413 and senior seminar 4292. Students are also required to take BIOL/CHEM/PHYS 4290.

## Pre-Professional Programs

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 or coordinator of the health professions and/or the director of the pre-engineering program for the most current requirements for a post-baccalaureate program.

## Pre-Engineering Program

*Director: Dr. Ernest Pyle*

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 the majority of engineering schools and for most 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	Credits
<b>First Year</b>	<b>34</b>
FYSE 1200*	
CHEM 2415, 2416	
CISM 2313	
ENGL 1313, 1323	
ENGR 1301	
MATH 1434**, 2434, 2444	
<b>Second Year</b>	<b>33</b>
CISM 3305	
KINE 2102, 2102 (two different activities)	
MATH 3323, 3333, 3404, 3414	
PHYS 2413, 2423	
General Electives***	

### Notes:

\* 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 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

Director: Dr. Susan Cook

Coordinator: Cathy Capes

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

This is a guide to the most frequently required courses. Not all courses will be required by all medical or dental schools. Prerequisite courses may change at any time without notice to Houston Baptist University. Some of the listed courses may have other prerequisite requirements. It is the student's responsibility to check often with the professional school for any updates.

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.

	Credits
<b>Science and Math Core</b>	<b>45/48</b>
BIOL 2473 <i>General Biology I: Cellular and Molecular Biology*</i>	
BIOL 2474 <i>General Biology II: Diversity of Life, Botany, and Ecology*</i>	
BIOL 2475 <i>General Biology III: Animal Structure and Life Processes*</i>	
Four advanced hours (3000–4000) of Biology including Lab	
CHEM 2415 <i>General Chemistry I</i>	
CHEM 2416 <i>General Chemistry II</i>	
CHEM 3121 <i>Organic Chemistry Laboratory</i>	
CHEM 3313 <i>Organic Chemistry I**</i>	
CHEM 3333 <i>Organic Chemistry II**</i>	
CHEM 4262 <i>Organic Analysis</i>	
(CHEM 4373 <i>Biochemistry</i> required by some medical and dental schools)	
MATH 2434 <i>Calculus I</i>	
PHYS 2413 <i>Principles of Physics I</i>	
PHYS 2423 <i>Principles of Physics I</i>	

#### Notes:

\*BIOL 2473, 2474, 2475 are prerequisites for all 3000 and 4000 level biology courses.

\*\*CHEM 3313 and 3333 are prerequisites for CHEM 4262 and 4373

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**

*Director: Dr. Susan Cook*

*Coordinator: Cathy Capes*

This is a guide to the most frequently required courses. Not all courses will be required by all optometry schools. Prerequisite courses may change at any time without notice to Houston Baptist University. Some of the listed courses may have other prerequisite requirements. It is the student’s responsibility to check often with the professional school for any updates.

	<b>Credits</b>
<b>Science and Math Core</b>	<b>68</b>
BIOL 2414 <i>Human Anatomy and Physiology II</i>	
BIOL 2473 <i>General Biology I: Cellular and Molecular Biology*</i>	
BIOL 2474 <i>General Biology II: Diversity of Life, Botany, and Ecology*</i>	
BIOL 2475 <i>General Biology III: Animal Structure and Life Processes*</i>	
BIOL 3414 <i>Microbiology</i>	
BIOL 3454 <i>General Physiology</i> or BIOL 3433 <i>Pathophysiology</i>	
BIOL 3464 <i>Comparative Vertebrate Anatomy</i>	
CHEM 2415 <i>General Chemistry I</i>	
CHEM 2416 <i>General Chemistry II</i>	
CHEM 3121 <i>Organic Chemistry Laboratory</i>	
CHEM 3313 <i>Organic Chemistry I**</i>	
CHEM 3333 <i>Organic Chemistry II**</i>	
CHEM 4373 <i>Biochemistry</i>	
MATH 1434 <i>Precalculus Mathematics</i>	
MATH 2434 <i>Calculus I</i>	
PHYS 2413 <i>Principles of Physics I</i>	
PHYS 2423 <i>Principles of Physics II</i>	
PSYC 1313 <i>General Psychology</i>	
PSYC 2301 <i>Introductory Statistics for the Behavioral Sciences</i>	

**Notes:**

\*BIOL 2473, 2474, 2475 are prerequisites for BIOL 3454, 3464 and 3433.

\*\*CHEM 3313 and 3333 are prerequisites for CHEM 4373

## Pre-Pharmacy Program

Director: Dr. Susan Cook

Coordinator: Cathy Capes

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.

This is a guide to the most frequently required courses. Not all courses will be required by all pharmacy schools. Prerequisite courses may change at any time without notice to Houston Baptist University. Some of the listed courses may have other prerequisite requirements. It is the student's responsibility to check often with the professional school for any updates.

1

	Credits
<b>Core Courses</b>	<b>77-81</b>
BIOL 2473 <i>General Biology I: Cellular and Molecular Biology*</i>	
BIOL 2474 <i>General Biology II: Diversity of Life, Botany, and Ecology*</i>	
BIOL 2475 <i>General Biology III: Animal Structures and Life Processes*</i>	
BIOL 3414 <i>Microbiology</i>	
CHEM 2415 <i>General Chemistry I</i>	
CHEM 2416 <i>General Chemistry II</i>	
CHEM 3121 <i>Organic Chemistry Laboratory</i>	
CHEM 3313 <i>Organic Chemistry I**</i>	
CHEM 3333 <i>Organic Chemistry II**</i>	
CHEM 4262 <i>Organic Analysis</i>	
ENGL 1313 <i>Composition and Literature</i>	
ENGL 1323 <i>Composition and Literature</i>	
HIST 2313 <i>The United States</i>	
HIST 2323 <i>The United States</i>	
Humanities: 3 hours	
MATH 2434 <i>Calculus I</i>	
Physics: 4-8 hours	
POLS 1313 <i>Introduction to Political Science</i>	
POLS 2313 <i>American and Texas Government</i>	
PSYC 1313 <i>General Psychology</i>	
PSYC 2301 <i>Introductory Statistics for the Behavioral Sciences</i>	
COMM 1313 <i>The Communication Process</i>	
Fine Arts: 3 hours	

### Notes:

\*BIOL 2473, 2474, 2475 are prerequisites for BIOL 3454, 3464 and 3433.

\*\*CHEM 3313 and 3333 are prerequisites for CHEM 4373

## Pre-Physical Therapy Program

Director: Dr. Susan Cook

Coordinator: Cathy Capes

Students who plan to enter the field of physical therapy may complete the pre-requisite courses at Houston Baptist University before applying for admission to a school of physical therapy.

This is a guide to the most frequently required courses. Not all courses will be required by all physical therapy schools. Prerequisite courses may change at any time without notice to Houston Baptist University. Some of the listed courses may have other prerequisite requirements. It is the student's responsibility to check often with the professional school for any updates.

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.

	Credits
<b>Core Courses</b>	<b>66</b>
BIOL 2241 <i>Medical Terminology</i>	
BIOL 2473 <i>General Biology I: Cellular and Molecular Biology*</i>	
BIOL 2474 <i>General Biology II: Diversity of Life, Botany, and Ecology*</i>	
BIOL 2475 <i>General Biology III: Animal Structure and Life Processes*</i>	
BIOL 3454 <i>General Physiology**</i>	
BIOL 3464 <i>Comparative Vertebrate Anatomy**</i>	
CHEM 2415 <i>General Chemistry I</i>	
CHEM 2416 <i>General Chemistry II</i>	
COMM 1313 <i>The Communication Process</i>	
ENGL 1313 <i>Composition and Literature</i>	
ENGL 1323 <i>Composition and Literature</i>	
Three Additional hours in English	
MATH 2434 <i>Calculus I</i>	
PHYS 2413 <i>Physics I</i>	
PHYS 2423 <i>Physics II</i>	
PSYC 1313 <i>General Psychology</i>	
PSYC 2301 <i>Introductory Statistics for the Behavioral Sciences</i>	
PSYC 2364 <i>Abnormal Psychology</i> or PSYC 3313 <i>Human Growth and Development</i>	
SOCI 1313 <i>Principles of Sociology</i>	

### Notes:

\*BIOL 2473, 2474, 2475 are prerequisites for BIOL 3454 and 3464.

\*\* Some schools will accept BIOL 2404 and 2414 instead of BIOL 3454 and 3464.



## Pre-Physician Assistant Program

Director: Dr. Susan Cook

Coordinator: Cathy Capes

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.

This is a guide to the most frequently required courses. Not all courses will be required by all physician assistant schools. Prerequisite courses may change at any time without notice to Houston Baptist University. Some of the listed courses may have other prerequisite requirements. It is the student's responsibility to check often with the professional school for any updates.

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.

	Credits
<b>Core Courses</b>	<b>57-60</b>
BIOL 2473 <i>General Biology I: Cellular and Molecular Biology*</i>	
BIOL 2474 <i>General Biology II: Diversity of Life, Botany, and Ecology*</i>	
BIOL 2475 <i>General Biology III: Animal Structure and Life Processes*</i>	
BIOL 3414 <i>Microbiology</i>	
BIOL 3454 <i>General Physiology**</i>	
BIOL 3464 <i>Comparative Vertebrate Anatomy**</i>	
Four advanced hours (3000-4000) of Biology including Lab	
CHEM 2415 <i>General Chemistry I</i>	
CHEM 2416 <i>General Chemistry II</i>	
CHEM 3121 <i>Organic Chemistry I Laboratory</i>	
CHEM 3313 <i>Organic Chemistry I</i>	
ENGL 1313 <i>Composition and Literature</i>	
ENGL 1323 <i>Composition and Literature</i>	
HIST 2313 <i>The United States</i>	
HIST 2323 <i>The United States</i>	
MATH 1313 <i>College Algebra</i>	
Statistics (3 hours)	
Social/Behavioral Science (3-6 hours)	

### Notes

\*BIOL 2473, 2474, 2475 are prerequisites for BIOL 3454, 3464 and 3433.

\*\*Some schools will accept BIOL 2404 and 2414 instead of BIOL 3454 and 3464.

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



## COURSE DESCRIPTIONS



# 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**

Prerequisite: ACCT 2301

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?

### **ACCT 3303 Cost Accounting**

Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2311, 2320

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.

### **ACCT 3304 Individual Income Taxes**

Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2311, 2320

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.

### **ACCT 3311, 3312, 3313 Intermediate Accounting I, II, and III**

Prerequisites: ACCT 2301, 2303; CISM 1321; ECON 2301, 2302; BUSA 2311, 2320

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.

### **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.

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

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

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.

**ACCT 4301 Advanced Accounting**

Prerequisite: ACCT 3313

Study and application of generally accepted accounting principles (GAAP) to specialized problems in mergers and acquisitions; consolidated financial reporting; partnership accounting; foreign currency transactions; foreign currency translation and remeasurements for reporting purposes. Study of GAAP for government and nonprofit entities, fund accounting and reporting practices.

**ACCT 4302 Auditing**

Prerequisite: ACCT 3313

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.

**ACCT 4304 Corporation Income Taxes**

Prerequisite: ACCT 3304

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

**ACCT 4306 Government and Nonprofit Accounting**

Prerequisites: ACCT 2301, 2303

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.

**ACCT 4322 Advanced Auditing Issues**

Prerequisite: ACCT 4302

Corporate governance issues and the impact on the auditing profession and accounting disclosures, additional attestation requirements from auditors, other non-attestation engagements, internal audit and audit committees, compliance and government audit, and legal liability of accounts.

**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 5322 Advanced Auditing Issues**

(See ACCT 4322)

**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**

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

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.

**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**

Prerequisite: Admission to the HBU Teacher Education program

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.

**ART 3310 Art for Pre-Adolescents**

Prerequisite: Admission to the HBU Teacher Education Program.

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. (Offered also as INDC 3310.)

**ART 3315 Cultural Craft for the Pre-Adolescent Student**

Prerequisite: Admission to the HBU Teacher Education Program.

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. (Offered also as INDC 3315.)

### **ART 3316 Cultural Craft for the Adolescent Student**

Prerequisite: Admission to the HBU Teacher Education Program.

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. (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**

Prerequisite: Permission of the instructor and the Dean of the College.

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.

### **ART 4292 Senior Seminar: Studio**

Prerequisite: See Note 9 under "Undergraduate Degree Requirements".

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 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.

### **ART 4293 Senior Seminar: Portfolio**

Prerequisites: ART 4292 and Note 9 under "Undergraduate Degree Requirements".

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.



## BIOCHEMISTRY-MOLECULAR BIOLOGY

### **BCMB 3414 Microbiology**

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

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.

### **BCMB 4181, 4281, 4381, 4481 Special Topics**

Prerequisites: BIOL 2473, 2474, and 2475

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.

### **BCMB 4211 Bioanalytical Methods**

Prerequisites: twenty hours of biology, CHEM 2415, 2416, 3121, 3313, 3333, and completion of or concurrent enrollment in CHEM 4373.

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.

### **BCMB 4292 Senior Seminar: Laboratory Research Project**

Prerequisites: Note 9 under "Undergraduate Degree Requirements"; completion or concurrent enrollment in CHEM 4290.

Two quarters of research (4292, 4294, 4295, or 4296) are required for a student majoring in Biochemistry-Molecular Biology. 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.

### **BCMB 4292 Senior Seminar: Bioinformatics**

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

This course is designed to provide the advanced Biochemistry/Molecular Biology (BCMB) undergraduate student with the ability to use search engines commonly employed in the study of genomics and proteomics. Students will learn to interpret, compare, and analyze sequence information and associate genetic and protein sequences with three dimensional structures. Search engines including BLAST, ENTREZ, and OMIM and sequence management software such as CLUSTALW will be introduced in instructor-led tutorials and will be reinforced with homework assignments that require their use. Ultimately students will use these tools in a research project. They will present their result to their peers in the form of an oral presentation of a scientific poster.

### **BCMB 4294 Senior Seminar: Cell Culture Techniques**

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

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.

### **BCMB 4295 Senior Seminar: Readings in the Biological Sciences**

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.

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.

### **BCMB 4296 Senior Seminar: Molecular Modeling**

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

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.

### **BCMB 4324 Advanced Cell Biology**

Prerequisites: BIOL 2473, 2474, 2475, and 3444

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. (Also offered as BIOL 4324.)

### **BCMB 4363 Medical Microbiology**

Prerequisites: BIOL 2473, 2474, 2475, and 3414

A study of microbial organisms that cause disease in humans. The characteristics of each pathogen are discussed along with its pathogenesis and pathology. (Also offered as BIOL 4363.)

### **BCMB 4424 Molecular Biology**

Prerequisites: BIOL 2473, 2474, 2475, and 3444

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. (Also offered as BIOL 4424.)

### **BCMB 4444 Virology**

Prerequisites: BIOL 2473, 2474, 2475, and 3444

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. (Also offered as BIOL 4444.)

### **BCMB 4464 Immunology**

Prerequisites: BIOL 2473, 2474, 2475, and 3444

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. (Also offered as BIOL 4464.)

## **BIOLOGY**

### **BIOL 1101, 1102, 1103 Patient Advocate**

Prerequisite: Permission of instructor

This course is designed for students considering a career in the health professions. Its goal is to acquaint students with health careers from the perspective of the patient, the patient's family and the medical provider. Students serve as volunteers for 48 clock hours at The Methodist Hospital during the academic quarter. Other requirements include attendance at one orientation class on campus and one at The Methodist Hospital and compliance with other requirements set down by the hospital. Specifically, students must demonstrate a negative tuberculin test, a negative drug screen and pass a background check prior to beginning their volunteer service at The Methodist Hospital. This course is offered on a pass-fail basis only and cannot be applied toward a biology major.

### **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 2214 Medical Terminology**

This course provides the student a comprehensive study of medical terminology including word roots, combining forms, prefixes and suffixes. Students build and analyze thousands of medical terms and in the process study the structure and functions of human body systems and diseases. This course cannot be counted for credit toward the biology major.

### **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**

Prerequisite: BIOL 2404

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 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 3281 Clinical Assessment and Healthcare Delivery**

This course has been designed to introduce pre-professional students (medicine, dentistry, physical therapy, optometry, pharmacy, occupational therapy and nursing) to knowledge and skills necessary for practice in these professions. This course will address the structure and financing of the healthcare delivery system, medical ethics and health assessment techniques. It consists of classroom and laboratory practice activities. In light of the current job market in the science industries and competitive nature of medical school/allied health programs entry, students taking this course will be able to demonstrate skills and practical knowledge of the medical system. This will enhance applying for clinical science based job positions, medical school/allied health programs entrance, and graduate level education. This course is not an upper level option for the biology or BCMB majors.

### **BIOL 3335 Nutrition and Metabolism**

Prerequisites: BIOL 2473, 2474 and either BIOL 2475 or BIOL 2404, 2414

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.

### **BIOL 3414 Microbiology**

Prerequisites: four semester hours of Chemistry and six semester hours of Biology

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. (Also offered as BCMB 3414.)

### **BIOL 3433 Pathophysiology**

Prerequisites: BIOL 2404, 2414 or BIOL 2473, 2474, 2475

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.

### **BIOL 3434 Ecology and Field Biology**

Prerequisites: BIOL 2473, 2474, and BIOL 2475 or BIOL 2404, 2414

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.

### **BIOL 3444 Genetics**

Prerequisites: BIOL 2473, 2474, and BIOL 2475 or BIOL 2404, 2414

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.

### **BIOL 3454 General Physiology**

Prerequisites: BIOL 2473, 2474, and 2475. PHYS 2413 is recommended

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.

### **BIOL 3464 Comparative Vertebrate Anatomy**

Prerequisites: BIOL 2473, 2474, and 2475

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.

### **BIOL 4181, 4281, 4381, 4481 Special Topics**

Prerequisites: BIOL 2473, 2474, and 2475

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.

### **BIOL 4290 Senior Seminar: Principles of Research**

Prerequisite: Note 9 under "Undergraduate Degree Requirements"

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.

### **BIOL 4291 Senior Seminar: Topic Research Project**

Prerequisites: Note 9 under "Undergraduate Degree Requirements"; completion or concurrent enrollment in BIOL 4290

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.

### **BIOL 4292 Senior Seminar: Laboratory Research Project**

Prerequisites: Note 9 under “Undergraduate Degree Requirements”; completion or concurrent enrollment in BIOL 4290

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.

### **BIOL 4324 Advanced Cell Biology**

Prerequisites: BIOL 2473, 2474, 2475, and 3444

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. (Also offered as BCMB 4324.)

### **BIOL 4325 Endocrinology**

Prerequisites: BIOL 2473, 2474, 2475, and 3444

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.

### **BIOL 4363 Medical Microbiology**

Prerequisites: BIOL 2473, 2474, 2475, and 3414

A study of microbial organisms that cause disease in humans. The characteristics of each pathogen are discussed along with its pathogenesis and pathology. (Also offered as BCMB 4363.)

### **BIOL 4423 Histology**

Prerequisites: BIOL 2473, 2474, and 2475

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.

### **BIOL 4424 Molecular Biology**

Prerequisites: BIOL 2473, 2474, 2475, and 3444

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. (Also offered as BCMB 4424.)

### **BIOL 4425 Drug Action**

Prerequisites: BIOL 2473, 2474, and 2475

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 receptors; cholinesterase-inhibiting, and cholinesterase-activating drugs; adrenoceptor-activating and adrenoceptor-blocking drugs; and antihypertensive, antidepressant, and chemotherapeutic drugs. This course includes one semester hour credit for laboratory sessions.

**BIOL 4433 Embryology**

Prerequisites: BIOL 2473, 2474, and 2475

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.

**BIOL 4443 Neuroscience**

Prerequisites: BIOL 2473, 2474, and 2475

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.

**BIOL 4444 Virology**

Prerequisites: BIOL 2473, 2474, 2475, and 3444

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. (Also offered as BCMB 4444.)

**BIOL 4464 Immunology**

Prerequisites: BIOL 2473, 2474, 2475, and 3444

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. (Also offered as BCMB 4464.)

**BUSINESS ADMINISTRATION****BUSA 2311 Quantitative Methods I**

Prerequisites: CISM 1321; MATH 1314 or 2434

Computation of statistical measures and applications to business including averages, dispersion, statistical inferences, linear regression and correlation.

**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 3230 Pathways to a Profession**

This course is designed to introduce students to the principles, methods, and practices in achieving career goals with emphasis on the exploration of career opportunities, identification of strengths, resume development, cover letter composition, interviewing, salary and benefits negotiations, networking, professional image, and the use of technology in achieving career goals.

### **BUSA 3302 Creating Personal Wealth**

Prerequisite: Student must have completed a minimum of 42 semester hours before enrolling in this course

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).

### **BUSA 3311 Quantitative Methods II**

Prerequisite: BUSA 2311

An introduction to the formulation and analysis of managerial decision problems in terms of mathematical models. Models involving both risk and certainty are discussed.

### **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**

Prerequisite: approval of the Dean of the College of Business and Economics

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.

### **BUSA 4292 Senior Seminar**

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

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.

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

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

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.



### **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**

Prerequisite: BUSA 2320

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

### **BUSA 4340 Internship**

Prerequisites: See the College of Business Internship Coordinator for current prerequisite information

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.

## **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**

Prerequisites: CDEV 4304, 4306, 4310, 4311, 4351 and EDUC 2311 or permission of the Program Director

This course is a field-based experience in which a minimum of 45 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. Students planning to enroll in this course must submit an application to the program director at least one quarter in advance. (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 EDUC 4394 and 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**

**Prerequisites:** CDEV 4304 or permission of the instructor

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

### **CDEV 4310 Preschool Curriculum and Instruction**

**Prerequisites:** EDEC 4304, 4306 or permission of the instructor

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. (Offered also as EDEC 4310/5310.)

### **CDEV 4311 Kindergarten Curriculum and Instruction**

**Prerequisites:** CDEV/EDEC 4304, 4306 or permission of the instructor

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. (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 4351/5351, 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**

**Prerequisites:** MATH 1313 and CHEM 1404 or high school chemistry

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.

**CHEM 2416 General Chemistry II**

Prerequisite: CHEM 2415

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.

**CHEM 2423 Quantitative Analysis**

Prerequisite: CHEM 2416

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.

**CHEM 3121 Organic Chemistry Laboratory**

Prerequisite: CHEM 3313

This course provides instruction in basic organic laboratory techniques and simple organic reactions.

**CHEM 3313 Organic Chemistry I**

Prerequisite: CHEM 2416

This is the first lecture course in organic chemistry for science majors. It begins a survey of the structure, reactivity, reactions, reaction mechanisms, and synthesis of compounds containing carbon.

**CHEM 3333 Organic Chemistry II**

Prerequisite: CHEM 3313

This is the second lecture course in organic chemistry for science majors. It continues the survey of the structure, reactivity, reactions, reaction mechanisms, and synthesis of compounds containing carbon that was begun in CHEM 3313.

**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**

Prerequisites: CHEM 2423, 4262 and PHYS 2423

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.

**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 4262 Organic Analysis**

Prerequisites: CHEM 3333 and CHEM 3121

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.

### **CHEM 4290 Senior Seminar: Principles of Research**

Prerequisite: Note 9 under "Undergraduate Degree Requirements"

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.

### **CHEM 4291 Senior Seminar: Topic Research Project**

Prerequisites: Note 9 under "Undergraduate Degree Requirements"; completion or concurrent enrollment in CHEM 4290

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.

### **CHEM 4292 Senior Seminar: Laboratory Research Project**

Prerequisite: Note 9 under "Undergraduate Degree Requirements"; completion or concurrent enrollment in CHEM 4290

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.

### **CHEM 4373 Biochemistry**

Prerequisite: CHEM 3333

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.

### **CHEM 4414 Introductory Physical Chemistry**

Prerequisites: CHEM 2423, PHYS 2413, 2423

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.

## **CHRISTIANITY**

### **CHRI 1313 Old Testament**

Prerequisite for all Christianity courses except 1323 and 1333.

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.

**CHRI 1323 New Testament**

Prerequisite for all Christianity courses except 1313 and 1333.

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.

**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**

Prerequisites: CHRI 1313, 1323.

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

**CHRI 2333 Christian Doctrine**

Prerequisites: CHRI 1313, 1323.

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.

**CHRI 2343 Christian Ethics**

Prerequisites: CHRI 1313, 1323.

A course which introduces the moral teachings of the Christian faith and the application of those moral teachings to selected ethical issues.

**CHRI 2353 Christianity and the World Religions**

Prerequisites: CHRI 1313 and 1323.

This course presents a comparative study of the teachings of the Christian faith and the major world religions.

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

Prerequisites: CHRI 1313, 1323.

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

**CHRI 3171-3271 Supervised Ministry Practicum**

Prerequisites: CHRI 1313, 1323.

A field-based course in which the church vocations student functions in a ministry role under the supervision of an experienced minister and a university professor. Requirements include the completion of a covenant of learning that directs the ministry activities on the field, and periodic on-campus group meetings. Permission of instructor is required. It is recommended that CHRI 1333 precede the supervised ministry practicum.

**CHRI 3201 Christian Formation**

A study of the perspectives and practices by which Christians become formed in the image of Christ through participation in faith communities. The course will review historic approaches to spiritual formation and encourage personal and congregational disciplines that strengthen faithful living.

**CHRI 3301 Old Testament Theology**

A course designed to investigate the theology of the Old Testament and to survey selected secondary literature on Old Testament themes.

**CHRI 3302 New Testament Theology**

A course designed to investigate the theology of the New Testament and to survey selected secondary literature on New Testament themes.

**CHRI 3310 Introduction to Judaism**

Prerequisites: CHRI 1313, 1323.

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

**CHRI 3314 History of Christianity**

Prerequisites: CHRI 1313, 1323.

A course designed to introduce Christianity in its historical development.

**CHRI 3333 Jesus and His Teachings**

Prerequisites: CHRI 1313, 1323.

An intensive study of the life and teachings of Jesus.

**CHRI 3344 Paul and His Letters**

Prerequisites: CHRI 1313, 1323.

A study of the apostle Paul and his contribution to the progress of early Christianity based upon the book of Acts and the epistles attributed to Paul.

**CHRI 3353 Homiletics**

Prerequisites: CHRI 1313, 1323.

A basic course to introduce the student to the principles of preaching and other ministerial speaking. Attention is given to various types of sermons and their preparation and delivery.

**CHRI 3363 Evangelism**

Prerequisites: CHRI 1313, 1323.

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

**CHRI 3370 Palestinian Archaeology**

Prerequisites: CHRI 1313, 1323.

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

**CHRI 3371 Christian Worship and Music**

Prerequisites: CHRI 1313, 1323.

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

**CHRI 4181, 4281, 4381 Special Topics**

Prerequisites: CHRI 1313, 1323.

Guided research involving special projects relating to Christianity and its mission to the world.

**CHRI 4292, 4293 Senior Seminar**

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

Directed studies in selected areas of the student’s special interests, including opportunities for independent research.

**CHRI 4320 The Bible and Religion in America**

Prerequisites: CHRI 1313, 1323.

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

**CHRI 4333 Sociology of Religion**

Prerequisites: CHRI 1313, 1323.

An analysis of the role and functions of religion in human societies, types of religious organizations, and the relation between religion and other social institutions. The role of Christianity in American society will be emphasized. (Offered also as SOCI 4333.)

**CHRI 4334 Psychology of Religion**

Prerequisites: CHRI 1313, 1323.

The insights of psychology as a human science are used to inspect and evaluate the religious dimensions of life. Included are the sources and meanings of religion, religious development, specific religious experiences and phenomena, and the relative health and sickness of various expressions of religion. (Offered also as PSYC 4334.)

**CHRI 4335 Systematic Theology**

Prerequisites: CHRI 1313, 1323, 2333 or 2343, 2353, and 2363.

A course designed to study the historical, biblical, and systematic approaches to Christian theology.

**CHRI 4343 Old Testament Prophets**

Prerequisites: CHRI 1313, 1323.

A study of the prophetic movement in Israel and the writings of the canonical prophets.

**CHRI 4353 World Religions**

Prerequisites: CHRI 1313, 1323.

An introduction to the thought and practices of the great religions of the world. Attention is given to the origin, development, and major teachings of Hinduism, Buddhism, Confucianism, Taoism, Shintoism, Judaism, Islam, and Christianity. (Offered also as PHIL 4353.)

**CHRI 4363 Philosophy of Religion**

Prerequisites: CHRI 1313, 1323.

A critical examination of the nature and validity of religious experience and the place of religion in human life. Consideration is given to religious problems such as the existence and nature of God, the source of religious knowledge, the nature of man, the origin and nature of evil. (Offered also as PHIL 4363.)

**CHRI 4383 Baptist History**

Prerequisites: CHRI 1313, 1323.

A study of Baptist history and polity with particular emphasis given to Baptist origins, developments, distinctive theological positions, leaders, and current trends. Special attention will be given to Baptist life in America and particularly the Southern Baptist Convention.

### **CHRI 5300 Introduction to Biblical Texts and Doctrines**

A course designed to engage students in introductory studies in Old Testament, New Testament, and Christian Doctrine.

### **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, spreadsheet, and presentation software.

### **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**

Prerequisite: CISM 2313

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.

### **CISM 3303 Web Design**

Prerequisite: CISM 1321

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.

### **CISM 3305 Programming in C++**

Prerequisite: CISM 2313

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.

### **CISM 3311 Systems Analysis and Design**

Prerequisites: CISM 2313

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.

### **CISM 3330 Management Information Systems**

Prerequisite: ACCT 2301

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. .

### **CISM 3341 Business Network Technologies**

Prerequisite: CISM 3311

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.

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

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

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.

### **CISM 4311 Enterprise-Wide Systems Architecture**

Prerequisites: ACCT 2301; CISM 2313

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.

### **CISM 4326 Database Program Development**

Prerequisite: CISM 3311

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 client-server architectures.

### **CISM 4333 Business Productivity Technologies**

Prerequisites: ACCT 2301; CISM 3302

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.

### **CISM 4336 Help Desk and Hardware Management**

Prerequisite: CISM 2313

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.

### **CISM 4351 Project Management**

Prerequisites: CISM 3311 and CISM 3302 or CISM 3305.

This is a course about the issues, problems, and opportunities in information technology project management and about how to manage such projects effectively. The object of this course is to provide a practical application of the principles of successful information technology project management.

### **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 COMMUNICATION**

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

Prerequisite: Permission of the instructor

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.

### **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, intercultural communication, and public communication. The basic elements of public speaking are also introduced and applied in classroom assignments.

### **COMM 2313 Public Speaking**

Prerequisite: COMM 1313

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

### **COMM 3305 Performance Studies**

Prerequisite: COMM 1313

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.

**COMM 3323 Communication Theory**

Prerequisite: COMM 1313

The class provides a comprehensive view of the theoretical traditions that influence our understanding of communication.

**COMM 3324 Legal Communication**

Prerequisite: COMM 1313 or permission of instructor

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.

**COMM 3325 Rhetorical Theory**

Prerequisite: COMM 1313

A study of the substance, structure, and style of human discourse, as well as its role in the creation and understanding of meaning. Rhetorical theorists provide frameworks to consider rhetoric as a way of knowing.

**COMM 3334 Argumentation and Advocacy**

Prerequisite: COMM 1313

This course explores the nature, types, effects, and ethical dimensions of argument. Current public policy issues will be considered in classroom discussions, with the goal of teaching students how to express themselves clearly in speaking and writing.

**COMM 3345 Small Group Behavior**

Prerequisite: COMM 1313

An 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.

**COMM 3354 Nonverbal Communication**

Prerequisite: COMM 1313

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

**COMM 3355 The Rhetoric of Social Movements**

Prerequisite: COMM 1313

This course explores the nature of social change from a rhetorical perspective. Movements to be considered will include, but not limited to, civil rights, free speech, Vietnam, gender equity, and the environment.

**COMM 3363 Organizational Communication**

Prerequisite: COMM 1313

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.

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

Prerequisite: Permission of the instructor

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.

**COMM 4292, 4293 Senior Seminar**

Prerequisite: 80 hours with 15 of those in the major. See Note 9 under “Undergraduate Degree Requirements”

Intensive directed research in limited areas of oral communication.

**COMM 4304 Interpersonal Communication**

Prerequisite: COMM 1313

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.

**COMM 4314 American Public Address**

Prerequisite: COMM 1313

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.

**COMM 4315 Political Communication**

Prerequisite: COMM 1313

This course investigates the role of communication in contemporary American politics. Topics to be discussed include speeches, rhetorical artifacts, and political campaigns.

**COMM 4323 Intercultural Communication**

Prerequisite: COMM 1313

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

**COMM 4333 Persuasion**

Prerequisite: COMM 2313

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

**COMM 4373 Internship in Speech Communication**

Prerequisite: Permission of instructor prior to the beginning of the quarter registered  
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.

## **ECONOMICS**

**ECON 2301 Principles of Macroeconomics**

Prerequisite: ECON 2302

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**

Prerequisites: ACCT 2301; BUSA 2311; ECON 2301, 2302

An intensive study of the assumptions and concepts of the price system, income determination, and aggregate employment.

**ECON 3305 Money and Banking**

Prerequisite: FINA 3320

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.

**ECON 3315 Security Markets and Financial Intuitions**

(See FINA 3315.)

**ECON 3325 Personal Financial Planning**

(See FINA 3325.)

**ECON 3330 International Finance**

(See FINA 3330.)

**ECON 4307 Investment Principles**

(See FINA 4307.)

**ECON 3335 Mathematical Economics**

Prerequisite: BUSA 3311

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.

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

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

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.

**ECON 4312 Global Economy**

Prerequisites: MGMT 3305; ECON 2301; ECON 2302

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.

**ECON 4330 Seminar on Law and Economics**

Prerequisites: BUSA 2320; ECON 2302

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.

### **ECON 4335 History of Economic Thought**

Prerequisites: ECON 2301, 2302

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.

### **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 Educational Applications of Technology**

(Offered also as EDUC 4306/5306.)

### **EDAD 5319 Internet Resource Management**

Prerequisite: EDUC 5306

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.

### **EDAD 5320 Systems Thinking: Theory and Application**

Prerequisites: EDAD 5306 or EDUC 5306

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.

### **EDAD 5345 Student Evaluation Techniques**

(Offered also as EDUC 4345/5345 and EDSP 5345.)



**EDAD 6291 Internship in the Principalship**

Prerequisite: Completion of at least 27 hours in the EDAD program or permission of the instructor

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.

**EDAD 6292 Internship in the Principalship**

Prerequisites: EDAD 6291 and completion of at least 27 hours in the EDAD program or permission of the instructor

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.

**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 grades 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 multicultural 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 Chair. 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**

Prerequisite: SPAN 1314 or its equivalent.

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.

### **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**

Prerequisite: EDBI/SPAN 3335 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”. (Offered also as SPAN 3336.)

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

Prerequisite: ACTFL Spanish proficiency level of Advanced or above.

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.

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

Prerequisite: EDBI 3387 and 4314 or permission of the instructor.

Students study topics in applied linguistics, psycholinguistics, sociolinguistics, and multilingual, multicultural education. Students prepare written assignments, give oral presentations, and participate in discussion of these topics. Students conduct in-depth research on one of these areas and present their research in a senior seminar paper and in an oral presentation to the class.

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

Prerequisites: EDUC 4301 and 4312 or permission of the instructor.

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. (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 4307 Foundations of ESL And Bilingual Education**

Survey of the historical, theoretical, and policy foundations of programs which serve English language learners (ELL's); types of programs; research findings related to these programs; and factors in creating an effective multicultural environment for addressing students' affective, linguistic, and cognitive needs.

**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**

Prerequisites: EDUC 4301, 4312, EDBI 4305 or ENGL 4304, or permission of instructor.

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.

**EDBI 4343, 4344 Hispanic Cultural Perspectives**

Prerequisites: Two 3000-level Spanish courses or the equivalent.

A study of the major cultural aspects of Spanish speaking countries, with a special emphasis on literature, art, history, geography and cultural patterns. 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**

Prerequisites: EDUC 4301, 4312, or teacher certifications, or permission of the instructor.

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.

**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 5307 Foundations of ESL and Bilingual Education**

Survey of the historical, theoretical, and policy foundations of programs which serve English language learners (ELL's); types of programs; research findings related to these programs; and factors in creating an effective multicultural environment for addressing students' affective, linguistic, and cognitive needs. (Offered also as EDBI 4307)

**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**

Prerequisites: EDUC 4301 and 4312 or EDUC 5313 or 6302 (or teacher certification), and EDBI 5305 or ENGL/EDBI 5304 or permission of the instructor.

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.

**EDBI 5343, 5344 Hispanic Cultural Perspectives**

Prerequisites: Two 3000 level Spanish courses or the equivalent.

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. 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 the 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**

Prerequisite: EDUC 4301  
(Offered also as CDEV 4351, EDEC 5351, EDRE 4351/5351, and EDSP 4351/5351.)

**EDEC 5181, 5281, 5381, 6181, 6281, 6381 Special Topics**

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

**EDEC 5302 Survey of Exceptional Children**

Prerequisite: EDUC 5313, 5314, 6302, or 6312 (or teacher certification)  
(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**

Prerequisite: EDUC 5313 or 6302 (or teacher certification)  
(Offered also as CDEV 4351, EDEC 4351, EDRE 4351/5351 and EDSP 4351/5351.)

**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**

Prerequisite: EDRE 4310

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. (Offered also as EDRE 5301.)

### **EDRE 4304 Diagnosis and Correction of Reading Difficulties**

Prerequisites: EDRE 4310, and EDUC 4301

Causes of reading difficulties along with the use of diagnostic evaluation to select appropriate instructional materials and strategies for correction are explored. (Offered also as EDRE 5304.)

### **EDRE 4305 Literacy Management and Technology**

Prerequisites: EDUC 4301, 5313 or 6302 and EDRE 4310

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. (Offered also as EDRE 5305.)

### **EDRE 4310 Reading for Pre-Adolescents**

Prerequisite: EDUC 4301 or 4311.

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. (Offered also as EDRE 5310.)

### **EDRE 4315 Writing and Prescriptive Teaching in the Literacy Classroom**

Prerequisite: EDUC 4301, 5313 or 6302, and EDRE 4310 or 4350

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. (Offered also as EDRE 5315.)

### **EDRE 4320 Teaching Reading Through Children's Literature**

Prerequisites: EDUC 4301 or 4311; EDUC 4312.

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. (Offered also as EDRE 5320.)

### **EDRE 4330 Teaching Content Area Reading Skills**

Prerequisites: EDUC 4301 or 4311; EDUC 4312.

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. (Offered also as EDRE 5330.)

**EDRE 4350 Reading and the Language Arts**

Prerequisite: EDUC 4301 or 4311; EDUC 4312

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. (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**

Prerequisite: EDRE 5310

(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 5310.

(Offered also as EDRE 4305.)

**EDRE 5310 Reading for Pre-Adolescents**

Prerequisite: EDUC 5313, 5314, 6302, or 6312 (or teacher certification)

(Offered also as EDRE 4310.)

**EDRE 5315 Writing and Prescriptive Teaching in the Literacy Classroom**

Prerequisite: EDUC 5313 or 6302 (or teacher certification) and EDRE 5350 or 5310

(Offered also as EDRE 4315.)

**EDRE 5320 Teaching Reading Through Children's Literature**

Prerequisite: EDUC 5313, 5314, 6302, or 6312 (or teacher certification)

(Offered also as EDRE 4320.)

**EDRE 5330 Content Area Reading**

Prerequisite: EDUC 5313, 5314, 6302, or 6312 (or teacher certification)

(Offered also as EDRE 4330.)

**EDRE 5350 Reading and the Language Arts**

Prerequisite: EDUC 5313, 5314, 6302, or 6312 (or teacher certification)

(Offered also as EDRE 4350.)



### **EDRE 5351 Emergent Literacy**

(Offered also as 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**

Prerequisite: EDRE 5304

Activities are designed to give the student clinical experience in the application of theoretical models of diagnosis and remediation through individual laboratory practice.

### **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**

Prerequisites: EDSP 4302, 4306, 4311, 4319, 4335, and EDSP 4351

A field-based practicum which requires fieldwork in a generic special education setting. This course must be completed prior to student teaching.

### **EDSP 4302 Survey of Exceptional Children**

Prerequisite: EDUC 4301 or 4311

This course is an in-depth study in all areas of exceptionalities. (Offered also as CDEV 4302, EDEC 4302/5302, EDSP 5302, and EDUC 5304.)

### **EDSP 4306 Language and Concept Development in Young Children**

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

### **EDSP 4311 Diagnostic and Prescriptive Teaching for Exceptional Children**

Prerequisites: EDSP 4302 or permission of program director;

This course emphasizes precision 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 and helps them identify where the breakdown occurs in the learning process. It assists educators in developing appropriate programming related to the specific needs of the learner. The screening process for dyslexia mandated by the State Board for Educator Certification is taught in this course. Students must be computer literate. (Offered also as EDSP 5311.)

### **EDSP 4319 Teaching Strategies in Special Education**

Prerequisites: EDSP 4302, 4311, or permission of program director

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 must be computer literate. Fieldwork is required. (Offered also as EDSP 5319.)

**EDSP 4335 Growth, Abnormalities, Identification and Evaluation of Early Childhood**

Prerequisite: EDSP 4302, 4311, or permission of director

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 must be computer literate. (Offered also as EDSP 5335.)

**EDSP 4336 Instructional Techniques and Assistive Technology for Physically Impaired Learners**

Prerequisite: EDSP 4302, 4311, or permission of program director

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. (Offered also as EDSP 5336.)

**EDSP 4351 Emergent Literacy**

Prerequisite: EDUC 4301

(Offered also as CDEV 4351, EDEC 4351/5351, EDRE 4351/5351, and EDSP 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 (or teacher certification)

(Offered also as CDEV 4302, EDEC 4302/5302, EDSP 4302, and EDUC 5304.)

**EDSP 5306 Language and Concept Development in Young Children**

Prerequisite: EDEC 5304

(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

Students must be computer literate. (Offered also as EDSP 4311.)

**EDSP 5319 Teaching Strategies in Special Education**

Prerequisites: EDSP 5302, 5311 or permission of Program Director

Students are required to be computer literate. (Offered also as EDSP 4319.)

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

Prerequisite: EDSP 5302, 5311 or permission of Program Director

Students are required to be computer literate. (Offered also as EDSP 4335.)

**EDSP 5336 Instructional Techniques and Assistive Technology for Physically Impaired Learners**

Prerequisite: EDSP 5302, 5311 or permission of Program Director  
Students must be computer literate. (Offered also as EDSP 4336.)

**EDSP 5345 Student Evaluation Techniques**

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

**EDSP 5351 Emergent Literacy**

Prerequisite: EDUC 5313 or 6302 (or teacher certification)  
(Offered also as CDEV 4351, EDEC 4351/5351, EDRE 4351/ 5351 , and EDSP 4351.)

**EDSP 6305 Individual Psychological Evaluation**

Prerequisite: EDUC 6304 or permission of the instructor  
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. (Offered also as EPSY 6305 and PSYC 6305.)

**EDSP 6315 Practicum in Diagnosis**

Prerequisites: all diagnostician certification courses or permission of the instructor  
Each student works 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 the university.

**EDSP 6344 Educational Appraisal of Handicapped Students**

Prerequisites: EDSP 5302, 5311, 5335, and 5319 or permission of the program director  
This course is an introduction to appraisal techniques and instruments used to identify the presence or absence of handicapping conditions. Administration, scoring, interpretation, preparation of written reports and the development of IEPs will be taught in this course. Students must be computer literate. (Offered also as EPSY 6344.)

**EDSP 6345 Advanced Assessment in Special Education**

Prerequisites: EDSP 5302, 5311, 5319, 5335, 6305, 6344 or permission of Program Director  
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 Scales. 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, Class, and Gender**

Prerequisites: WRIT 3303 or 3304; SOCI 2115

(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**

Prerequisite: EDUC 4301, 5313 or 6302

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. (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.)

**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 and EDAD 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**

Prerequisite: Teacher Education Program Admission

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. (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 4330/5330.)

**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**

Prerequisites: Teaching experience and/or a course in instructional design (i.e., EDUC 4301/5313 or EDUC 4311/5314 or EDUC 6302 or 6312)

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. (Offered also as EDAD 5345, EDSP 5345, and EDUC 5345.)

**EDUC 4354 Advanced Applications of Curriculum and Instruction in Secondary Schools**

Prerequisite: EDUC 4311

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. (Offered also as EDUC 5354.)

**EDUC 4370 Student Teaching in the EC-4 Classroom**

Prerequisite: Approval of the Teacher Education Committee

This course is a field-based student teaching experience in grades EC-4 for students preparing for EC-4 certification. A student teacher works with an experienced teacher for one-half of an academic quarter. (Offered also as EDUC 5370.)

**EDUC 4372 Student Teaching in Special Education**

Prerequisite: Approval of the Teacher Education Committee

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**

Prerequisite: Approval of the Teacher Education Committee

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. (Offered also as EDUC 5384.)

**EDUC 4385 Student Teaching in Secondary Physical Education**

Prerequisite: Approval of the Teacher Education Committee

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. (Offered also as EDUC 5385.)

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

Prerequisite: Approval of the Teacher Education Committee

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. (Offered also as EDUC 5386.)

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

Prerequisite: demonstration of second language proficiency and approval of the Teacher Education Committee

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. (Offered also as EDUC 5387.)

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

Prerequisites: Approval of the Teacher Education Committee and completion of all early childhood courses

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.

**EDUC 4393 Student Teaching in Elementary School Art**

Prerequisite: Approval of the Teacher Education Committee

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. (Offered also as EDUC 5393.)

**EDUC 4394 Student Teaching in Elementary School Music**

Prerequisite: Approval of the Teacher Education Committee

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. (Offered also as EDUC 5394.)

**EDUC 4395 Student Teaching in Secondary School Subjects**

Prerequisite: Approval of the Teacher Education Committee

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.

**EDUC 4396 Student Teaching in Secondary School Art**

Prerequisite: Approval of the Teacher Education Committee

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. (Offered also as EDUC 5396.)

**EDUC 4397 Student Teaching in Secondary School Choral Music**

Prerequisite: Approval of the Teacher Education Committee

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. (Offered also as EDUC 5397.)

**EDUC 4398 Student Teaching in Secondary School Instrumental Music**

Prerequisite: Approval of the Teacher Education Committee

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. (Offered also as EDUC 5398.)

**EDUC 4670 Student Teaching in the EC-4 Classroom**

Prerequisite: Approval of the Teacher Education Committee

This course is a field-based student teaching experience in grades EC-4 for students preparing for EC-4 certification. A student teacher works with an experienced teacher for an academic quarter. (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 twelve weeks. 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**

Prerequisite: Approval of the Teacher Education Committee

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 for twelve weeks. (Offered also as EDUC 5691.)

**EDUC 4692 Student Teaching in Elementary and Special Education**

Prerequisite: Approval of the Teacher Education Committee

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**

Prerequisite: Approval of the Teacher Education Committee

This course is a field-based student teaching experience in a middle grade (4-8) for students seeking certification in grade 4-8. The student teacher works with an experienced teacher in a school setting each school day for twelve weeks. (Offered also as EDUC 5693.)

### **EDUC 4694 Student Teaching in High School Grades**

Prerequisite: Approval of the Teacher Education Committee

This course is a field-based student teaching experience in grades 8-12 for students seeking certification in grades 8-12. The student teacher works with an experienced teacher in a school setting each school day for twelve weeks. (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**

Prerequisites: Must have an ACP plan on file in the COEBS office and be employed in an EC-12 school as a teacher

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).

### **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**

Prerequisite: EDUC 5313, 5314, 6302, or 6312 (or teacher certification)

(Offered also as, CDEV 4302, EDEC 4302/5302 and EDSP 4302/5302.)

### **EDUC 5305 Technology Enhanced Instructional Design**

Prerequisite: EDAD 5306 or EDUC 5306

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.

### **EDUC 5306 Educational Applications of Technology**

(Offered also as EDAD 5306 and 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 Mathematics 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 4331.)

**EDUC 5340 Social Studies for Pre-Adolescents**

Prerequisite: EDUC 5313, 5314, 6302, or 6312 (or teacher certification)

(Offered also as INDC 4340)

**EDUC 5345 Student Evaluation Techniques**

Prerequisites: Teaching experience and/or a course in instructional design, i.e., EDUC 5313, 5314, 6302 or 6312

(Offered also as EDUC 4345, EDAD 5345, and EDSP 5345.)

**EDUC 5350 Science for Pre-Adolescents**

Prerequisite: EDUC 5313, 5314, 6302, or 6312 (or teacher certification)

(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 4671.)

**EDUC 5691 Student Teaching in Secondary School Subjects**

(Offered also as EDUC 4691.)

**EDUC 5692 Student Teaching in Elementary and Special Education**

(Offered also as EDUC 4692)

**EDUC 5693 Student Teaching in Middle Grades**

(Offered also as EDUC 4693)

**EDUC 5694 Student Teaching in High School Grades**

(Offered also as EDUC 4694)

**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**

Prerequisites: EDUC 5302, 5306

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.

### **EDUC 6308 Distance Learning**

Prerequisites: EDUC 5301 and EDAD/EDUC 5306

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.

### **EDUC 6309 Interactive Design for the Classroom**

Prerequisites: EDUC 5301, 5306

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.

### **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 EDAD 6310 and PSYC 6320.)

### **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**

Prerequisite: ENGL 1313 (or its equivalent.)

An introduction to the principles of composition and rhetoric accomplished through the writing of expository essays and through the study both of the principles of composition and of essays which employ specific rhetorical strategies. ENGL 1323 is a continuation of the study of composition and rhetoric introduced in ENGL 1313. ENGL 1323 concentrates on the writing of expository, argumentative and researched essays through the study of the principles of composition, of research, and of literary analysis. Students complete a research paper.

#### **ENGL 2353 Continental Literature**

Prerequisites: ENGL 1313-1323, or their equivalents.

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.

#### **ENGL 2363 Masterworks: Poetry**

Prerequisites: ENGL 1313 and 1323.

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..

#### **ENGL 2364 Masterworks: Fiction**

Prerequisites: ENGL 1313 and 1323.

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.

**ENGL 2365 Masterworks: Drama**

Prerequisites: ENGL 1313 and 1323.

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..

**ENGL 2366 Masterworks: The Epic**

Prerequisites: ENGL 1313 and 1323.

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..

**ENGL 2367 Masterworks: English Literature**

Prerequisites: ENGL 1313 and 1323.

This course acquaints students with selected major works of English literature from various periods.

**ENGL 2368 Masterworks: American Literature**

Prerequisites: ENGL 1313 and 1323.

This course acquaints students with selected major works of American literature.

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

Prerequisites: ENGL 1313 and 1323.

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.

**ENGL 3313 English Literature I**

Prerequisites: ENGL 1313 and 1323.

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. For English majors or by permission of the instructor.

**ENGL 3323 English Literature II**

Prerequisites: ENGL 1313 and 1323.

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. For English majors or by permission of the instructor.

**ENGL 3331 American Literature I**

Prerequisites: ENGL 1313 and 1323.

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. For English majors or by permission of the instructor.

**ENGL 3332 American Literature II**

Prerequisites: ENGL 1313 and 1323.

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. For English majors or by permission of the instructor.

**ENGL 3334 Literature and Culture of the Southwest**

Prerequisites: 1313 and 1323.

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..

**ENGL 3335 African American Literature I**

Prerequisites: ENGL 1313 and 1323.

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

**ENGL 3336 African American Literature II**

Prerequisites: ENGL 1313 and 1323

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..

**ENGL 3338 War in Literature**

Prerequisites: ENGL 1313 and 1323.

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..

**ENGL 3342 Women's Literature**

Prerequisites: ENGL 1313 and 1323.

This course acquaints students with literature by and about women from the medieval period to the present. Through the study of various literary genres, students will learn that the issues that concern women transcend time, place, race, religion, and ethnicity.

**ENGL 3363 Film Studies**

Prerequisites: ENGL 1313 and 1323 or their equivalents.

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.

**ENGL 3370 Hispanic Literature**

Prerequisites: ENGL 1313 and 1323.

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). This course may not be used to fulfill requirements for the Spanish major. (Offered also as SPAN 3370.)

**ENGL 3371 Chronicles of Narnia**

Prerequisites: ENGL 1313 and 1323.

Students complete a close reading of the seven novels that make up the *Chronicles of Narnia* by C. H. Lewis. Students assess how and to what extent the *Chronicles* successfully foster spiritual maturity, strength of character, and moral virtue. Special focus will be placed on the Christian allegories that underlie each of the novels.

**ENGL 3372 Multicultural Literature**

Prerequisites: ENGL 1313 and 1323.

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.

**ENGL 3373 Shakespeare**

Prerequisites: ENGL 1313 and 1323.

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. For English majors or permission of the instructor.

**ENGL 3380 Holocaust Literature**

Prerequisites: ENGL 1313 and 1323.

Students read poetry, fiction, personal narratives, and essays that reflect the Holocaust experience. Through their reading and research papers, a visit to the Holocaust Museum, and viewing films, students come to understand the history of anti-Semitism and how it culminated in the greatest crime against humanity of the 20<sup>th</sup> century. Students also consider subsequent genocides and discuss whether or not the hope “Never again” can ever be realized.

**ENGL 3382 Utopian and Dystopian Literature**

Prerequisites: ENGL 1313 and 1323.

This course covers literature that portrays societies that are utopian and/or dystopian in nature, and feature the use or misuse of political power and the media to control the masses. The course begins with Plato’s *Republic*, jump forward a couple of millenia to Sir Thomas More’s *Utopia* (1516), then proceed chronologically through several 19<sup>th</sup> and 20<sup>th</sup> century works. Students end the quarter by exploring a new literary genre, hypertext fiction and analyze the works using selected 20<sup>th</sup> century critical theories. This course is designed for non-English majors.

**ENGL 4292, 4293 Senior Seminar**

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

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.

### **ENGL 4304 Methods of Teaching English as a Second Language**

Prerequisites: EDUC 4301 and 4312 or permission of the instructor.

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. Offered as EDBI 4304, FREN 4304, and SPAN 4304.)

### **ENGL 4311 Literary Criticism**

Prerequisites: ENGL 3313, 3323, 3331, and 3332.

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.

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

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

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. For English majors or by permission of the instructor.

### **ENGL 4323, 4324, 4325 Periods of American Literature**

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

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. For English majors or by permission of the instructor.

## **ENGINEERING SCIENCE**

### **ENGR 1301 Introduction to Engineering**

Prerequisites: MATH 1313 and 1323 or the equivalent

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.

## **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**

Prerequisite: ENTR 2311

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.



**ENTR 3335 Financing New Ventures**

Prerequisites: ACCT 2301, 2303; ENTR 2311

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.

**ENTR 3345 Building the Leadership Team**

Prerequisites: ENTR 2311, 3325, MGMT 3305

The central focus of this course is leadership, with an emphasis on team building and issues surrounding family owned businesses.

**ENTR 3355 Law and Ethics for the Entrepreneur**

Prerequisites: BUSA 2320, ENTR 2311, and MGMT 3305

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.

**ENTR 3365 Leveraging Technology for New Ventures**

Prerequisites: CISM 1321, ENTR 2311, 3325

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.

**ENTR 4321 New Venture Strategy**

Prerequisites: At least nine hours in major

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.

**ENTR 4331 Entrepreneurship in the Global Economy**

Prerequisites: ENTR 2311, MGMT 3305, MKTG 3301

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.

**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**

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.

### **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**

Prerequisite: EPSY 6302

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. (Offered also as EDSP/PSYC 6305.)

### **EPSY 6306 Career Information and Career Counseling**

Prerequisite: EPSY 6302

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.

### **EPSY 6308 Methods of Group Guidance**

Prerequisite: EPSY 5323 or permission of the instructor

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. (Offered also as PSYC 6308.)

### **EPSY 6344 Educational Appraisal of Handicapped Students**

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

## **FINANCE**

### **FINA 3302 Creating Personal Wealth**

Prerequisite: Student must have completed a minimum of 42 semester hours before enrolling in this course

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. (Offered also as BUSA 3302.)

### **FINA 3315 Security Markets and Financial Institutions**

Prerequisite: FINA 3320

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. (Offered also as ECON 3315.)

### **FINA 3320 Corporate Finance**

Prerequisites: ACCT 2301, BUSA 2311, ECON 2302

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.

### **FINA 3325 Personal Financial Planning**

Prerequisite: FINA 3320

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. If BUSA 3302 has been completed, an upper level business elective must be substituted for FINA 3325. (Offered also as ECON 3325.)

### **FINA 3330 International Finance**

Prerequisite: FINA 3320

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. (Offered also as ECON 3330.)

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

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

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.

### **FINA 4307 Investment Principles**

Prerequisite: FINA 3320

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. (Offered also as ECON 4307.)

### **FINA 4318 Corporate Financial Management**

Prerequisite: FINA 3320

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.

### **FINA 4322 Options and Futures**

Prerequisite: FINA 4307

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.

### **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**

Prerequisite: FINA 6330

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. Graduate Business programs only.

### **FINA 6332 Investments**

Prerequisite: FINA 6330

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. Graduate Business programs only.

### **FINA 6333 International Finance**

Prerequisite: FINA 6330

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. Graduate Business programs only.

### **FINA 6334 Financial Policy**

Prerequisites: FINA 6330 plus 6 semester hours selected from FINA 6331, 6332, 6333, 6335, 6336

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. Graduate Business programs only.

### **FINA 6335 Risk Management**

Prerequisite: FINA 6330

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. Graduate Business programs only.

### **FINA 6336 Applied Financial Management**

Prerequisite: FINA 6330

An active, hands-on class that applies financial theory to real world problems in a case study environment. Students, acting in the role of financial managers, financial consultants, or firm owners, will use financial planning and financial analytical skills to make decisions about capital budgeting, capital structure, dividends, different financing tactics, enterprise valuation, and acquisitions and buyouts. 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**

Prerequisites: FREN 1314 and 1324 or the equivalent.

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.

### **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**

Prerequisite: French 1314 or its equivalent.

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.

### **FREN 3305, 3306, 3307 Individualized French Proficiency**

Prerequisites: FREN 1314 and 1324 or the equivalent.

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.

### **FREN 3314 Advancing French Proficiency I**

Prerequisites: FREN 2314 and 2324 or the equivalent.

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.

### **FREN 3324 Advancing French Proficiency II**

Prerequisites: FREN 2314 and 2324 or the equivalent.

Focus in on achieving increased proficiency in communication in the language using the skills of listening, speaking, reading, writing, viewing, and showing in the interpersonal, interpretive and presentational communicative modes and on increasing knowledge and understanding of the cultures. Students develop the cultural knowledge and the advanced language skills necessary to function in a broad variety of social, leisure, and work situations which occur in the fields of medicine, commerce, business, government, travel, and translation/interpretation. They study the professional language of the workplace and the institutions and culture of France.

### **FREN 3335, 3336 French Writing Workshop**

Prerequisites: FREN 2314 and 2324 or the equivalent.

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.

### **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**

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

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.

### **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 4385, 4386, 4387 Work Internship in French**

Prerequisites: FREN 3314 and 3324 or the equivalent.

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.

## **FRESHMAN YEAR STUDENT EXPERIENCE**

### **FYSE 1200 The Freshman Year Experience**

This course is designed to help the first-quarter freshman student adjust to the academic workload at Houston Baptist University. It offers an interactive approach to facilitating success in areas such as personal strengths, as well as academic, spiritual, social, and emotional development. Questionnaires, inventories, discussions, presentations, and daily opportunities for student interactions are used as tools for academic growth and self discovery.

## **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**

Prerequisites: GERM 1314 and 1324 or the equivalent

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. Prerequisite: Permission of the instructor Prerequisite: GERM 1314 or its equivalent

## **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**

Prerequisite: Six hours of Greek grammar or permission of the instructor.

An intensive study of Greek syntax with extensive application to the translation and exegesis of the Greek New Testament.

### **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.

### **GREK 6303, 6304, 6305 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.

### **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 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 5350, Externship in Health Care**

Prerequisites: Completion of a minimum of 24 semester hours of the MS-HA core curriculum

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.

### **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.

### **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.

### **HADM 6340 Health Care Financial Management**

Prerequisites: ACCT 5360, FINA 6330

This course is designed to engage students in discussions regarding the financial environment of health care organizations. Promotes the ability to critically analyze data in the financial statements; compute and evaluate ratios such as cost of capital and working capital; and how the data and ratios relate to planning, basic valuation, and capital budgeting decisions. It integrates accounting principles and financial management. The course will build upon material in finance and will focus on the uniqueness of healthcare finance such as the various reimbursement schemes which include Medicare/Medicaid. Use of a financial calculator is essential for maximum benefit from the course.

### **HADM 6345 Management of Health Care Information Systems**

Prerequisites: ACCT 5360, FINA 6330, MGMT 5360

Provides an overview of healthcare information systems, from both a technical and a managerial point of view. Examines the major technologies employed. Presents the most important applications. Discusses major managerial issues such as, planning, systems development, budgeting, balanced score card, and data management.

### **HADM 6348 Quality Management & Performance Evaluation in Health Care**

Prerequisites: ACCT 5360, FINA 6330, MGMT 5360

This course is designed to introduce basic concepts, theories and applications of quality management, which includes defining, monitoring, evaluating and improving quality in health care. Another focus is to guide students to learn the continuous quality improvement/total quality management (CQI/TQM) models and approaches to assessing the outcomes of medical care for improvement. Students will further learn to perform functions within this context by learning tools for quality improvement. Studying these tools, analyzing examples using them, and problem-solving related to outcomes research will provide students with a basis for developing methods to contribute to improving medical care outcomes. This course will also cover the topics regarding the importance of outcome research and its applications.

### **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.

### **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.

### **HADM 6375, 6376, Thesis/Project**

Prerequisites: Designed to be the last six semester hours

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.

### **HADM 6377, 6378, Administrative Residency**

Prerequisites: Designed to be the last six semester hours

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.

## **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**

Prerequisite Six hours of Hebrew grammar or permission of the instructor.

An intensive study of Hebrew syntax with application to the translation of selected portions of the Hebrew Bible and other Second Temple literature.

### **HEBR 4292 Senior Seminar**

Directed studies in the Hebrew Bible and other Second Temple literature.

### **HEBR 5301 Hebrew I**

Hebrew I is a study of Hebrew grammar and syntax for reading the Hebrew Bible and other Second Temple literature.

### **HEBR 5302 Hebrew II**

Hebrew II is an advanced study of Hebrew grammar and syntax for reading the Hebrew Bible and other Second Temple literature.

### **HEBR 6301, 6302 Advanced Hebrew Studies**

Advanced studies in Hebrew grammar, syntax, and literature of the Second Temple period.

### **HEBR 6303, 6304, 6305 Advanced Hebrew Studies**

Advanced studies in the Hebrew grammar, syntax, and literature of the Second Temple period.

## **HISTORY**

### **HIST 1314 World Civilization to 1650**

A survey of humanity's history up to 1650 with an emphasis on the political, intellectual, social, and cultural development of world civilizations.

**HIST 1324 World Civilization from 1600**

A survey of humanity's history from 1600 with an emphasis on the political, intellectual, social, and cultural development of the world community.

**HIST 2313 U.S. History to 1877**

A survey of American history from its origins to the close of Reconstruction.

**HIST 2323 U.S. History from 1877**

A survey of American history from the close of Reconstruction to the present.

**HIST 3315 Colonial and Revolutionary America**

This course covers the planting of European colonies in North America with an emphasis on British settlements, the ensuing American Revolution, and the development of early America up through Thomas Jefferson's presidency.

**HIST 3323 Civil War and Reconstruction**

A study of the rise of sectionalism, the abolition crusade, the secession crisis, United States versus Confederate States, aftermath of the war, reconstruction, economic and social consequences of the war, and emergence of a New South.

**HIST 3333 History of Texas**

A survey course from the period of exploration and early colonization to the present. It includes the struggle for independence, the Civil War in Texas, and the growth of the state into an industrialized, urbanized society.

**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.

**HIST 3345 History of Modern Mexico**

This survey course examines the modern history of Mexico from independence (1821) to the present.

**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.

**HIST 3373 History of Modern Vietnam**

This survey course examines Vietnam's history since the colonial era, with an emphasis on the Vietnam War.

**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.

**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.

**HIST 3386 Europe in the Middle Ages: 476-1500**

This survey focuses on the political, social, and cultural developments in Western Europe from the fall of the western Roman Empire until the end of the fifteenth century.

### **HIST 3393 History of Modern Japan**

The survey course examines the modern history of Japan from the Tokugawa period to the present.

### **HIST 3396 Early Modern Europe: 1400-1815**

This course examines the political, social, and cultural events in Europe from the Renaissance and Reformation through the Age of Napoleon.

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

**Prerequisite: Permission of the instructor and the Dean of the College of Humanities.**

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.

### **HIST 4292 Senior Seminar: American**

Prerequisite: HIST 1314, 1324, 2313, 2323 and at least three (9 hours) upper level history courses, or permission from the instructor. Also, see Note 9 under "Undergraduate Degree Requirements."

A historiographical study for writing a formal research paper on topics of individual interest in American history.

### **HIST 4293 Senior Seminar: Non-American**

Prerequisite: HIST 1314, 1324, 2313, 2323 and at least three (9 hours) upper level history courses, or permission from the instructor. Also, see Note 9 under "Undergraduate Degree Requirements."

A historiographical study for writing a formal research paper on topics of individual interest outside of American history.

### **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.

### **HIST 4326 Europe after Napoleon: 1815-Present**

This class analyzes the political, social, and cultural trends in Europe from the fall of Napoleon through the collapse of the USSR.

### **HIST 4336 History of Britain**

This survey covers the origins and development of political, social, and cultural institutions in the British Isles from Roman times until the modern era.

### **HIST 4363 Twentieth Century America**

A study of American political, social, and economic history from 1901 to the end of the century.

### **HIST 4383 Internship in History**

Prerequisites: permission of instructor.

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.

## HONORS PROGRAM

### **HONR 4399 Senior Honors Thesis**

The Senior Honors Thesis is the capstone learning experience in the departmental honors program. The thesis must be at least 35 pages in length, include a one page abstract, be on an original topic, involve significant research, and must be defended orally upon its completion. A faculty thesis advisor shall direct the research and writing project. An approved prospectus is a pre-requisite for registration for this course.

## 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.

## INTERDISCIPLINARY COURSES: PROFESSIONAL EDUCATION

### **INDC 3310 Essential Elements of Art**

Prerequisite: Admission to the HBU Teacher Education Program.

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. (Offered also as ART 3310.)

### **INDC 3315 Cultural Craft for the Pre-Adolescent Student**

Prerequisite: Admission to the HBU Teacher Education Program.

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. (Offered also as ART 3315.)

### **INDC 3316 Cultural Craft for the Adolescent Student**

Prerequisite: Admission to the HBU Teacher Education Program

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. (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 and EDUC 4294.)

### **INDC 4330 Essential Elements of Math**

Prerequisites: EDUC 4301 or 4311 and INDC 4331

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. (Teacher certification students and teachers only.)

### **INDC 4331 Mathematics for Pre-Adolescents**

Prerequisite: EDUC 4301

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.

### **INDC 4340 Social Studies for Pre-Adolescents**

Prerequisites: EDUC 4301 or 4311, 5313 or 6302

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. (Offered also as EDUC 5340)

### **INDC 4350 Essential Elements of Science**

Prerequisite: EDUC 4301 or 4311, 5313 or 6302

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.

## **JOURNALISM**

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

Prerequisites: JOUR 2303 and permission of the instructor.

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.



### **JOUR 2303 Newswriting for Mass Communication**

Prerequisites: ENGL 1313 and ENGL 1323.

The study and development of news story organization, writing and reporting techniques common to all media. Laboratory setting.

### **JOUR 3314 Advanced Newswriting for Mass Communication**

Prerequisite: JOUR 2303.

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.

### **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**

Prerequisite: JOUR 2303 and 3325 or permission of the instructor

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.

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

Prerequisite: permission of the instructor.

Special courses designed to respond to rapidly evolving issues in media and media technology.

### **JOUR 4314 Feature Writing**

Prerequisite: JOUR 2303 or permission of the instructor

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.

### **JOUR 4315 Public Affairs Reporting**

Prerequisite: JOUR 2303 or permission of the instructor

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.

### **JOUR 4336 Principles of Advertising**

Prerequisite: Junior or Senior standing

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. (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 combination aerobics, weight-training, badminton, volleyball, and basketball.

### **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 many 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 exercise science, teaching, coaching, sports psychology and sociology, 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 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 2337 Standard First-Aid/CPR**

Prerequisite: KINE 2230

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 3230 Administration in Sports and Kinesiology**

Prerequisite: KINE 2230

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 3301 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 3393 Physiology of Exercise**

Prerequisite: KINE 2230 and BIOL 2404 with grade C or better

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. Must be taken simultaneously with KINE 4293.

### **KINE 3397 Kinesiology**

Prerequisites: KINE 3393 and BIOL 2404

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.

### **KINE 3398 Foundations of Health Instruction**

Prerequisite: KINE 2230

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**

Prerequisite: KINE 2230 and 4326

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. (Offered also as INDC 4160 and EDUC 4160.)

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

Prerequisite: KINE 2230

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**

Prerequisite: KINE 2230

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**

Prerequisite: KINE 2230 and BIOL 2404 with grade C or better

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**

Prerequisite: KINE 2230

An upper level required 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. Must be taken simultaneously with KINE 3393.

### **KINE 4323 Motor Learning**

Prerequisites: BIOL 2404; KINE 2230, 3393 and 3397

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.

### **KINE 4328 Wellness and Fitness in EC-12 Schools**

This course is designed to introduce the kinesiology major to practical concepts and programs that are presently being taught in elementary, junior high, and secondary physical education programs. The course includes information on daily and unit lesson plan preparation, class organization, classroom management, and field experiences. A big part of this class is devoted to what is going on in the schools, as well as what is effective and valuable in a modern physical education curriculum.

### **KINE 4363 Sports Sociology**

Prerequisite: KINE 2230

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.

## **MATHEMATICS**

### **MATH 1304 Introductory Algebra**

Prerequisite: A satisfactory score on a placement test given on the first day of class

The quantitative tools required in a modern society, including a brief review of arithmetic, graphical representation of data, and beginning algebra. This course is offered to aid students with deficiencies in basic mathematical skills. Students who already have credit in a higher-level mathematics course will not be given credit in this course. This course may not be counted as part of the mathematics major.

### **MATH 1305 Math for Critical Thinking**

Prerequisite: MATH 1304 or equivalent or a satisfactory score on a placement examination given on the first day of class

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.

### **MATH 1313 College Algebra**

Prerequisite: MATH 1304 or a satisfactory score on a placement test given the first day of class

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.

### **MATH 1314 Finite Mathematics**

Prerequisite: MATH 1313 or a satisfactory score on a placement test given the first day of class

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.

### **MATH 1323 Trigonometry**

Prerequisite: MATH 1313 or a satisfactory score on a placement test given the first day of class

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.

### **MATH 1434 Precalculus Mathematics**

Prerequisites: MATH 1313 and MATH 1323 or a satisfactory score on a placement test given the first day of class

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.

### **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**

Prerequisite: MATH 1313

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.

### **MATH 2434 Calculus I**

Prerequisite: MATH 1313, and MATH 1323 or 1434 or a satisfactory score on a placement test

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.

### **MATH 2444 Calculus II**

Prerequisite: MATH 2434

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.

### **MATH 3301 Foundations of Higher Mathematics**

Prerequisite: MATH 2434 or consent of the instructor

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.

### **MATH 3302 Foundations of Geometry**

Prerequisite: MATH 3301

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.

### **MATH 3310 Discrete Math**

Prerequisites: MATH 2434 and 3301

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.

### **MATH 3323 Linear Algebra**

Prerequisites: MATH 2434 and 3301 or consent of the instructor

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.

### **MATH 3333 Ordinary Differential Equations**

Prerequisite: MATH 2444.

A first course. Topics include: existence and uniqueness of solutions, initial and boundary value problems, solutions of first order equations, solutions of higher order linear equations with constant coefficients, infinite series solutions, numerical solutions, solutions of linear systems, solutions using Laplace transforms, and applications.

### **MATH 3353 Modern Abstract Algebra**

Prerequisite: MATH 3323

An introduction to algebraic structures. Topics include sets, operations, relations, groups, subgroups, equivalence classes, Lagrange's Theorem, homomorphisms, rings, and ideals.

### **MATH 3383 Mathematical Methods for Science and Engineering**

Prerequisites: Credit for or concurrent enrollment in MATH 3333 and 3414

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. (Offered also as PHYS 3383.)

### **MATH 3404 Probability and Statistics with Computer Applications**

Prerequisite: MATH 2434

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.

### **MATH 3414 Calculus III**

Prerequisite: MATH 2444

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.

### **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**

Prerequisite: See Note 9 under "Undergraduate Degree Requirements".

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.

### **MATH 4292, 4293 Senior Seminar**

Prerequisite: See Note 9 under "Undergraduate Degree Requirements".

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.

### **MATH 4313 Advanced Calculus**

Prerequisites: MATH 3323 and 3414, or consent of the instructor

This course is an introduction to mathematical analysis. Topics include: sequences and series, topology of the real line, functions, limits, continuity, differentiation and integration.

### **MATH 4333 Introduction to Complex Variables**

Prerequisites: MATH 3323 and 3414, or consent of the instructor

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.

## **MASS COMMUNICATION**

### **MCOM 1313 Introduction to Mass Communication**

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.

### **MCOM 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.

### **MCOM 4292, 4293 Senior Seminar**

Prerequisite: See Note 9 under "Undergraduate Degree Requirements".

Intensive research in a specialized area of mass media including, media law, ethics, media issues and newsmen.

### **MCOM 4373, 4374, 4375 Internship in Mass Communication**

Prerequisite: Permission of the instructor prior to the beginning of the quarter registered.

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.



## MANAGEMENT

### **MGMT 3305 Organization Behavior and Management**

Prerequisites: One of the following: ACCT 2301, ECON 2301 or ECON 2302

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.

### **MGMT 3333 Leadership Development**

Prerequisite: Permission of instructor

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.

### **MGMT 3334 Issues in Environmental Management**

Prerequisite: MGMT 3305 or permission of instructor

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.

### **MGMT 3335 Managing the Global Enterprise**

Prerequisite: MGMT 3305 or permission of instructor

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.

### **MGMT 3336 Organizational Theory**

Prerequisite: MGMT 3305

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.

### **MGMT 3337 Organizational Development and Change**

Prerequisite: MGMT 3305

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.

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

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

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.

### **MGMT 4311 Production and Operations Management**

Prerequisites: BUSA 2311, MGMT 3305

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.

### **MGMT 4312 Human Resources Management**

Prerequisite: MGMT 3305 or permission of instructor

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.

### **MGMT 4313 Technology, Organization, and Economics**

Prerequisite: MGMT 3305

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.

### **MGMT 4315 Power and Negotiation**

Prerequisite: MGMT 3305

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.

#### **MGMT 5340 Internship: MBA**

Prerequisites: current enrollment in MBA Program, completion of 12 hours in the MBA Program, good academic standing

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.

#### **MGMT 5345 HRM Internship**

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

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. 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 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. 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 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 6334 Legal Challenges in HR Management**

This course explores the legal aspects of the employee/employer relationship from a functional standpoint – beginning with the recruiting and selecting of employees, through their development and growth in the organization and ultimately, in some cases, their departure. Emphasis is on limiting employer liability through effective and sound interviewing processes, documentation of employee performance, execution of employer policies, legal issues surrounding compensation and benefits programs, and the ultimate handling of employee/employer conflict, including but not limited to labor relations and discrimination issues such as harassment, disability, etc. 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**

Prerequisite: ECON 2302

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

### **MKTG 3310 Consumer Behavior**

Prerequisite: MKTG 3301

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.

### **MKTG 3360 Professional Sales**

Prerequisite: MKTG 3301

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

### **MKTG 3380 Online Marketing**

Prerequisite: MKTG 3301

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.

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

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

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.

### **MKTG 4330 International Marketing**

Prerequisite: MKTG 3301

A study of the problems and procedures of marketing in foreign countries, including the effects of cultural dynamics in assessing world markets.

### **MKTG 4336 Principles of Advertising**

Prerequisite: Junior or senior standing

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.

### **MKTG 4340 Internship**

Prerequisites: See the College of Business Internship Coordinator for current prerequisite information

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.

### **MKTG 4350 Marketing Research**

Prerequisites: MKTG 3301, plus six additional semester hours of marketing

Studies the methodology and procedures used to meet the information needs of marketing management.

### **MKTG 4360 Marketing Strategy**

Prerequisite: senior standing

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.

### **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**

Prerequisite: MKTG 6310

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. Graduate Business programs only.

### **MKTG 6334 Marketing Strategy Seminar**

Prerequisite: MKTG 6310

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. 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 5354 Law and Lawyers in Literature, Film and Video**

A study of the ways in which lawyers have been viewed in literature, cinema, and television.

**MLA 5355 The American Constitutional Experience**

This course examines the American constitution from a historical and philosophical perspective, approaching the American constitutional experience as a battle of ideas and words. The course relies on historical documents such as the Declaration of Independence, Federalist Papers, and US Constitution as well as primary works from political thinkers such as Hobbes, Locke, Montesquieu, Calhoun, and Martin Luther King. By understanding the philosophical tensions that threatened to rip apart the constitution from the start, students will develop a better understanding of modern politics, American history, and the US Constitution

**MLA 5356 Politics and Film: Power, Trust and War**

This course examines classic American films from different parts of the 20<sup>th</sup> century. Each film conveys a sense of the political culture of a particular era. Focusing on three broad themes—power, trust, and war—this course explores shifting attitudes and perceptions by the American people regarding their democratic institutions, politics, and politicians. The guiding question for the course is whether or not we have lost faith in our own government.

### **MLA 5357 Voices of the Civil War**

The American Civil War as it is related by the participants themselves, through the interpretation of the most influential historians of the 20th century, and on to the visions of today's filmmakers and novelists. Each class session gives us an opportunity to read, view, and discuss memoirs, novels, histories, movies, and TV programs that illuminate the Civil War experience. Students will be asked to read and view these materials in the context of the times in which they were created. This will allow us to see the development of Civil War themes across the years since the conflict. Finally, students will be able to better articulate the meaning of the war in today's society.

### **MLA 5358 Women of Tudor England**

This course will study women during the Tudor Era (1485-1603). Even though women during this era were exhorted to be silent and obedient, ironically, for the first time in English history several women ruled as queens in their own right and numerous other women had a significant impact on history. Some famous women of the era were the six wives of Henry VIII, Bloody Mary, Mary Queen of Scots, Lady Jane Grey, and Bess of Hardwick. Special emphasis will be on the exceptional reign of Elizabeth I, who survived both to rule as an unmarried woman and become, by many standards, the most successful monarch in English history. This course will also explore the lives of the common women of Tudor England and trace cultural, social, and economic changes impacting their lives.

### **MLA 5359 Utopia, Dystopia and the Literature of Technology**

This course will cover literature that portrays societies that are utopian and/or dystopian in nature, and feature the use or misuse of technology. The course will begin with Sir Thomas More's *Utopia* (1516), then proceed chronologically through the 19th and 20th centuries. We will end by exploring a new literary genre, hypertext fiction, which is not only produced but also consumed using technology, since it can only be read on a computer screen. Students will analyze the works using selected 20th century critical theories.

### **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 Noveau.

### **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 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 1114 Class Piano I**

Class instruction for beginning piano students. Covers piano proficiency for music majors whose applied concentration is not piano. May be repeated for credit.

### **MUAP 1124 Class Piano II**

Class instruction for advanced piano students. Covers piano proficiency 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**

Prerequisite: Eight quarters of private instruction in the applied area in which recital is given

Performance of a 30-minute recital from contrasting periods of music. Accompanying formal research paper in support of recital program material.

## **MUSIC: COGNATE COURSES — VOICE**

### **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). Permission of the instructor required.

### **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**

Prerequisite: Eight quarters of private instruction in the applied area in which recital is given

Performance of a 30-minute recital from contrasting periods of music. Accompanying formal research paper in support of recital program material.

## **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**

Prerequisite: passing of the Upper Divisional Examination

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.

### **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**

Prerequisite: MUTH 2232

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. (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**

Prerequisite: Eight quarters of private instruction in the applied area in which recital is given

Performance of a 30-minute recital from contrasting periods of music. Accompanying formal research paper in support of recital program material.

### **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**

Prerequisite: permission of the instructor.

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.

### **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**

Prerequisite: MUHL 2312 or demonstrated equivalent.

Survey of music literature from the Middle Ages through the 20th century. Emphasis on representative works, analytical listening techniques, and composition recognition. Development of skills necessary to identify and define the various musical genres, forms, and style characteristics. Student must be able to read music and follow an orchestral score. Permission of instructor required. Should be taken in consecutive order.

**MUHL 3181, 3281, 4181, 4281 Special Topics**

Prerequisite: permission of the instructor and the Director of the School of Music.

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.

**MUHL 3312, 3322, Music History**

Prerequisite: MUHL 2323 or permission of instructor. Should be taken in consecutive order.

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.

**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 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.

**MUHL 4312 Symphonic Literature**

Prerequisite: (Non-music majors will need permission of the instructor).

The survey of instrument group forms from the Renaissance through the Contemporary period. Development of this body of literature will be examined, as well as the form and style of compositions comprising these various orchestral repertoires. This course will include examination of the development of the orchestra and orchestration.

**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.**

**Enrollment by audition and permission of the instructor.)**

**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**

Prerequisite: Piano proficiency.

One half-hour lesson per week. One hour credit.

**MUPL 1212, 2212, 3212, 4212 Organ**

Prerequisite: Piano proficiency.

One hour lesson per week. Two hours credit.

**MUPL 3312, 4312 Organ**

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

**MUPL 2119, 3119 Composition**

Prerequisite: completion of MUTH 1232 or permission of instructor.

**MUPL 2219, 3219 Composition**

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**

Prerequisite: completion of MUAP 0104 or demonstrated equivalent.

**MUPL 1214, 2214, 3214, 4214 Piano**

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**

Prerequisite: completion of MUAP 1116 or demonstrated equivalent.

**MUPL 1216, 2216, 3216, 4216 Voice**

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**

Prerequisite: permission of the instructor and the Director of the School of Music.

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.

**MUSC 3213 Choral Arranging**

Prerequisite: MUTH 2232.

Practical study of the techniques of arranging music for vocal ensembles. The study will include setting choral music for worship (contemporary and traditional) as well as secular situations (public school and college). Included are units on choral counterpoint, chorale textures, and vocal ensemble music requiring skill in reading chord charts, as well as producing accompaniment material for all of the above.

**MUSC 3214 Foundations of Music Ministry**

The church musician's philosophy of church music is essential in today's contemporary church. This course offers an in-depth study of the philosophies and practices of the Church Fathers, Reformers, and contemporary theologians with respect to church music and its role in worship. This course will help the students develop a comprehensive personal philosophy of church music ministry that will serve as a foundation of any style of church music. Principles of contextual adaptation will be included.

**MUSC 3233 Congregational Song**

A survey of music used for congregational singing from the ancient Greek and Latin period to the present. Specific emphasis is placed on contemporary Christian worship music. The course focuses on the texts and music of congregational song from a historical and cultural perspective, including recent trends in this expression of corporate worship. 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**

Prerequisite: 60 hours of earned credit.

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.

### **MUSC 3323 Choral Literature**

Prerequisite: MUHL 2323.

An in-depth study of the history of choral music as it has evolved from the beginnings of Western Music in Gregorian Chant to the present. Understanding performance practices of the major style periods will enable students to study and conduct representative small and large works. An important component will examine the church's song as it has evolved from chorale through anthem, cantata and oratorio with specific emphasis on the skills and knowledge required for selecting a library of suitable works, including small, musically-accessible songs and anthems for weekly use. Students will develop service outlines, representing hymns and anthems suitable to seasons of the church year. Contemporary trends in the church's song will also be addressed.

### **MUSC 3342 American Popular Music**

A survey of the development of popular music in America from minstrelsy through current pop music trends. Focus for the course will include the various genres and style traits of popular music, as well as its development and impact on American society.

### **MUSC 3372 Fundamentals of Choral Conducting**

Prerequisite: Junior standing (64 hrs.) or permission of the instructor.

### **MUSC 3373 Fundamentals of Instrumental Conducting**

Prerequisite: Junior standing (64 hrs.) or permission of the instructor.

### **MUSC 4111, 4112 Internship in Church Music**

Prerequisite: MUHL 2323.

An in-depth study of the history of choral music as it has evolved from the beginnings of Western Music in Gregorian Chant to the present. Understanding performance practices of the major style periods will enable students to study and conduct representative small and large works. An important component will examine the church's song as it has evolved from chorale through anthem, cantata and oratorio with specific emphasis on the skills and knowledge required for selecting a library of suitable works, including small, musically-accessible songs and anthems for weekly use. Students will develop service outlines, representing hymns and anthems suitable to seasons of the church year. Contemporary trends in the church's song will also be addressed.

### **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 4213 Technical Skills for the Church Musician**

The purpose of this course is to assist students in developing competencies for the vast array of technical skills required for today's church musician. Areas explored may include the church organ, handbells, keyboards, multi-media computer technology including music notation and sequencing software, sound reinforcement systems, microphone techniques. Visiting consultants will augment instruction

#### **MUSC 4232 Church Music Leadership**

A study of contemporary approaches to the planning for and leading of music ministry programs in churches, including both traditional and contemporary Christian worship music. Students will have a significant contact with professionals in the field and study competencies needed in administration and leadership. The unique skills required for planning and leading music in worship from liturgical to contemporary traditions will be addressed. Topics will include planning worship, recruiting/building a choir or praise band, leading rehearsals, and working with church leadership and congregation. Visiting consultants will augment instruction.

#### **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**

Prerequisites: MUSC 4373 and permission on instructor.

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.

#### **MUSC 4294 Senior Seminar in Choral Conducting**

Prerequisites: MUSC 4372 and permission of the instructor.

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.

#### **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.

#### **MUSC 4372 Advanced Choral Conducting**

Prerequisites: MUTH 2322 and MUSC 3372.

The conducting of choral groups. A study in advanced technique, style, and interpretation.



### **MUSC 4373 Advanced Instrumental Conducting**

Prerequisite: MUSC 3373.

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

## **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**

Prerequisite: MUTH 0312 or demonstrated equivalent.

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.

### **MUTH 2312, 2322 Music Theory III, IV**

Prerequisite: MUTH 1322.

Chromatic harmony integrated with analysis and basic composition techniques. The course also includes intensive work in aural skills and sightsinging. May not be taken out of sequence.

### **MUTH 3181, 3281, 4181, 4281, 4381 Special Topics**

Prerequisite: permission of the instructor.

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.

### **MUTH 3202 Jazz Arranging**

Prerequisites: completion of MUTH 2222 and permission of instructor.

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.

### **MUTH 3222 Advanced Keyboard and Aural Skills**

Prerequisite: completion of MUTH 2132.

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

### **MUTH 3322 Music Theory V (20th Century Theory)**

Prerequisite: MUTH 2322.

A study of new compositional materials and analytical techniques in the 20<sup>th</sup> Century. The course also includes intensive work in aural skills and sightsinging. A continuation of skills and techniques introduced in MUTH 2312, 2322. May not be taken out of sequence.

### **MUTH 3332 Score Reading**

Prerequisite: permission of the instructor.

Practical application of analysis skills and score reading skills. (Offered also as MUTH 4292.)

### **MUTH 3342 Advanced Analysis**

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

### **MUTH 3352 Music Theory VI (Counterpoint)**

Prerequisite: MUTH 2322.

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. May not be taken out of sequence.

### **MUTH 3362 Music Theory VII (Advanced Analysis)**

Prerequisite: MUTH 3352.

The study of shaping elements of musical forms from the Renaissance through the 20<sup>th</sup> Century. The course also includes intensive work in aural skills. May not be taken out of sequence.

### **MUTH 4332 Instrumentation**

Prerequisite: MUTH 2232.

An introduction to the principles of instrumentation and orchestration.

## **MUSIC: VOCAL ENSEMBLES**

### **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**

Prerequisite: permission of the Director of Choral Activities.

A chamber ensemble which may be divided into smaller groups of quartets, sextets, and octets, studying and performing chamber choral literature.

## **NURSING**

### **NURS 2111 Math for Nurses**

Prerequisite: Permission of faculty member and dean

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 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**

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 3.0

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.

### **NURS 2323 Health Assessment**

Prerequisites: GPA 3.0 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

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.

### **NURS 2404 Art and Science of Nursing**

Prerequisites: GPA 3.0 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

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.

### **NURS 3202 Care of Families**

Prerequisites: GPA of 3.0 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

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.

### **NURS 3212 Care of Populations Based on Major Stratifications**

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 3.0 or higher. Co-requisite: NURS 3202

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.

### **NURS 3303 Epidemiologic Perspectives for Nurses**

Prerequisites: GPA 3.0 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

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.

### **NURS 3404 and 3424 Care of Individuals I and II**

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

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.

### **NURS 3414 Pathophysiology for Health Care**

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

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.

### **NURS 3434 Care of Individuals III**

Prerequisites: GPA of 2.5 or higher, and NURS 3424

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.

### **NURS 4101, 4203 Advanced Parent-Infant Health**

Prerequisites: 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 4101 is a one (1) semester hour course that requires 40 clinical contact hours with a preceptor in the clinical environment. NURS 4203 is two (2) semester hours credit and requires 80 clinical contact hours with a preceptor.

### **NURS 4103, 4205 Advanced Critical Care Nursing**

Prerequisite: NURS 3434.

It is expected that BSN students will have completed NURS 3414 prior to enrolling in this special topics elective course. NURS 4103 is a one semester hour course that requires 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 4104, 4206 Advanced Child Health**

Prerequisites: 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 4104 is a one semester hour course that requires 40 clinical contact hours with a preceptor in the clinical environment. NURS 4206 is two semester hours credit and requires 80 clinical contact hours with a preceptor.

### **NURS 4105, 4207 Advanced Emergency Nursing**

Prerequisites: 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 4105 is a one semester hour course that requires 40 clinical contact hours with a preceptor in the clinical environment. NURS 4207 is two semester hours credit and requires 80 clinical contact hours with a preceptor.

### **NURS 4102, 4204 Advanced Perioperative Nursing**

Prerequisites: NURS 3404

It is expected that BSN students will have completed NURS 3414 prior to enrolling in this special topics elective course. NURS 4102 is a one semester hour course that requires 40 clinical contact hours with a preceptor in the clinical environment. NURS 4204 is two semester hours credit and requires 80 clinical contact hours with a preceptor.

### **NURS 4106, 4208 Advanced Medical-Surgical Nursing**

Prerequisite: 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 4106 is a one (1) semester hour course that requires 40 clinical contact hours with a preceptor in the clinical environment. NURS 4208 is two (2) semester hours credit and require 80 clinical contact hours with a preceptor.

### **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**

Prerequisites: NURS 3414 or BIOL 3433, and NURS 3404, and a GPA of 2.5 or higher. Co-requisite: NURS 3424

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.

### **NURS 4294 Senior Seminar II: Applied Research and Externship**

Prerequisites: NURS 4392, and a GPA of 2.5 or higher

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.

### **NURS 4392 Senior Seminar I: Professional Issues and Nursing Research**

Prerequisites: NURS 3424 4212, and GPA of 2.5 or higher. Co-requisite: NURS 3434

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.

### **NURS 4414 Care of Families with Mental Health Problems**

Prerequisites: GPA of 2.5 or higher, NURS 3434, GPA of 2.5 or higher, and successful completion of the Advanced Beginner Curriculum Checkpoint

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.

### **NURS 4424 Nursing in the Community and Nursing the Community**

Prerequisites: NURS 3212, 3303, 3434, 4212, and 4294; and a GPA of 2.5 or higher

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.

### **NURS 4434 Care of Childbearing Families**

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

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.

### **NURS 4444 Care of Families with Children**

Prerequisites: NURS 3434, GPA of 2.5 or higher, and successful completion of the Advanced Beginner Level Curriculum Checkpoint

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.

### **NURS 4454 Professional Issues and Nursing Management**

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

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.

### **NURS 4464 Health Care Administration for Nurses**

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

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.

## **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 elementary methods of formal logic.

**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**

Prerequisites: PHOT 3322 and permission of instructor.

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.

**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**

Prerequisite: PHOT 3321.

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.

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

Prerequisite: permission of the instructor.

Special courses designed to respond to rapidly evolving issues in media and media technology. Additional lab fee may be required.

### **PHOT 4321 Intermediate Photography**

Prerequisite: PHOT 3322.

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.

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

Prerequisites: PHOT 4321 and permission of instructor.

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.

## **PHYSICS**

### **PHYS 1401 Physics for the Liberal Arts Mind**

Prerequisite: MATH 1313 or a higher level mathematics course or permission of the instructor

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.

### **PHYS 1403 Physics of Sound**

Prerequisite: MATH 1313 or permission of the instructor. Basic knowledge of musical notation is recommended

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.

### **PHYS 1411 Astronomy and the Universe**

Prerequisite: MATH 1313 or permission of the instructor

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.

### **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**

Prerequisite: PHYS 2423, concurrent enrollment in MATH 2444, or consent of the instructor

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.

### **PHYS 2413 Principles of Physics I**

Prerequisite: MATH 2434

An introduction to Newton's laws of motion, gravitation, fluids, and sound. This course includes one semester hour credit for laboratory sessions.

### **PHYS 2423 Principles of Physics II**

Prerequisite: PHYS 2413

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.

### **PHYS 3313 Mechanics**

Prerequisites: PHYS 2343 and MATH 3333

Topics include single-particle Newtonian mechanics, oscillations, gravitation, calculus of variations, Lagrangian and Hamiltonian dynamics, central-force motion and dynamics of system of particles.

### **PHYS 3323 Electricity and Magnetism**

Prerequisites: PHYS 2343 and MATH 3333

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.

### **PHYS 3383 Mathematical Methods for Science and Engineering**

Prerequisites: Credit for or concurrent enrollment in MATH 3333, 3414

Advanced techniques in applied mathematics for students of science and engineering, with topics chosen from partial differential equations, Laplace transforms, Fourier series, complex analysis and vector analysis. Fourier series. (Also offered as MATH 3383.)

### **PHYS 3413 Modern Physics I**

Prerequisite: PHYS 2343 or consent of the instructor

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.

### **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**

Prerequisite: PHYS 3413

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.

### **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 4290 Senior Seminar: Principles of Research**

Prerequisite: Note 9 under "Undergraduate Degree Requirements"

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.

### **PHYS 4291 Senior Seminar: Topic Research Project**

Prerequisites: Note 9 under "Undergraduate Degree Requirements"; completion or concurrent enrollment in PHYS 4290

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.

### **PHYS 4292 Senior Seminar: Laboratory Research Project**

Prerequisites: Note 9 under "Undergraduate Degree Requirements"; completion or concurrent enrollment in PHYS 4290

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.

### **PHYS 4323 Thermodynamics and Statistical Mechanics**

Prerequisite: PHYS 2343

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

### **PHYS 4343 Introduction to Quantum Mechanics I**

Prerequisites: PHYS 2343, 3413, and MATH 3333

Foundations of quantum mechanics, Schrodinger's equation with applications such as the square well, harmonic oscillator, hydrogen atom, and electron spin.

### **PHYS 4344 Introduction to Quantum Mechanics II**

Prerequisite: PHYS 4343

Continuation of PHYS 4343 covering quantum mechanics of identical particles, time-independent perturbation theory, the variational principle, WKB approximation, and time-dependent perturbation theory.

## **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.

### **POLS 3344 The American Court System**

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

### **POLS 3345 Ancient and Medieval Political Thought**

Prerequisite: POLS 1313.

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.

**POLS 3348 American Political Thought**

Prerequisite: POLS 2313.

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.

**POLS 3353 Contemporary Political Thought**

A study of the major political doctrines of the present day, with primary emphasis upon Marxism, Fascism, and the doctrines of the modern democratic state.

**POLS 3374 The United States Congress**

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

**POLS 3384 The Presidency**

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

**POLS 4181, 4281, 4381 Special Topics**

Prerequisite: Permission of the instructor and the Dean of the College.

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.

**POLS 4292 Senior Seminar: Traditional**

Prerequisite: See Note 9 under "Undergraduate Degree Requirements."

Students complete a research project using traditional research methodology.

**POLS 4293 Senior Seminar: Empirical**

Prerequisite: See Note 9 under "Undergraduate Degree Requirements."

Students complete a research project using empirical methods of data collection and analysis.

**POLS 4313 Constitutional Law**

A study of judicial review, the political role of the courts, American federalism, the jurisdiction of and the limitations on the judicial branch, the power of taxation, the commerce power, the substantive and procedural rights of the individual, and the powers of the President.

**POLS 4333 United States Foreign Policy**

A survey of the 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.

### **POLS 4383 Internship in Political Science**

Prerequisite: permission of instructor.

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.

## **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). Students will be introduced to critical thinking for social scientists. Careers for social scientists will be examined as well. (Offered also as SOCI 2115.)

### **PSYC 2301 Introductory Statistics for the Behavioral Sciences**

Prerequisite: MATH 1305, 1313 or equivalent

The course provides an introduction to descriptive and inferential statistics, correlation, probability, and regression-with applications in behavioral sciences. (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**

Prerequisite: PSYC 1313

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.

### **PSYC 3303 Research Methods**

Prerequisites: PSYC 2115, 2301 and WRIT 3303 or 3304 or permission of instructor

This is an applied research course for psychology majors. Students are introduced to research design and methods for behavioral sciences to include experiments and correlational studies. Applied projects include using library databases, reading and critically reviewing current empirical literature, proposing original research, writing hypotheses, and discerning appropriate data analyses and statistics. (Offered also as SOCI 3303.)

### **PSYC 3305 Psychology of Personality**

Prerequisites: PSYC 1313, 2115 and WRIT 3303 or 3304 or permission of instructor

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.

### **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**

Prerequisites: PSYC 1313, 2115, 2301, and WRIT 3303 or 3304

This is an applied research course for psychology majors. Research design for experiments, correlational studies and more complex research projects are studied. Actual projects are performed with formal project and laboratory reports filed for each such completed study. Quantitative methods and their applications are emphasized, including the use of descriptive, inferential and multivariate statistics.

### **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**

Prerequisites: PSYC 2115, 2301, 3343, WRIT 3303 or 3304, and 15 hours in 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. See Note 9 under "Undergraduate Degree Requirements."

### **PSYC 4295 Senior Seminar in Experimental Psychology**

Prerequisite: PSYC 4292

The student conducts an approved research project and prepares a report which includes findings and conclusions. See Note 9 under "Undergraduate Degree Requirements."

### **PSYC 4310 History and Theoretical Systems in Psychology**

Prerequisites: PSYC 1313, 2115 and WRIT 3303 or 3304

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, including the biological and physical sciences, will be included.

### **PSYC 4316 Child Psychopathology**

Prerequisites: PSYC 1313, 2115, WRIT 3303 or 3304 or permission of instructor

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. (Offered also as PSYC 5316.)

### **PSYC 4323 Theories of Counseling and Psychotherapy**

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

### **PSYC 4326 Psychology of Dying, Bereavement, and Counseling**

Prerequisite: PSYC 2115, WRIT 3303 or 3304 or permission of instructor  
A course dealing with the process of dying and grief of the survivors. The psychological adjustments of the individual, family, and professional are examined. How to facilitate grief as well as therapeutic issues are discussed. (Offered also as PSYC 5326 and EPSY 5326.)

### **PSYC 4330 Psychology of Learning**

A course stressing the contributions of major learning theories to understanding behavior. Particular attention is paid to human learning and the applicability of learning theory to the educational process as well as to goal attainments. (Offered also as EDUC 4330, PSYC 5330, and EPSY 5330.)

### **PSYC 4332 Social Psychology**

Prerequisites: PSYC 2115, WRIT 3303 or 3304  
Contemporary approaches to social behavior are considered. Cultural influences, prejudice, persuasion, conformity, attribution theories, and social cognitions are some of the topics addressed. (Offered also as PSYC 5332 and SOCI 4332.)

### **PSYC 4334 Psychology of Religion**

The insights of psychology as a science are used to inspect and evaluate the religious dimensions of life. How religion effects religious development, health, experience, and relationships in the church, family, and marriage will be covered. (Offered also as CHRI 4334 and PSYC 5334.)

### **PSYC 4353 Physiological Psychology**

Prerequisites: PSYC 1313, 2115, BIOL 1404, 2404, 2475, or 2414 and WRIT 3303 or 3304  
A study of the physiological bases of behavior, with emphasis on learning the relationships between the functioning of the brain and nervous system with observable behavior. Neurodevelopment, the effects of drugs, and the biological basis of psychopathology will be some of the topics covered.

### **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 is an introduction to the field of family therapy. It will feature theory and practice in the treatment of families, marriages, and children. Students will develop an understanding of the prominent theories that form the basis of family therapy approaches and will develop basic skills in utilizing therapeutic interventions with families.



### **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**

Prerequisite: EPSY/PSYC 6302 or permission of instructor

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. (Offered also as EPSY 6305 and EDSP 6305.)

### **PSYC 6308 Methods of Group Process**

Prerequisite: PSYC 5323

This is a course in learning how to lead out-patient psychotherapy groups. Mock groups are conducted which allow students opportunities to practice group leadership. Feedback is provided by classmates and the professor. (Offered also as EPSY 6308.)

### **PSYC 6310 Clinical Psychopathology**

Prerequisite: 24 graduate semester hours in psychology or permission of instructor

A course that examines the etiology, symptoms, diagnosis, prognosis and therapeutic methods applicable to the major psychological disorders. Emphasis is placed on being able to differentiate one disorder from the other.

### **PSYC 6311 Addictions and Compulsive Disorders**

This course examines a variety of models for the etiology and treatment of addictions with an emphasis on the biopsychosocial perspective. Students are encouraged to integrate empirically based intervention into Christian counseling settings.

### **PSYC 6315 Christian Integration Seminar II**

Prerequisites: PSYC 5315 and at least 21 hours completed since taking PSYC 5315 or permission of the instructor

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.

### **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**

Prerequisite: PSYC 6320

The student conducts an approved research project and prepares a report of findings of sufficient quality to be submitted for professional publication.

### **PSYC 6343 Personality Assessment**

Prerequisites: PSYC/EPSY 6302, PSYC/EPSY 6305, and PSYC 6310 or permission of instructor

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.

## **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**

Prerequisites: SOCI 2115, 2301, WRIT 3303 or 3304, or permission of instructor

Research Methods is designed to introduce students to basic research methods in the social and behavioral sciences and to teach research design from the conception of an idea to the analysis and interpretation of data. (Offered also as PSYC 3303.)

**SOCI 3320 Social Change**

Prerequisites: SOCI 2115; WRIT 3303 or 3304

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.

**SOCI 3324 Race, Class, and Gender**

Prerequisites: WRIT 3303 or 3304; SOCI 2115

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. (Offered also as EDUC 3324.)

**SOCI 3327 Criminology**

Prerequisites: SOCI 2115, WRIT 3303 or 3304

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.

**SOCI 3330 Classical Social Theory**

Prerequisites: SOCI 1313, 2115, WRIT 3303 or 3304

A study of the development of social theories, beginning with the Enlightenment and ending with the early 20<sup>th</sup> 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.

**SOCI 3374 Urban Sociology**

Prerequisites: SOCI 2115, WRIT 3303 or 3304

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.

**SOCI 3385 Social Deviance**

Prerequisites: SOCI 2115, WRIT 3303 or 3304

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.

**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**

Prerequisites: WRIT 3303 or 3304, SOCI 2115, 2301, 3303, and 15 hours in sociology

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. See Note 9 under "Undergraduate Degree Requirements."

### **SOCI 4293 Senior Seminar in Sociological Research**

Prerequisite: SOCI 4292

The student conducts a previously approved research project and prepares a report which includes findings and conclusions. See Note 9 under “Undergraduate Degree Requirements.”

### **SOCI 4312 Cultural Studies**

Prerequisites: SOCI 2115; WRIT 3303 or 3304

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 concepts of time, space, and symbols.

### **SOCI 4315 Pop Culture**

Prerequisites: SOCI 2115; WRIT 3303 or 3304

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.

### **SOCI 4332 Social Psychology**

Prerequisites: PSYC/SOCI 2115, and WRIT 3303 or 3304

Contemporary approaches to social behavior are considered. Cultural influences, prejudice, persuasion, conformity, attribution theories and attraction are some of the topics addressed. (Offered also as PSYC 4332 and PSYC 5332.)

### **SOCI 4333 Sociology of Religion**

Prerequisite: WRIT 3303 or 3304

An analysis of the roles and functions of religion in human societies, types of religious organizations, and the relations between religion and other social institutions. The roles of Christianity and of other major religions in American society will be emphasized and reviewed from sociological perspectives. (Offered also as CHRI 4333.)

### **SOCI 4340 Contemporary Social Theory**

Prerequisites: SOCI 1313, 2115, and WRIT 3303 or 3304

This course explores the roots of social theory and its development in the late 20<sup>th</sup> and 21<sup>st</sup> century. It examines a variety of contemporary theoretical explanations for the transformation of the social world.

### **SOCI 4345 Sociology of Aging**

Prerequisites: SOCI 2115; WRIT 3303 or 3304

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.

### **SOCI 4373 The American Family**

Prerequisites: SOCI 2115; WRIT 3303 or 3304

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.

## **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**

Prerequisites: SPAN 1314 and 1324 or the equivalent.

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.

### **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**

Prerequisite: SPAN 1314 or its equivalent.

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.

### **SPAN 3305, 3306, 3307 Individualized Spanish Proficiency**

Prerequisites: SPAN 1314 and 1324.

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.

### **SPAN 3308 Business Spanish**

Prerequisites: SPAN 1314, 1324, 2314, and 2324 or the equivalent (an intermediate knowledge of written and spoken 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.

### **SPAN 3314 Advancing Spanish Proficiency I**

Prerequisites: SPAN 2314 and 2324 or the equivalent.

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.

### **SPAN 3324 Advancing Spanish Proficiency II**

Prerequisites: SPAN 2314 and 2324 or the equivalent.

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.

### **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**

Prerequisite: EDBI/SPAN 3335.

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”. (Offered also as EDBI 3336.)

### **SPAN 3360 Spain in the Americas**

Prerequisite: SPAN 3314 or 3324.

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.

### **SPAN 3370 Hispanic Literature**

Prerequisites: ENGL 1313 and 1323.

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. (Offered also as ENGL 3370.)

### **SPAN 3372 Spanish Film Studies**

Prerequisites: SPAN 1314, 1324, 2314, and 2324 or the equivalent (an intermediate knowledge of written and spoken Spanish).

Students view important films in Spanish from one or more major periods and Spanish speaking countries, study the role of the movie directors and actors, consider how the multi-media aspects of film affect them as viewers, and study the films as a record of cultural values and cultural change. 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.

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

Prerequisite: SPAN 1314 or the equivalent or special permission of the instructor.

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.

### **SPAN 4292, 4293 Senior Seminar**

Prerequisite: See Note 9 under "Undergraduate Degree Requirements".

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.

### **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**

Prerequisites: SPAN 3314 and 3324 or the equivalent.

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.

## **BROADCAST PRODUCTION**

### **TELE 1324 Fundamentals of Broadcasting**

Prerequisite: MASM 1313

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



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

Prerequisite: Permission of the instructor.

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

### **TELE 3365 Television Production I**

Prerequisite: TELE 1324.

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.

### **TELE 3366 Television Production II**

Prerequisite: TELE 3365.

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

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

Prerequisite: permission of the instructor.

Special courses designed to respond to rapidly evolving issues in media and media technology. Additional lab fee may be required.

### **TELE 4367 Non-Linear Editing**

Prerequisite: TELE 3366 or consent of instructor.

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.

## **THEATER**

### **THEA 2303 Appreciation of Theatre**

Practicum in theatre crafts including an introduction to the physical theatre, dramatic literature, and acting. Includes children's theatre.

### **THEA 2313, 2323 History of Theatre**

A systematic study of historical theatre and dramatic literature. The first quarter covers the Greek period to closing of the English theatre in 1642. The second quarter deals with the reopening of the English theatre to the present.

## **PROFESSIONAL WRITING**

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

### **WRIT 3121, 3221, 3321 Special Topics**

Prerequisites: ENGL 1313 and 1323.

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.

**WRIT 3303 Elements of Professional Writing**

Prerequisites: ENGL 1313, 1323; COMM 1313.

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.

**WRIT 3304, Writing and Research Across the Disciplines**

Prerequisites: ENGL 1313 and 1323.

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.

**WRIT 3334 Life Writing**

Prerequisites: ENGL 1313 and 1323.

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.

**WRIT 3345 Technical Writing**

Prerequisites: ENGL 1313, 1323, and COMM 1313.

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.

**WRIT 3354, Creative Writing – Poetry**

Prerequisites: ENGL 1313 and 1323.

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**

Prerequisites: ENGL 1313 and 1323.

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**

Prerequisites: ENGL 1313 and 1323.

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.

### **WRIT 4101, 4201, 4301 Writing Internship**

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

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.

### **WRIT 4292 Senior Seminar: Creative Writing in Poetry**

Prerequisite: WRIT 3354 or 3355, or permission of the instructor.

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.

### **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**

Prerequisites: WRIT 3263, 3353, and permission of the instructor.

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

### **WRIT 4364 Advanced Poetry Writing**

Prerequisite: WRIT 3354 or 3355, or permission of the instructor.

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.

### **WRIT 4365 Advanced Fiction Writing**

Prerequisites: ENGL 1313 and 1323.

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.

### **WRIT 4370 Grant Writing**

Prerequisites: ENGL 1313 and 1323.

This course examines the conventions for researching and writing grant proposals, specifically for educational and non-profit organizations.

### **WRIT 4372 Information Design**

Prerequisites: ENGL 1313 and 1323.

This course provides students with both theoretical knowledge and hands-on experience as they read the course materials and participate in documentation projects with classmates. Students obtain a background in the rhetoric of visual language and learn the basic principles of designing written information. In addition to learning the theory of information design, they also participate in creating hand-on projects, such as brochures, posters, information guides, and instruction manuals. This course may be used for credit towards the Professional Writing Specialization in Technical Writing or Rhetoric, and for elective credit towards the Professional Writing Specialization in Creative Writing. This course may also be used as an elective in the writing major.

### **WRIT 4374 Rhetoric for Professional and Technical Writers**

Prerequisites: ENGL 1313 and 1323.

This course provides students with an overview of classical and modern rhetoric from ancient Greece to the 20<sup>th</sup> century, with an emphasis on written documents. Students will read excerpts from the writings of Plato, Aristotle, Cicero, Quintilian, Descartes, Locke, Hume, Kant, Bakhtin, Wittgenstein, Lyotard, and others. Students will also analyze professional and technical documents in light of classical and contemporary rhetorical theories. 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.

### **WRIT 4376 Promotion and Persuasive Writing**

Prerequisites: ENGL 1313 and 1323.

This course provides students with an introduction to and an overview of persuasive and promotional writing. Students will read, analyze, and produce several types of persuasive and promotional documents in the following categories: proposal writing, political writing, non-profit/fundraising writing, religious writing, and sales/promotional writing. 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.





## COURSE SCHEDULING FREQUENCY MATRIX



### Course Scheduling Frequency Matrix

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
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 4322				X				X
ACCT 4304				X				X
ACCT 4306								
ADN 2535	X							
ADN 2545	X							
ART 0000		X	X	X		X	X	X
ART 1303		X				X		
ART 1313			X				X	
ART 1323				X				X
ART 2231, 3231, 4231	X	X			X	X		
ART 2232, 3232, 4232		X				X		
ART 2233, 3233, 4233	X	X			X	X		
ART 2234, 3234, 4234		X				X		
ART 2235, 3235, 4235								
As Needed								



**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
ART 2241, 3241, 4241			X				X	
ART 2242, 3242, 4242			X				X	
ART 2243, 3243, 4243			X				X	
ART 2244, 3244, 4244			X				X	
ART 2245, 3245, 4245			X				X	
ART 2251, 3251, 4251				X				X
ART 2252, 3252, 4252 As Needed								
ART 2253, 3253, 4253				X				X
ART 2254, 3254, 4254				X				X
ART 2255, 3255, 4255				X				X
ART 2343	X	X	X	X	X	X	X	X
ART 3305			X				X	
ART 3310	X	X			X	X		
ART 3315				X				X
ART 3316				X				X
ART 3353		X				X		
ART 3363			X				X	
ART 3373		X		X		X		X
ART 4181, 4281, 4381 As Needed								
ART 4292		X	X			X	X	
ART 4293			X	X			X	X
BCMB 3414		X				X		
BCMB 4211		X				X		

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
BCMB 4292		X				X		
BCMB 4294 As Needed								
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
BIOL 1414	X	X		X	X	X		X
BIOL 2214	X	X	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		
BIOL 3433					X			
BIOL 3434	X			X				X
BIOL 3444		X	X	X		X	X	X

### Course Scheduling Frequency Matrix

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
BIOL 3454		X				X		
BIOL 3464			X				X	
BIOL 4290		X	X	X		X	X	X
BIOL 4291				X				X
BIOL 4292		X	X	X		X	X	X
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	X	X
BUSA 2320	X	X	X	X	X	X	X	X
BUSA 3230				X				X
BUSA 3302		X				X		
BUSA 3311	X	X	X	X	X	X	X	X
BUSA 3320	X	X	X	X	X	X	X	X
BUSA 4292	X	X	X	X	X	X	X	X
BUSA 4299	X	X	X	X	X	X	X	X

### Course Scheduling Frequency Matrix

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
BUSA 4320			X				X	
BUSA 4340	X	X	X	X	X	X	X	X
CDEV 4181, 4281, 4381 As Needed								
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	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 3313	X	X	X		X	X	X	
CHEM 3333	X		X	X	X		X	X
CHEM 3415			X				X	
CHEM 3443			X	X			X	X
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 4373		X		X		X		X
CHEM 4414		X	X			X	X	

### Course Scheduling Frequency Matrix

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
CHRI 1313	X	X	X	X	X	X	X	X
CHRI 1323	X	X	X	X	X	X	X	X
CHRI 1333		X				X		
CHRI 2333	X	X	X	X	X	X	X	X
CHRI 2343				X				X
CHRI 2353			X	X			X	X
CHRI 2363				X				X
CHRI 3171-3271			X	X			X	X
CHRI 3201		X		X			X	
CHRI 3301			X			X		X
CHRI 3302		X		X			X	
CHRI 3310								X
CHRI 3314		X		X			X	
CHRI 3333		X				X		
CHRI 3344			X				X	
CHRI 3353				X				X
CHRI 3363			X				X	
CHRI 3370								
CHRI 3371		X				X		
CHRI 4181, 4281, 4381								
As Needed								
CHRI 4292			X	X			X	X
CHRI 4293		X		X		X		X
CHRI 4320								X

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
CHRI 4333								
CHRI 4334		X		X		X		X
CHRI 4335			X			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
CISM 3302			X				X	
CISM 3303		X				X		
CISM 3305				X				X
CISM 3311		X				X		
CISM 3330	X	X	X	X	X	X	X	X
CISM 3341			X				X	
CISM 4311			X				X	
CISM 4326				X				X
CISM 4333		X				X		
CISM 4351				X				X
COMM 1101, 2101, 3101, 4101		X	X	X		X	X	X
COMM 1313	X	X	X	X	X	X	X	X
COMM 2313				X				X
COMM 3305			X				X	

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
COMM 3323			X				X	
COMM 3324		X				X		
COMM 3325				X				X
COMM 3334							X	
COMM 3345						X		
COMM 3354								X
COMM 3355				X				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
COMM 4333			X					
COMM 4373	X	X	X	X	X	X	X	X
ECON 2301	X	X	X	X	X	X	X	X
ECON 2302	X	X	X	X	X	X	X	X
ECON 3302								
ECON 3305								
ECON 3315		X				X		
ECON 3325		X				X		
ECON 3330				X				X

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
ECON 3335				X				
ECON 4307			X				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
EDBI 4305/5305			X				X	
EDBI 4307/5307			X				X	
EDBI 4314/5314		X				X		
EDBI 4315/5315				X				X
EDBI 4343/5343			X					
EDBI 4344/5344			X				X	
EDBI 4350/5350		X						
EDEC 4181, 4281, 4381 As Needed								
EDEC 4293	X	X	X		X	X	X	
EDEC 4302	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	



**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
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 4304			X				X	
EDRE 4310	X	X		X	X	X		X
EDRE 4320	X		X		X		X	
EDRE 4330	X	X			X	X		
EDRE 4350	X			X	X			X
EDRE 4351			X	X			X	X
EDSP 4181, 4281, 4381 As Needed								
EDSP 4252		X	X	X		X	X	X
EDSP 4302	X	X	X		X	X	X	
EDSP 4306		X	X	X		X	X	X
EDSP 4311		X				X		
EDSP 4319				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								

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
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
EDUC 4354		X	X			X	X	
EDUC 4384		X	X	X		X	X	X
EDUC 4385		X	X	X		X	X	X
EDUC 4386		X	X	X		X	X	X
EDUC 4387		X	X	X		X	X	X
EDUC 4389		X	X	X		X	X	X
EDUC 4390		X	X	X		X	X	X
EDUC 4391		X	X	X		X	X	X
EDUC 4393		X	X	X		X	X	X
EDUC 4394		X	X	X		X	X	X
EDUC 4395		X	X	X		X	X	X
EDUC 4396		X	X	X		X	X	X
EDUC 4397		X	X	X		X	X	X
EDUC 4690		X	X	X		X	X	X
EDUC 4691		X	X	X		X	X	X
EDUC 4692		X	X	X		X	X	X

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
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	X			X			
ENGL 2363, 2364, 2365, 2368								
ENGL 2366		X						
ENGL 3313		X				X	X	
ENGL 3323			X	X			X	X
ENGL 3331	X		X		X		X	
ENGL 3332		X		X		X		X
ENGL 3334,								
ENGL 3335								X
ENGL 3336				X	X			
ENGL 3338								
ENGL 3342			X				X	
ENGL 3363			X	X			X	X
ENGL 3370								
ENGL 3371						X		
ENGL 3372	X				X			
ENGL 3373				X				X
ENGL 3380							X	
ENGL 3382								
ENGL 4292/4293		X	X	X		X	X	X

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
ENGL 4304				X				X
ENGL 4311								
ENGL 4313-4319		X	X			X	X	
ENGL 4323-4325								
ENGR 1301 TBA								
ENTR 2311	X	X	X	X	X	X	X	X
ENTR 3325								
ENTR 3335								
ENTR 3345								
ENTR 3355								
ENTR 3365								
ENTR 4321								
ENTR 4331								
FINA 3302		X				X		
FINA 3315		X				X		
FINA 3320	X	X	X	X	X	X	X	X
FINA 3325		X				X		
FINA 3330				X				X
FINA 4307			X				X	
FINA 4318			X				X	
FINA 4322				X				X
FREN 1314		X				X		
FREN 1324			X				X	

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
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								
GREK 2312		X				X		
GREK 2322			X				X	
GREK 3311, 3312, 3313		X	X	X		X	X	X
GREK 4314, 4315, 4316		X	X	X		X	X	X
GREK 4292		X	X	X		X	X	X
HEBR 2312		X				X		
HEBR 2322			X				X	
HEBR 3311, 3312, 3313								
HEBR 4314, 4315, 4316								
As Needed								
As Needed								

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
HEBR 4292		X	X	X		X	X	X
HIST 1314	X	X		X	X		X	
HIST 1324	X		X		X	X		X
HIST 2313	X	X	X	X	X	X	X	X
HIST 2323	X	X	X	X	X	X	X	X
HIST 3315			X					
HIST 3323		X						X
HIST 3333			X				X	
HIST 3335							X	
HIST 3345								X
HIST 3356			X					
HIST 3373		X						
HIST 3376			X					
HIST 3383				X				
HIST 3386				X				
HIST 3393						X		
HIST 3396						X		
HIST 4181, 4281, 4381								
As Needed								
HIST 4292		X		X			X	
HIST 4293			X			X		X
HIST 4313				X				
HIST 4326							X	
HIST 4336		X						

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
HIST 4363						X		
HIST 4383 As Needed								
INDC 3310	X	X			X	X		
INDC 3315				X				X
INDC 3316				X				X
INDC 3320				X				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	
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 As Needed								
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								

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
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		
KINE 3397			X				X	
KINE 3398				X				X
KINE 4160				X	X			X
KINE 4181, 4281, 4381 As Needed								
KINE 4290		X				X		
KINE 4292			X				X	
KINE 4293				TBA	TBA			
KINE 4323				X				X
KINE 4363			X				X	
MATH 1304 As Needed								
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



**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
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
MATH 2444				X				X
MATH 3301				X				X
MATH 3302				X				
MATH 3310			X				X	
MATH 3323		X				X		
MATH 3333							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						
MCOM 1313	X	X	X	X	X	X	X	X
MCOM 3335	X		X		X		X	
MCOM 4292, 4293	X	X	X	X	X	X	X	X

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
MCOM 4373, 4374, 4375	X	X	X	X	X	X	X	X
MGMT 3305	X	X	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	
MGMT 4311	X	X	X	X	X	X	X	X
MGMT 4312	X	X	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								X
MKTG 3380				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 1114		X	X	X		X	X	X
MUAP 1124		X	X	X		X	X	X

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
MUAP 1146			X					
MUAP 1166				X				X
MUAP 2104			X				X	
MUAP 2146						X		
MUAP 3115 Offered as needed		X	X	X				
MUAP 3119		X	X	X		X	X	X
MUAP 3125 Offered as needed		X	X	X				
MUAP 3135 Offered as needed		X	X	X				
MUAP 3181 Offered as needed								
MUAP 3211 Offered as needed								
MUAP 3213 Offered as needed								
MUAP 3216		X						
MUAP 3221 Offered as needed								
MUAP 3223 Offered as needed								
MUAP 3226			X					
MUAP 3233 Offered as needed								
MUAP 3236				X				
MUAP 3242 Offered as needed								
MUAP 3246 Offered as needed							X	
MUAP 3256 Offered as needed								X
MUAP 3281 Offered as needed								
MUAP 4181 Offered as needed								
MUAP 4213 Offered as needed						X		

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
MUAP 4214 Offered as needed						X		
MUAP 4215 Offered as needed								
MUAP 4223 Offered as needed							X	
MUAP 4224 Offered as needed							X	
MUAP 4225 Offered as needed								
MUAP 4232 Offered as needed						X		
MUAP 4234 Offered as needed		X						
MUAP 4244 Offered as needed			X					
MUAP 4246						X		
MUAP 4256							X	
MUAP 4281 Offered as needed								
MUAP 4292		X	X	X		X	X	X
MUAP 4293		X	X	X		X	X	X
MUHL 2312		X	X	X		X	X	X
MUHL 2313		X				X		
MUHL 2323			X				X	
MUHL 3181 Offered as needed								
MUHL 3312		X				X		
MUHL 3322			X				X	
MUHL 3281 Offered as needed								
MUHL 3371		X				X		
MUHL 4181 Offered as needed								
MUHL 4281 Offered as needed								

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
MUHL 4292		X	X	X		X	X	X
MUHL 4293		X	X	X		X	X	X
MUHL 4312 Offered as needed								
MUIE 0101		X	X	X		X	X	X
MUIE 0121		X	X	X		X	X	X
MUIE 0131 Offered as needed								
MUIE 0151		X	X	X		X	X	X
MUIE 0181 Offered as needed								
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 Offered as needed								
MUSC 3111 Offered as needed								
MUSC 3112 Offered as needed								
MUSC 3113 Offered as needed								
MUSC 3114 Offered as needed								
MUSC 3181 Offered as needed								
MUSC 3213				X				
MUSC 3214							X	
MUSC 3233			X					
MUSC 3242				X				
MUSC 3281 Offered as needed								
MUSC 3312		X						

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
MUSC 3323								X
MUSC 3342								X
MUSC 3372		X				X		
MUSC 3373		X				X		
MUSC 4181								
MUSC 4202			X				X	
MUSC 4203				X				X
MUSC 4204 Offered as needed								
MUSC 4205				X				X
MUSC 4211		X						
MUSC 4213 Offered as needed								
MUSC 4221			X					
MUSC 4232		X						
MUSC 4281 Offered as needed								
MUSC 4292 Offered as needed								
MUSC 4293			X					X
MUSC 4294			X					X
MUSC 4303		X				X		
MUSC 4372			X				X	
MUSC 4373			X				X	
MUTH 0312		X				X		
MUTH 1312		X	X			X	X	
MUTH 1322			X	X			X	X

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
MUTH 2312		X		X		X		X
MUTH 2322		X	X			X	X	
MUTH 3181								
MUTH 3281								
MUTH 3322			X	X			X	X
MUTH 3332			X				X	
MUTH 3352		X		X		X		X
MUTH 3362		X	X			X	X	
MUTH 4181								
MUTH 4281								
MUTH 4292 Offered as needed								
MUTH 4293 Offered as needed								
MUTH 4332			X				X	
MUTH 4381								
MUVE 0141		X	X	X		X	X	X
MUVE 2101		X	X	X		X	X	X
MUVE 3141		X	X	X		X	X	X
MUVE 4101		X	X	X		X	X	X
NURS 2111		X	X			X	X	
NURS 4101, 4203	X	X	X	X	X	X	X	X
NURS 4102, 4204	X	X	X	X	X	X	X	X
NURS 4103, 4205	X	X	X	X	X	X	X	X
NURS 4104, 4206	X	X	X	X	X	X	X	X

### Course Scheduling Frequency Matrix

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
NURS 4105, 4207	X	X	X	X	X	X	X	X
NURS 4106, 4208	X	X	X	X	X	X	X	X
NURS 2110, 2210, 3121	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
NURS 3414		X		X		X		X
NURS 3424		X	X			X	X	
NURS 3434			X	X			X	X
NURS 4181, 4281, 4381	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



### Course Scheduling Frequency Matrix

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
PHIL 1313		X	X	X		X	X	X
PHIL 2311		X				X		
PHIL 3313		X		X		X		X
PHIL 3323							X	
PHIL 3344			X					
PHIL 4181, 4281, 4381 As Needed								
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	X		X
PHOT 3322			X				X	
PHOT 4181, 4281, 4381								
PHOT 4321				X				X
PHOT 4385, 4386, 4387								
PHYS 1401		X				X		
PHYS 1403				X				X
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 3313 TBA								
PHYS 3323 TBA								

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
PHYS 3383 As Needed								
PHYS 3413 As Needed								
PHYS 3415			X				X	
PHYS 3423 As Needed								
PHYS 4290 TBA								
PHYS 4291 TBA								
PHYS 4292 TBA								
PHYS 4323 TBA								
PHYS 4343 TBA								
PHYS 4344 As Needed								
POLS 1313	X	X		X	X	X		X
POLS 2313	X	X	X		X	X		X
POLS 2334	X	X			X		X	
POLS 2343			X				X	
POLS 3324				X				
POLS 3344			X			X		
POLS 3345							X	
POLS 3348				X				X
POLS 3353		X				X		
POLS 3374							X	
POLS 3384								
POLS 4181, 4281, 4381 As Needed			X					
POLS 4292		X		X			X	

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
POLS 4293			X			X		X
POLS 4313				X				X
POLS 4333			X				X	
POLS 4353				X				X
POLS 4383 As Needed								
PSYC 1313		X	X	X		X	X	X
PSYC 2115		X	X	X		X	X	X
PSYC 2301	X	X	X	X	X	X	X	X
PSYC 2311		X	X	X		X	X	X
PSYC 2364		X	X	X	X	X	X	X
PSYC 3303			X				X	
PSYC 3305				X				X
PSYC 3313		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
PSYC 4310		X	X	X		X	X	X
PSYC 4316				X				X
PSYC 4323			X				X	
PSYC 4326		X				X		
PSYC 4330	X	X			X	X		
PSYC 4332	X	X	X	X	X	X	X	X
PSYC 4334				X				X

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
PSYC 4353		X	X	X		X	X	X
PSYC 4363				X				X
SOCI 1313	X	X	X	X	X	X	X	X
SOCI 2301	X	X	X	X	X	X	X	X
SOCI 2115		X	X	X		X	X	X
SOCI 2311		X	X	X		X	X	X
SOCI 3303			X				X	
SOCI 3320	X					X		
SOCI 3324	X				X			
SOCI 3327	X					X		
SOCI 3330		X				X		
SOCI 3374		X				X		
SOCI 3388			X				X	
SOCI 4292		X	X	X		X	X	X
SOCI 4293		X	X	X		X	X	X
SOCI 4312		X				X		
SOCI 4315	X				X			
SOCI 4332	X	X	X		X	X	X	
SOCI 4333	X	X		X	X	X	X	
SOCI 4340				X				X
SOCI 4345				X				X
SOCI 4374	X			X				X
SOCI 4381	X				X			

### Course Scheduling Frequency Matrix

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
SPAN 1314	X	X	X	X	X	X	X	X
SPAN 1324	X	X	X	X	X	X	X	X
SPAN 2314		X		X		X		X
SPAN 2324			X				X	
SPAN 3173-3175		X	X	X		X	X	X
SPAN 3305-3307								X
SPAN 3308				X				
SPAN 3314		X				X		
SPAN 3324			X				X	
SPAN 3335, 3336		X				X		
SPAN 3372			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
SPAN 4343, 4344			X			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

**Course Scheduling Frequency Matrix**

Course Offered	Summer 2006	Fall 2006	Winter 2006-2007	Spring 2007	Summer 2007	Fall 2007	Winter 2007-2008	Spring 2008
TELE 4181, 4281, 4381								
TELE 4367	X				X			
WRIT 3121, 3221, 3321								
WRIT 3303			X	X			X	X
WRIT 3304	X	X	X	X	X	X	X	X
WRIT 3334	X	X	X	X	X	X	X	
WRIT 3345	X	X	X	X	X		X	X
WRIT 3354	X	X			X	X		
WRIT 3355	X		X	X	X		X	X
WRIT 3370, 3372, 3374, 3376			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 4353-4358		X						
WRIT 4364		X				X		
WRIT 4365			X	X			X	X
WRIT 4370		X						
WRIT 4372						X		
WRIT 4374				X				X
WRIT 4376			X				X	

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Mr. Joseph C. Sleeth, Jr., Business, Houston (2008)  
Rev. Ray Still, Pastor, Oakwood Baptist Church, New Braunfels, TX (2006)  
Mr. David Y. Stutts, Business, Houston (2007)  
Mrs. Oscar C. (Claire) Turner, III, Volunteer, (2006)  
Mrs. Stanley J. (Diane) Williams, Business, Houston (2006)  
Rev. Larry Womack, Pastor, Copperfield Church, Houston (2007)  
Mr. Don Woo, Business, Houston (2006)

(Date denotes year of expiration of current term.)

# ADMINISTRATIVE OFFICERS

---

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

NORM SLOSTED, Vice-President for Student Affairs (2003)  
BA, Azusa Pacific University; MA Azusa Pacific University

DON ANDERSON, Vice-President for Development (1999)  
BA, Houston Baptist University; MBA, Texas Tech University

SHARON SAUNDERS, Vice-President for Public Relations and Marketing (1981)  
BA, University of Texas-Pan American; MEd, Texas A & M University

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)  
BBA, MS, Baylor University

KIRBY HARGIS, Assistant Vice-President for Student Affairs (2000)  
BS, MEd, Texas Tech University

RICK OGDEN, Assistant Vice-President for Church Relations (2003)  
BA, Houston Baptist University

LOREE WATSON, Assistant Vice-President and Controller (1980)  
BS, Houston Baptist University

(Date denotes year of employment.)

# DEANS OF THE COLLEGES

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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

ALEXIS C. KNAPP

Associate Dean, Undergraduate Programs, College of Business And Economics  
BS, Texas A&M University; MS-HRM, Houston Baptist University; SPHR

BRIAN D. RUNNELS, DMA (2005)

Dean, College of Arts and Humanities  
BME, Houston Baptist University; MM, Southwestern Baptist Theological Seminary; DMA, University of Missouri-Kansas City

RITAMARIE C. TAUER, MAcct (1990)

Interim Dean, College of Business and Economics  
Associate Dean, Graduate Programs in Business, College of Business and Economics  
BA, University of Houston; MAcct, Houston Baptist University; CPA

PHYLLIS THOMPSON, PhD (1970)

Associate Dean, College of Arts and Humanities  
AB, MA, University of Rochester; PhD, Rice University

DORIS C. WARREN, PhD (1967)

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 indicates year of initial appointment).

DAVID A. ADCOCK (2003)

Instructor in Christianity and Philosophy

BA, Northwestern State University; MDiv, Southwestern Baptist Theological Seminary

T. JOHN ALEXANDER (1981)

Professor in Sociology

BA, Texas Wesleyan College; MA, Texas Christian University;  
PhD, University of North Texas

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Assistant Professor in Speech Communications

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BSN, Baylor University; MSN, Houston Baptist University

DEBRA BERRY (1994)

Associate Professor in Nursing

John S. Dunn Professor for Clinical Excellence

BS, Southwest Missouri State University; BSN, Houston Baptist University;  
MS, University of Wisconsin-LaCrosse; MSN, University of Texas Medical  
Branch, Galveston

GARDO BLADO (1997)

Associate Professor in Physics

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

JOE BLAIR (1993)

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

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Seminary

MICHAEL BORDELON (1987)

Professor in Political Science

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MICHAEL BOURKE (1989)

Professor in Computer Information Systems Management;

BA, Boston College; MA, Brown University; MBA, University of California,  
Los Angeles; PhD, Brown University

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Assistant Professor in Mathematics

BS, California State University at Long Beach; MS, University of Houston,  
Clear Lake

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

JOHN R. BROOKS, JR. (1987)

Professor in Marketing; Area Coordinator in Marketing

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BBA, Texas Tech College; MBA, DBA, Texas Tech University

KELLYE BROOKS (1992)

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Professor in Education; Dean, College of Education and Behavioral Sciences

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AVIN S. BROWNLEE (1973)

Professor in Biology; Chair of the Department of Biology

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LINDA ROFF BRUPBACHER (1983)

Professor in Education

BA, Houston Baptist University; MEd, Stephen F. Austin; EdD, University of Houston

JAMES L. BUSBY (1970)

Associate Professor in Art; Chair of the Department of Art

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Assistant Professor in Writing and English

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Professor of Music Education

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DOUGLAS TIM FITZGERALD (1988)

Associate Professor in Psychology

BS, Ball State University, Indiana; MRE, Golden Gate Baptist Theological Seminary, California; MEd, PhD, University of Kentucky

CHARLES FIX (1999)

Assistant Professor in Computer Information Systems Management

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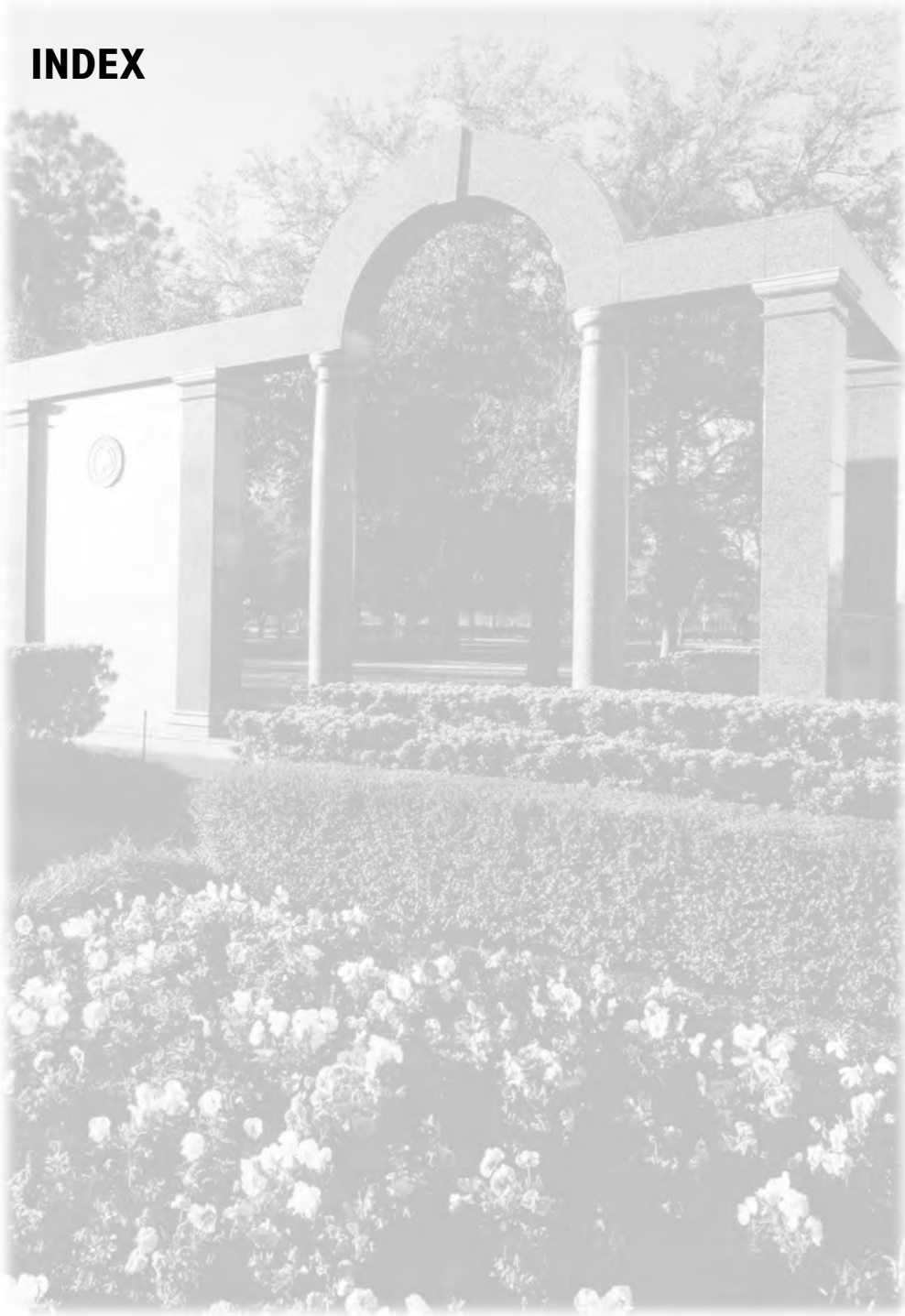
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The background of the entire page is a photograph of a large, multi-story brick building at night. The building is illuminated from within, and its windows are visible. In the foreground, there are several bright, multi-pointed starburst light effects. In the background, a city skyline is visible with several tall buildings lit up. The overall color scheme is dark blue and black, with the white text providing a strong contrast.

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