

Houston Baptist University

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2009 - 2010



2009 – 2010 Catalog

Also at www.hbu.edu/catalog

This 2009-2010 Catalog for Houston Baptist University contains a wealth of helpful information to guide you in your studies at HBU. The catalog contains policies and procedures for the various divisions of the University. The answers to many of your questions are right at your fingertips. Be sure to consult with your faculty advisor as you employ the catalog in your progress toward graduation. In these pages you will also find descriptions of who we are as a University and what we offer to assist you in becoming the person you wish to be.

Under the leadership of President Robert Sloan and the Trustees, our University is experiencing rapid growth both in numbers of students and programs. We are also deepening our commitment to the liberal arts and faculty scholarship. I encourage you to visit the HBU website at <http://www.hbu.edu/tenpillars> to learn more about the Ten Pillars which guide the 12 year vision for our University. HBU's alumni stand with us 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 intellectual and spiritual needs of our students. As a university founded on the truths of the Christian faith, our concern is to nurture the head and the heart. Many of our faculty and staff have spent most of their professional careers working with HBU students—teaching them and inviting them to share in their research projects. 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 and the achievement of your goals.

This Catalog is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information contained herein, HBU reserves the right to make changes at any time with respect to course offerings, degree requirements, services provided or any other subject addressed in this publication. Information is provided solely for the convenience of our applicants, students, students' families, faculty, and staff.

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 Nursing 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 Collegiate Honors Council
National League for Nursing Accreditation Commission
Southern Association of Colleges and Schools
Southwest Commission on Religious Studies
Texas Intercollegiate Press
Texas State Board for Educator Certification
The College Board

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2009-2010 UNIVERSITY CALENDAR

Summer, 2009

May 22, 2009	Graduate/Undergraduate Registration for Summer/Fall 2009 Semesters
May 25	Memorial Day Holiday
May 26	Classes Begin: First 5 1/2-Week Term and All-Summer Term
May 26 - August 7	All-Summer Term
May 26 - July 1	First 5 1/2- Week Summer Session
May 27	Registration for Summer Semester for evening students; Late Registration for all other students Registration: Fall 2009 Semester
May 27 - 29	Period to Drop/Add Courses: First 5 1/2-Week Summer Term and All-Summer Term only
June 8 - July 8	4-Week Summer Session
June 8 - 10	Registration and Drop/Add: First 4-Week Summer Term
June 8	Classes Begin: First 4-Week Summer Term
June 17	Last Day to Drop a Course - First 5 1/2-Week Term
June 29	Last Day to Drop a Course - First 4-Week Summer Term
July 1	Final Examinations and End of First 5 1/2-Week Summer Term
July 2	Classes Begin: Second 5 1/2-Week Summer Term
July 2 - August 7	Second 5 1/2-Week Summer Session
July 3	4th of July Holiday
July 6	Registration for Second 5 1/2-Week Summer Semester for evening students; Late Registration for all other students Registration: Fall 2009 Semester
July 6-8	Late Registration and Period to Drop/Add Courses: Second 5 1/2-Week Summer Term Registration: Fall 2009 Semester
July 8	Final Examinations and End of First 4-Week Summer Term
July 9 - August 7	Second 4-Week Summer Session
July 9 - 13	Registration and Drop/Add: Second 4-Week Summer Term
July 9	Classes Begin: Second 4-Week Summer Term
July 14	Last Day to Drop a Course - All-Summer Term
July 24	Last Day to Drop a Course - Second 5 1/2-Week Summer Term
July 29	Drop/Add Opportunity for Fall 2009 Semester for Returning Students; Last Priority Registration for Fall 2009 Semester
July 30	Last Day to Drop a Course - Second 4 Week Summer Term
August 3	Summer 2009 Candidate Grades: Due by 4:00 pm in the Registrar's Office
August 7	Final Examinations and End of Second 4-Week, Second 5 1/2-Week, and All-Summer Terms

August 8 Summer Commencement
 Grades due in Registrar's Office: 4:00 pm

Fall, 2009

August 21, 2009 Registration
 August 24-28 Registration/Add Drop (100% tuition reimbursement)
 August 24 Classes Begin
 September 7 Labor Day
 September 9 Census Date/Last date to drop without a "W"
 October 5-9 Mid-Term Exams
 October 12, 13, 14 Spiritual Emphasis Week
 October 30 Last date to drop with a "W"
 November 2-6 Advising Week
 November 9-20 Priority Registration for Spring Semester
 November 26-27 Thanksgiving Holiday
 December 4 Last Day of Class
 December 5 Final Exams for Saturday classes
 December 7 Reading Day/ Faculty Professional Development Program
 Final Exams for Monday evening classes
 Candidate Grades: Due by 4:00 pm

December 8 - 11 Final Exams
 December 11 Faculty Work day
 December 12 Fall Commencement
 December 14 All Grades Due: 4:00 pm

Spring, 2010

January 8, 2010 Registration
 January 11-15 Registration/Add-Drop (100% tuition reimbursement)
 January 11 Classes Begin
 January 18 Martin Luther King, Jr. Holiday
 January 27 Census Date/Last day to drop without a "W"
 February 22-26 Mid-Term Exams
 March 15-19 Spring Break
 March 26 Last date to drop with a "W"
 March 29 and 31 Passion Week
 March 29-April 1 Advising Week
 April 2-4 Easter Holiday
 April 5-16 Priority Registration for Summer/Fall
 April 30 Last day of class
 May 1 Final Exams for Saturday Classes
 May 3 Reading Day/ Faculty Professional Development Program
 Final Exams for Monday evening classes
 Candidate Grades: Due by 4:00 pm

May 4-7

Final Exams

May 7

Faculty Work Day

May 8

Spring Commencement

May 10

All grades due: 4:00 pm

GENERAL INFORMATION

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GENERAL INFORMATION

Purpose of Catalog

The purpose of this catalog is to provide a general description of the programs and activities offered at Houston Baptist University. The provisions of this catalog do not constitute a contract which may be accepted by students through registration and enrollment in the University.

Inasmuch as the educational process necessitates change, the University reserves the right to establish and revise without notice course offerings, requirements for graduation and degrees, curricula, schedules, charges for tuition and other fees, and all regulations affecting students. Changes will become effective when so designated by the administration and will apply to both prospective students and those already enrolled. The University further reserves the right to require a student to withdraw from the University for cause at any time.

This publication is intended for general information only and does not purport to contain all rules, regulations, and requirements governing HBU students.

Student Responsibility

All schools and colleges establish certain academic requirements that must be met before a degree is granted. Advisors, department chairs, and deans are available to help the student understand and meet these requirements. However, the student alone is responsible for fulfilling them. If, at the end of a student's course of study, the requirements for graduation have not been satisfied, the degree will not be granted. For this reason, it is important for students to acquaint themselves with all academic requirements throughout their university career and to be responsible for completing all requirements within prescribed deadlines and time limits. The ultimate results of program offerings depend on the individual student and other factors outside the control of the University. Therefore, Houston Baptist University makes no claim or representation relating to the specific outcome of its program and degree offerings with regard to employment or qualification for employment, admission to or preparation for graduate or professional degree programs, or licensing for occupations or professions.

Notice of Nondiscrimination and Equal Access

Houston Baptist University complies with all applicable federal and state nondiscrimination 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 provisions of services. This nondiscrimination policy covers admission, access, and operation of University programs and activities. However, if a student requires special personal services or equipment, the student will be responsible for the associated expenses. This includes, but is not limited to, the expense of providing such things as medical technicians, personal tutors, and attendants.

The University is governed by an all-Baptist Board of Trustees and is affiliated with the Baptist General Convention of Texas. As a religious institution of higher education, Houston Baptist University is exempt from some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972.

Directory Information

Houston Baptist University has designated the following student information as public or "directory information": name, local and permanent addresses, telephone numbers, email addresses, date and place of birth, classification, major fields(s) of study, classification, dates of attendance, degrees, honors, and awards received, most recent educational institution attended, participation in officially recognized sports and activities, weight and height of athletes, and photographs. Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the University may, at its discretion, disclose such information for any purpose. However, any enrolled student may ask the University to withhold such information by filing a written request with the Registrar during the first full week of classes for any term. By doing so, a student may ensure that his/her directory information is not released to anyone other than officials with a legitimate educational need for the information. The University assumes that failure on the part of any student to specifically request the withholding of "directory information" indicates that the student approves of such disclosure.

Accreditation

Houston Baptist University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate, Bachelor and Master degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Houston Baptist University. HBU 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 Texas Board of Nursing. The School of Business 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. Currently study abroad and academic exchange programs include the Smith College of General Studies' interdisciplinary summer course on culture and human experience, the Business School'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.

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, and approval by the Board of Trustees in November 1972. 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. In 2007, the Honors College was formed and classes began in that program in fall 2008. In that same year, a Philosophy major was developed. A College of Continuing Studies was initiated in 2008.

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. The quarter calendar was reviewed by the faculty and administration in 2006-07 and the decision was made to revert to the semester calendar in fall 2008.

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, and in 2000 it was merged into the Master of Accountancy. In 2009, the Master of Arts in Biblical Languages was initiated.

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 site 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, which 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. In 2007, the Joella and Stewart Morris Cultural Arts Center was dedicated. The Center provides an integrated, multi-purpose facility for the University campus. A 1200 seat theater features a full proscenium stage, a full orchestra pit, backstage shops, and full theatrical capability. An acoustical shell enhances music performances. The Belin Chapel and Recital Hall provides seating for 365 in a sophisticated acoustical environment. It represents the first a permanent site for worship on campus. It is used for music recitals, weddings, worship, and as an assembly space. Additionally, the Museum of American Architecture and Decorative Arts and the Dunham Bible Museum join the Museum of Southern History in new facilities within the Morris Cultural Arts Center. † McNair Hall serves as the unifying link for the theater, chapel and museums as well as an appealing locale for receptions and banquets. The Williams Fountain and Lawrence Park crown the complex, enhance the Morgan Prayer Garden for meditation, reflection, and prayer, and provide attractive space for outdoor gatherings. In August 2008, a new six story Residence College opened providing over 350 beds supporting the University's goal to become a more residential campus. † The new University Academic Center provides offices, classrooms, a gallery, and studios for the Department of Art faculty and students, the Honors College, and the Department of Communications.

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. He served in that capacity until his retirement in 1991. Dr. Hinton's successor, Dr. Edward Douglas Hodo, and his wife, Sadie, came to HBU from the University of Texas at San Antonio, where he had 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 operations. 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 was expanded to include the Hinton Center, the Baugh Center, the Husky Village Apartments, the Memorial Hermann-HBU Wellness Center, and the Glasscock Center. In 2006, construction began on the first phase of a new cultural arts center designed to include a chapel-recital hall, a theater, housing for the University museums, and an atrium gallery unifying each of the individual facilities. After 19 years of service, Dr. Hodo was named President Emeritus in July of 2006. Mr. Jack Carlson served as Interim President during August of 2006.

On September 1, 2006, Dr. Robert B. Sloan, Jr., and his wife, Sue, joined the University as its President and First Lady. Dr. Sloan had served as President and Chancellor of Baylor University for over ten years. Under Dr. Sloan's leadership, HBU has experienced growth and development in enrollment, in the academic curriculum, and in campus facilities. In September of 2007, the University welcomed the largest freshman class in its history. In October of 2007, the HBU family celebrated the dedication of the Morris Cultural Arts Center, which houses the Belin Chapel, the McNair Hall, the University Theater, and the three University museums – the Museum of Southern History, the Dunham Bible Museum, and the Museum of American Architecture and Decorative Arts. In 2007, construction began on a new six-story residence college and a University Academic Center designed to house the Departments of Art, Communications, and Languages, as well as the new Honors College approved by the Board of Trustees for opening in the fall of 2008.

Former University professor Dr. Marilyn McAdams Sibley has written a history of the early years of the founding of the University, *To Benefit a University: The Union Baptist Association College Property Committee, 1958-1975*. A more complete history of the University covering the period from its chartering in 1960 to the fiftieth anniversary of its chartering is in preparation by Dr. Don Looser, Vice President Emeritus. This volume should be available late in 2009. An archive of historical material is being assembled in the Moody Library as an extension of the research and writing project.

Vision

As envisioned by its founders and constituents, HBU is growing into a national metropolitan university that emphasizes the integration of faith and learning and a strong liberal arts foundation. HBU's new vision document, *The Ten Pillars: Faith and Reason in a Great City*, may be found on the University's website at www.hbu.edu/vision

Mission

The mission of Houston Baptist University is to provide a learning experience that instills in students a passion for academic, spiritual, and professional excellence as a result of our central confession, "Jesus Christ is Lord".

Purpose

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

- fosters spiritual maturity, strength of character, and moral virtues 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, which is the Preamble to the By-Laws.

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 vision and 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.

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 Christian Liberal Arts Program

The undergraduate Christian Liberal Arts program cultivates wisdom through shared theological, cultural, intellectual, and scientific traditions, and encourages exploration of concepts and issues from broadened perspectives. The Christian Liberal Arts curriculum advances primary source reading, Classical studies, and Great Texts. The curriculum provides a strong foundation for engaging students in methods of discovery for various disciplines. The integration of faith and learning promotes students' synthesis of relationships between different fields of study while encouraging them to appreciate and experience God's truth.

The undergraduate Christian liberal arts program has at its foundation the conviction that all worthy vocations are built on a basis of service to God and mankind. The program encourages members of the learning community to seek wisdom, give voice to a Christian worldview, increase their awareness of self and society, enhance their capacity for critical and creative thought, and demonstrate civic responsibility and Christian service in a diverse society. The program fosters a spirit of inquiry and inspiration for life long learning.

The Christian Liberal Arts curriculum and the majors and programs offered through the colleges are designed to guide and instruct the next great faithful artists, musicians, authors, academics, business professionals, lawyers, doctors, nurses, teachers, scientists, and others – individuals who will understand the time we live in and understand God's calling for their lives. We seek to produce the future leaders of the world who also live as servants in the kingdom of God.

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 being enhanced with the Morris Cultural Arts Center, the Belin Chapel, additional housing and recreational facilities, and an academic center.

STUDENT LIFE

Baugh Center

This facility provides a host of student amenities: HBU Dining Services provides a welcoming environment for students to dine. On the second floor are Student Life offices, including **Spiritual Life** (ACTS, Missions, Ministry, CLW), **Campus Activities** (Clubs and Organizations, Greek Life, Student Government, Student Leadership), **Campus Living**, **Campus Recreation** (Intramurals, Sport Clubs, Fitness, Spirit Groups), and **First Year Experiences**. The **Corner Pawket** provides a great place to hang out, study, grab a snack, watch TV and play pool. The **Fitness Center** has cardio and weight training equipment.

Campus Activities

Being engaged in your campus ensures a successful and rewarding college experience. Campus Activities offers many ways to be involved.

Corner Pawket

Corner Pawket, located on the second floor of the Baugh, is a student friendly lounge area with many amenities including: coffee snack shop, pool tables, televisions, study rooms, computer usage, and the Fitness Center. All but the coffee shop is open 24 hours a day Sunday at 2 PM through Friday at 11 PM and Saturday Noon to 9 PM. Special events are held frequently throughout the year. For more information contact the Corner Pawket desk at 281-649-3341 or Student Life Office at 281-649-3154.

Greek Life

The Greek community is an excellent place to become a leader on campus. Involvement in the Greek community enhances personal development by committing to ideals of scholarship, leadership and service. A variety of leadership opportunities for students are available within each organization as well as opportunity to develop many skills that will serve well in the work world.

Affiliation with a fraternity/sorority is also about building relationships. Through social and philanthropic activity undertaken by Greek chapters, members learn to interact with other people of all ages, backgrounds, and interests. Sharing the college experience with Greek brothers and sisters provides a network of support and friendships that enrich students throughout their college years and beyond.

Greek Community

Sororities

Alpha Chi Omega ACW
Alpha Kappa Alpha AKA
Phi Mu FM

Fraternities

Alpha Pi Kappa APK
Kappa Alpha Order KA
Phi Kappa Psi FKY

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 under the leadership of the Office of Student Life; all activities are subject to the approval of that office. All full-time undergraduate students (12 semester hours or more) become members of this Association upon registering. The legislative body is the Student Government Association (SGA), which is composed of representative students from all Colleges and Schools 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 Organizations

A variety of student organizations offer a place for students to connect with others and get involved, to develop personally and to make a difference in the campus community and beyond. Categories include governing, honor, professional, service, social service and interest groups. For more information about HBU student organizations contact Student Life, 281-649-3154.

For a current list of organizations on campus go to www.hbu.edu/studentlife and click on campus activities in the left side menu options.

Student Programming Board

The Student Programming Board is responsible for planning and implementing campus events under the leadership of the Office of Student Life. Their goal is to provide a fun atmosphere on the HBU campus through student, organizational, and faculty/staff involvement. Some of their events include: Homecoming Week, Winter Formal, Husky Revue, Late Nite Breakfast, monthly Campus Luncheons, and Midnight Madness. For more information please call 281-649-3154.

Campus Living

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 Semester; or
- b. Married or a graduate student; or
- c. Enrolled for eleven or fewer credits (part-time student); or
- d. Living at home with parents/guardians in the Houston area

HBU has three residence colleges, the Reuben L. Philips College for Men (MRC), the Rebecca Bates Philips College for Women (WRC) and The Lake House for both men and women. The residence colleges offer a variety of living arrangements. Descriptions of each building's amenities and living arrangements are available at "Campus Living" on the HBU website.

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 student housing professionals who offer programming designed to enhance the students' education. For information call 281-649-3100 or stop by Room 238 in the Baugh Center.

Campus Recreation

Campus 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 activities. Individuals may participate in cheer team, club sports, dance team, intramural sports, outdoor adventures, group fitness classes and other recreational activities. Facilities available to students for recreational and fitness pursuits include: The Fitness Center (second Floor Baugh Center), Glasscock Recreation Center, Sharp Weight Room (limited hours); and the Outdoor Pars Course (Friendship Pond/Husky Village area). For information call 281-649-3154 or stop by Room 238 in the Baugh Center.

Career Services

Experienced career staff are available to assist individuals with developing job search action plans, writing résumés and cover letters, and learning interviewing strategies. Other career and job-search activities include:

- job fairs
- on-campus interviews with prospective employers
- off-campus interviews with prospective employers
- career/job-search counseling
- career seminars
- job vacancy listings
- web-based resume posting service
- mock interviews

For further information, contact Career Services at 281-649-3359 or stop by Hinton Center 101.

Freshman Year Seminar (FYS)

This required class provides incoming freshmen with valuable adjustment techniques and strategies to assimilate them into academic and social life at the University. In addition to helping students discover and use their strengths, the course also focuses on helping individuals develop relationships and rapport with professors and peers to facilitate a variety of educational experiences, enhances the potential for academic success, and provides students with a forum to reflect on spiritual growth, character development and personal morals, career planning, community service, and campus involvement. For information call 281-649-3154 or stop by Room 238 in the Baugh Center.

Spiritual Life

Spiritual Life seeks to foster Christian community life and worship by facilitating experiences for students, faculty, and staff in spiritual formation that will result in the integration of faith and learning. All programs, activities, and relationships offered through the Spiritual Life Office seek to provide students with opportunities to grow spiritually while attending HBU. Because of HBU's strong commitment to spiritual development, a Community Life and Worship (CLW) graduation requirement has been developed for all students seeking an undergraduate degree. The Spiritual Life Office directs the implementation of the Community Life and Worship Program.

Community Life and Worship (CLW) Graduation Requirement

All students (full-time and part-time) seeking an undergraduate degree are required to attend 80 CLW events to graduate. Students may earn credit for attending up to a maximum of 20 CLW events per semester, which is accrued toward the total required for graduation. Students are encouraged to attend a minimum of ten events per semester until the requirement is met and to complete their Community Life and Worship Program requirement before their last semester. Transfer students will receive credit for .75 events for each transfer hour. Associate Degree Nursing students are required to attend 54 CLW events. Students may view their CLW record online. Opportunities for CLW credit include: **Convocation** is a weekly assembly of students, faculty, and staff which focuses on spiritual life. Other weekly CLW offerings, such as **Quest, small group Bible studies, and prayer groups**, are available for the encouragement of spiritual growth. In addition, there are periodic CLW **retreats, conferences, and mission trips**. The CLW 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 Community Life and Worship (CLW) Program is available in the HBU Student Handbook and the Community Life and Worship magazine. Questions about the CLW Program may be directed to the Spiritual Life Office. Spiritual Life, Student Ministries, and ACTS offices are located in room 238 of the Baugh Center. The Spiritual Life staff includes the Director of Spiritual Life/University Chaplain, the Director of Student Ministries, the Assistant Director of Spiritual Life for Missions and Community Service, and administrative support staff.

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 (MLC) is the primary vehicle through which this takes place. MLC provides students the opportunity to develop leadership skills in ministry areas such as worship, Bible study, prayer, evangelism and missions. Weekly ministries such as Quest and Freshman Fellowship target the areas of worship and relationship building. MLC members are selected in the spring for leadership in the following year.

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.

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.

As members of the campus community who have chosen to be a part of HBU, students are expected to know and abide by all guidelines, policies, and procedures set forth by HBU. 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 (www.hbu.edu/StudentHandbook) outlines the minimum-acceptable levels of conduct expected of every student.

Classroom Civility

Classroom Behavior Expectations: The classroom is under the authority of the instructor who is responsible to the University for his or her course. Students are full partners in fostering a classroom environment which is conducive to learning. In order to assure that all students have the opportunity to gain from the time spent in class, students are expected to demonstrate civil behavior in the classroom. Unless otherwise approved by the instructor, students are prohibited from engaging in any form of behavior that detracts from the learning experience of fellow students. Inappropriate behavior in the classroom may result in a request for the offending student to leave the classroom.

Classroom behaviors that disturb the teaching-learning experiences include the following behaviors: activated cellular phone or other device, demands for special treatment, frequent episodes of leaving and then returning to class, excessive tardiness, leaving class early, making offensive remarks or disrespectful comments or gestures to the teacher or other students, missing deadlines, prolonged chattering, reading newspapers during class, sleeping, arriving late to class, dominating discussions, shuffling backpacks or notebooks, disruption of group work, and overt inattentiveness.

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

Student Health Insurance

All degree-seeking undergraduate students and all degree-seeking F-1 international graduate students are required to purchase the HBU Student Health Insurance Plan unless proof of comparable coverage is furnished prior to the waiver deadline. The cost of the insurance will be added to the student billing as an additional fee. In order to have the cost of the insurance removed from the student billing, the student must submit a waiver by the deadline (routinely two weeks after classes start).

All other degree-seeking graduate students taking three (3) or more credit hours are eligible to enroll in the HBU Student Health Insurance Plan. All dependents of students enrolled in the HBU Student Health Insurance Plan are eligible to enroll.

Students can get information about the Medical Plan at www.AHPCare.com/hbu or by calling Academic Health Plans at 888-308-7320. For on-campus assistance contact the Student Life at 281-649-3238 or bwoods@hbu.edu.

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 on line and outside their office. The telephone number for the clinic is 281-649-3643. An attending family practice physician supports the clinic. The clinic is located on the first floor of The Lake House. A minimum fee is assessed for services rendered.

Student Leadership

Students at HBU are encouraged to become people of influence. People of influence are those who through their convictions, commitments, attitudes, and actions seek to better the circumstances of others. Student Leadership at HBU offers a variety of experiences so as to best serve the needs of a diverse community. Leadership roles are available in wide range of settings and are both formal and informal. Student leadership roles are available in Campus Living, Campus Activities, Student Government, Campus Recreation, Greek Life, Student Organizations, Spiritual Life, FYS Peer Leadership, Student Publications, Admissions, and University Events and Conferences. Through Student Leadership, students have opportunities to gain new skills, to refine talents, to serve others, and to better understand who God is calling them to be. For information call 281-649-3154 or stop by Room 238 in the Baugh Center.

Testing Services

Testing Services seeks to provide a secure, professional, supervised testing environment to meet individual, University, and community assessment needs. Institutional testing is currently offered for the following exams: Reading Proficiency (Pre-THEA), THEA Quick Test, CLEP, HESI and ACT Residual. Saturday tests are also

held at HBU for SAT and THEA. For more information, including test schedules and registration brochures, visit www.hbu.edu/testing. Testing Services is located in Hinton 108. Contact Testing Coordinator, Brenda Woods at 281-649-3236 or bwoods@hbu.edu.

Wellness Center

The Memorial Hermann/HBU Wellness Center, located at 7731 Southwest Freeway, provides excellent facilities, personnel, and opportunities that promote total wellness, strengthening physical, social, psychological and spiritual health in individuals of every age. Membership to the Wellness Center is available to all currently enrolled students at HBU for a nominal fee. Enroll from your Huskynet account under “Optional Fees.” Two membership options are available. For additional information, visit www.hbu.edu/wellnesscenter or contact Student Life at 281-649-3238.

ADMISSIONS

Undergraduate Admissions

- Freshman
- Transfer
- Post-Baccalaureate
- Audit
- Non-Degree Seeking
- Senior Citizen
- Re-Entry
- Returning
- Transient

Graduate Admissions

International Admissions

UNIVERSITY ADMISSIONS

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 admissions@hbu.edu. Outside Houston, a toll-free number is available: 1-800-969-3210 for Undergraduate Admissions.

Graduate applicants should contact the graduate program directly.

Undergraduate Admissions

All official transcripts and score reports must be mailed directly to HBU from the high school (including home school), college, or test center. Additionally, documents may be hand carried in a sealed envelope from the institution with the envelope bearing that institution's Registrar's signature and seal.

I. Freshman Student Admission

To be considered for Freshman admission, a student must have completed high school by the end of the current academic year. If a student has taken college level classes while in high school, the student is still considered a Freshman applicant.

1. Application for admission must be completed and returned to the Undergraduate Admissions Office. Online submission of an application is strongly encouraged. Online versions of our application can be found on the Admissions webpage at www.hbu.edu or through www.Applytexas.org. Paper versions of the application can also be provided upon request.
2. A freshman applicant will be required to take the SAT or ACT exam. The HBU institution code for the SAT exam is 6282; the code for the ACT exam is 4101. In the event that an exam is submitted multiple times, the Admissions Office will consider the scores that best enhance the student's application. Scores recorded on the official high school transcript are acceptable and will be considered official.
3. A freshman applicant will be required to submit an official high school transcript from the high school which will issue his/her diploma. Faxed or photocopies while not official, may be used to provide an initial admission decision. The Admissions Office reserves the right to request additional copies/faxes from the student in the event that the submitted documents are illegible. Upon graduation, a final HS transcript indicating date of graduation will also be required. Home-schooled students will be required to submit a signed, course-by-course listing of grades and graduation date on their home-school letterhead. Those not attending an institutional high school must demonstrate 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) may be admitted to HBU.
4. Students taking college courses while enrolled in high school must submit official final transcripts from the college or university to the Office of Admissions. In considering credit by transfer from other institutions, HBU places a premium on credits from regionally accredited institutions. However, HBU will also consider a request for transfer credit from institutions that are not regionally accredited. Applicants must submit transcripts from all institutions and indicate courses for which they wish to receive transfer credit—whether from accredited or non-accredited institutions. After an initial review upon admission to the university, the Office of Admissions will, in some cases, indicate to the student which courses he or she may request consideration for transfer credit; this is handled by the colleges and schools of HBU. For transfer credits from a non-accredited institution, a maximum of 12 credits may be awarded; credit received will only be accepted in HBU's Smith College core curriculum, and only for courses in which the student earned a grade of "C" or higher.

II. Transfer Student Admission

To be considered for transfer admission, the student will have graduated from high school and have been enrolled in classes at another college or university. All documents must be on file prior to admission consideration.

In considering credit by transfer from other institutions, HBU places a premium on credits from regionally accredited institutions. However, HBU will also consider a request for transfer credit from institutions that are not regionally accredited. Applicants must submit transcripts from all institutions and indicate courses for which they wish to receive transfer credit—whether from accredited or non-accredited institutions. After an initial review upon admission to the university, the Office of Admissions will, in some cases, indicate to the student which courses he or she may request consideration for transfer credit; this is handled by the colleges and schools of HBU. For transfer credits from a non-accredited institution, a maximum of 12 credits may be awarded; credit received will only be accepted in HBU's Smith College core curriculum, and only for courses in which the student earned a grade of "C" or higher.

1. Application for admission must be completed and returned to the Undergraduate Admissions Office. Online submission of an application is strongly encouraged. Online versions of our application can be found on our Admissions webpage at www.hbu.edu or through www.Applytexas.org. Paper versions of our application can also be provided upon request.
2. An official transcript from all regionally accredited colleges or universities attended must be sent directly from the college to the Admissions Office. Faxed or photocopies while not official, may be used to provide an initial admissions decision. The Admissions Office reserves the right to request additional copies/faxes from the student in the event that the submitted documents are illegible. Falsification or failure to provide this academic information from all colleges or universities will result in administrative withdrawal from the University. The cumulative grade point average for transfer students should be at least a 2.0. Official transcript evaluations are completed after a student has been officially admitted to the University.
3. If a student has not completed or does not expect to complete 32 credit hours from a regionally accredited institution at the time of application, Admissions may require additional documents to render an admissions decision. In considering credit by transfer from other institutions, HBU places a premium on credits from regionally accredited institutions. However, HBU will also consider a request for transfer credit from institutions that are not regionally accredited. Applicants must submit transcripts from all institutions and indicate courses for which they wish to receive transfer credit—whether from accredited or non-accredited institutions. After an initial review upon admission to the university, the Office of Admissions will, in some cases, indicate to the student which courses he or she may request consideration for transfer credit; this is handled by the colleges and schools of HBU. For transfer credits from a non-accredited institution, a maximum of 12 credits may be awarded; credit received will only be accepted in HBU's Smith College core curriculum, and only for courses in which the student earned a grade of "C" or higher.
 - a. A transfer applicant will be required to submit an official final high school transcript, indicating graduation date, from the high school which has issued his/her diploma. Faxed or photocopies while not official, may be used to provide an initial admission decision. The Admissions Office reserves the right to request additional copies/faxes from the student in the event that the submitted documents are illegible. Home-schooled students will be required to submit a signed, course-by-course listing of grades and graduation date on their home-school letterhead. Those not attending a formal high school must demonstrate 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) may be admitted to HBU.
 - b. An SAT or ACT score report. The HBU institution code for the SAT exam is 6282; the code for the ACT exam is 4101. In the event that an exam is submitted multiple times, the Admissions Office will consider the scores that best enhance a student's application. Scores recorded on the official high school transcript are acceptable.

III. Post-Baccalaureate Student Admission

To be considered for Post-Baccalaureate admission a student must have 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. A post-baccalaureate student may seek a second degree. All candidates wishing to obtain a second degree must apply as post-baccalaureate degree seeking, and may be eligible for financial aid. A post-baccalaureate student not seeking a second undergraduate degree is not eligible for financial aid.

1. Application for admission must be completed and returned to the Undergraduate Admissions Office. Online submission of an application is strongly encouraged. Online versions of the application can be found on the Admissions webpage at www.hbu.edu or through www.Applytexas.org. Paper versions of the application can also be provided upon request.
2. A post-baccalaureate student seeking a degree at HBU must submit official transcripts from all regionally accredited colleges or universities attended. In considering credit by transfer from other institutions, HBU places a premium on credits from regionally accredited institutions. However, HBU will also consider a request for transfer credit from institutions that are not regionally accredited. Applicants must submit transcripts from all institutions and indicate courses for which they wish to receive transfer credit—whether from accredited or non-accredited institutions. After an initial review upon admission to the university, the Office of Admissions will, in some cases, indicate to the student which courses he or she may request consideration for transfer credit; this is handled by the colleges and schools of HBU. For transfer credits from a non-accredited institution, a maximum of 12 credits may be awarded; credit received will only be accepted in HBU's Smith College core curriculum, and only for courses in which the student earned a grade of "C" or higher.

If not seeking another degree at HBU, the final transcript from the degree granting institution will suffice. Faxed or photocopies, while not official, may be used to provide an initial admission decision. The Admissions Office reserves the right to request additional copies/faxes from the student in the event that the submitted documents are illegible. Falsification or failure to provide this academic information from all colleges or universities will result in suspension from the University. The cumulative grade point average for transfer students should be at least a 2.0. Ordinarily, official transcript evaluations are completed after a student has been officially admitted to the University.

IV. **Audit Admission**

A person wishing to audit a class is one who is not seeking credit for courses completed but will nonetheless have an enrollment record. 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.

1. Application for admission must be completed and returned to the Undergraduate Admissions Office. Online submission of an application is strongly encouraged. Online versions of our application can be found on our Admissions webpage at www.hbu.edu or through www.Applytexas.org. Paper versions of our application can also be provided upon request.
2. A college transcript must be sent directly from the most recently attended institution to the Admissions Office. Faxed or photocopies while not official, may be used to provide an initial admissions decision. The Admissions Office reserves the right to request additional copies/faxes from the student in the event that the submitted documents are illegible. Falsification or failure to provide this academic information from all colleges or universities will result in suspension from the University.

V. **Non-Degree Undergraduate Student Admission**

A Non-Degree student is one wishing to take a class for credit who does not have a baccalaureate degree and is not in pursuit of a baccalaureate degree.

1. Application for admission must be completed and returned to the Undergraduate Admissions Office. Online submission of an application is strongly encouraged. Online versions of our application can be found on our Admissions webpage at www.hbu.edu or through www.Applytexas.org. Paper versions of our application can also be provided upon request.
2. An official transcript from all regionally accredited colleges or universities attended must be sent directly from the college to the Admissions Office. Faxed or photocopies while not official, may be used to provide an initial admissions decision. The Admissions Office reserves the right to request additional copies/faxes from the student in the event that the submitted documents are illegible. Falsification or failure to provide this academic information from all colleges or universities will result in administrative withdrawal from the University. The cumulative grade point average for transfer students should be at least a 2.0. Ordinarily, official transcript evaluations are completed after a student has been officially admitted to the University.

In considering credit by transfer from other institutions, HBU places a premium on credits from regionally accredited institutions. However, HBU will also consider a request for transfer credit from institutions that are not regionally accredited. Applicants must submit transcripts from all institutions

and indicate courses for which they wish to receive transfer credit—whether from accredited or non-accredited institutions. After an initial review upon admission to the university, the Office of Admissions will, in some cases, indicate to the student which courses he or she may request consideration for transfer credit; this is handled by the colleges and schools of HBU. For transfer credits from a non-accredited institution, a maximum of 12 credits may be awarded; credit received will only be accepted in HBU’s Smith College core curriculum, and only for courses in which the student earned a grade of “C” or higher.

VI. Senior Citizen Admission

Persons 60 years or older, with proof of age, not in pursuit of a degree, may register for classes for a fixed price (contact the Financial Services Office for a current fee structure at 281-649-3471) when space is available. Such students may register for these courses on a pass-fail basis or may receive an alpha grade.

VII. Re-Entry Admission

A Re-Entry student is any student who has been placed on suspension as a result of an academic or disciplinary action. (Please see the “Suspension” section of the “Academic Policies” section.)

1. Re-entry application for admission must be completed and returned to the Undergraduate Admissions Office. The student may find this form online at www.hbu.edu/reentry. A personal statement of at least 250 words and two (2) letters of academic recommendation must accompany the application.
2. If the student attended another regionally accredited college or university while separated from HBU, the student must request official transcripts be sent from the former institution directly to the Office of the Registrar at HBU. Faxed or photocopies, while not official, may be used to provide an initial admissions decision. The cumulative grade point average for returning students with additional college hours should at least be a 2.0.

In considering credit by transfer from other institutions, HBU places a premium on credits from regionally accredited institutions. However, HBU will also consider a request for transfer credit from institutions that are not regionally accredited. Applicants must submit transcripts from all institutions and indicate courses for which they wish to receive transfer credit—whether from accredited or non-accredited institutions. After an initial review upon admission to the university, the Office of Admissions will, in some cases, indicate to the student which courses he or she may request consideration for transfer credit; this is handled by the colleges and schools of HBU. For transfer credits from a non-accredited institution, a maximum of 12 credits may be awarded; credit received will only be accepted in HBU’s Smith College core curriculum, and only for courses in which the student earned a grade of “C” or higher.

3. An accepted re-entry student will be on probation status.

VIII. Returning Student Admission

A returning student is any student who previously attended Houston Baptist University, voluntarily left HBU, and has not been enrolled in courses for one or more semester(s).

1. A returning student application must be completed and turned in to the Office of the Registrar at least seven (7) working days prior to the start of the semester a student plans to return. The returning student application may be found online at www.hbu.edu/returning.
2. If the student attended another regionally accredited college or university while separated from HBU, the student must request official transcripts be sent from the former institution directly to the Office of the Registrar at HBU. Faxed or photocopies, while not official, may be used to provide an initial admissions decision. The cumulative grade point average for returning students with additional college hours should at least be a 2.0.

In considering credit by transfer from other institutions, HBU places a premium on credits from regionally accredited institutions. However, HBU will also consider a request for transfer credit from institutions that are not regionally accredited. Applicants must submit transcripts from all institutions and indicate courses for which they wish to receive transfer credit—whether from accredited or non-accredited institutions. After an initial review upon admission to the university, the Office of Admissions will, in some cases, indicate to the student which courses he or she may request consideration for transfer credit; this is handled by the colleges and schools of HBU. For transfer credits from a non-accredited institution, a maximum of 12 credits may be awarded; credit received will only be accepted in HBU’s Smith College core curriculum, and only for courses in which the student earned a grade of “C” or higher.

IX. Transient Student Admission

To be considered for admission as a Transient student, the student must be enrolled at another institution and wishing to take classes for credit at HBU. 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) semester. Any exception must be approved by the University Registrar.

1. Application for admission must be completed and returned to the Undergraduate Admissions Office. Online submission of an application is strongly encouraged. Online versions of our application can be found on our Admissions webpage at www.hbu.edu or through www.Applytexas.org. Paper versions of our application can also be provided upon request.
2. An official transcript or Letter of Good Standing must be sent directly from the most recently attended institution to the Admissions Office. Faxed or photocopies while not official, may be used to provide an initial admissions decision. The Admissions Office reserves the right to request additional copies/faxes from the student in the event that the submitted documents are illegible. Falsification or failure to provide this academic information will result in suspension from the University. The student is responsible for meeting all prerequisites for courses taken at HBU.

X. Concurrent Enrollment

Students not already enrolled in the University who are interested in dual enrollment in high school and college should present their requests and documentation to the Office of Admissions for consideration.

Admission through the Admissions Review Board

Where the criteria are not met, the Admissions Review Board may consider applicants. Students wishing to be considered for admission by the Admissions Review Board are encouraged to submit the following supplemental materials:

- 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.

It is recommended that these supplemental materials be on file in the Admissions Office before consideration.

Conditional Admission:

NOTE: Any student that has been admitted provisionally to Houston Baptist University will have to meet additional criteria outlined in the conditional admits section of the HBU website.

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

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-HRM – Master of Science in Human Resources Management
MS-MGMT – Master of Science in Management

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 Human Resources Management (MS-HRM); and the Master of Science in Management (MS-MGMT). Graduate admissions are handled by the particular College or School. Applicants for graduate degrees must submit the following credentials:

1. Application for Admission to Graduate Program

The prospective student must seek admission to a specific graduate degree program in order to pursue graduate studies. 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 and the MS-HRM 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, including community and junior colleges, attended are required for admission. These must be sent directly to the appropriate program office by the issuing institution. A cumulative undergraduate GPA of 2.5 – 3.0 (4.0 scale), depending upon the program, 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) semesters 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 3.0 GPA on all courses attempted. The University Registrar grants regular graduate admission status to those students who obtain a GPA of 3.0 or above. Students whose GPA is less than 3.0 are ineligible to pursue further graduate work at the University after the two (2) semesters 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 program requirements for graduate students, including a cumulative grade point average of 2.5 – 3.0, depending on the specific program, 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 International Admissions section of the HBU website for details on admission requirements.

7. Permanent Resident Statement

Any applicant who has Permanent Resident or Resident Alien status must present his or her green card in person to the Admissions Office. If the applicant has not completed more than two (2) years of college work at a regionally accredited institution within the United States, he or she may be required to submit an acceptable score on the TOEFL of 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 semester. See specific degree statements. In every case, the Graduate Program Office should receive all credentials (application, 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 least 900 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, 2364, and CHRI 2333), 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 least 900 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.

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 GRE scores below 850, consult the Chair of the Department of Education.

Paper applications and supporting documents are to be mailed to:

School of Education
Master of Education program
Houston Baptist University
7502 Fondren Road
Houston, TX 77074-3298

Application Deadlines: For students to be eligible for admission to the MEd program, applications are as follows:

Fall Admission: July 1
Spring Admission: December 1
Summer Admission: May 1

Before a student may be considered for admission, the application file must be completed and fully supported by appropriate credentials. The final application deadline is two weeks prior to the start of the term; all application materials are required by this date. International students are encouraged to file all materials six weeks prior to the beginning of the term.

MLA – Master of Liberal Arts

GPA of 3.0 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 semester in various academic disciplines; two of those thirty-six must be core classes, chosen from a specified list of four courses.

MBA, MS-HRM, MS-MGMT

Applicants to graduate business programs should complete the following steps for admission:

Submit an application for admission. The application can be found online at www.hbu.edu/MBA or can be requested in hard copy from the office of Graduate Programs in Business.

Submit official transcripts. Transcripts should be sent directly to the office of Graduate Programs in Business from each college or university attended for both undergraduate and graduate level coursework.

Provide your official GMAT score report. Take the Graduate Management Admissions Test (GMAT). For information and to register to sit for the exam, visit the GMAT website at www.mba.com. You may order additional score reports online or by calling 609-771-7330. The HBU MBA code is 6282. Applicants are expected to present a GMAT score of at least 500 with an AWA of at least 3.0.

Carefully review and sign the Code of Academic Integrity. All students applying to the School of Business graduate programs must sign this code before the application may be considered. This form is part of the application packet.

Submit three letters of recommendation. Recommendation forms may be downloaded on the application page at www.hbu.edu/MBA. If applying online you will receive a follow-up e-mail with detailed instructions outlining the submission of recommendation forms.

Provide a current resume. E-mail your resume to mba-admissions@hbu.edu.

Paper applications and supporting documents should be mailed to:

College of Business & Economics
Graduate Programs in Business
Houston Baptist University
7502 Fondren Road
Houston, TX 77074-3298

Additional information regarding international student admission for Graduate Programs in Business is available at www.hbu.edu/international.

If you have further questions, or to request a paper application, the Graduate Programs in Business office can be reached at gradbiz@hbu.edu or 281-649-3306.

Application Deadlines. Students are eligible for admission to Graduate Programs in Business in late August, mid-January and early June. To be considered, an application file must be completed and fully supported by appropriate credentials. Specific application deadlines are available at WWW.HBU.EDU/MBA. Students submitting a complete application file prior to the Priority Application Date found on the website are eligible to participate in early registration, providing optimum course availability. The final application deadline is two weeks prior to the start of the term; all application materials are required by this date. International students are encouraged to file all materials six weeks prior to the beginning of the term.

International Student Admissions

An international student is defined as any student wanting to attend the University who does not have the classification of United States citizen or permanent resident status as defined by the Bureau of U.S. Citizenship and Immigration Services (USCIS). 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 281-649-3292, fax to 281-649-3217, or e-mail to goglobal@hbu.edu. All documents must be on file prior to admission consideration. HBU assumes ownership of all documents.

1. Application for admission must be completed and returned to the appropriate admissions department (Undergraduate Admissions Office, Graduate Admissions Office). Online submission of an application is strongly encouraged. Undergraduate applicants must apply using the Texas Common Application. Paper versions of our application can also be provided upon request.
2. 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 sent to a university approved foreign evaluation 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. Names of approved evaluation services are available at www.hbu.edu/international. The transferring undergraduate student should have a minimum cumulative 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.

In considering credit by transfer from other institutions, HBU places a premium on credits from regionally accredited institutions. However, HBU will also consider a request for transfer credit from institutions that are not regionally accredited. Applicants must submit transcripts from all institutions and indicate courses for which they wish to receive transfer credit—whether from accredited or non-accredited institutions. After an initial review upon admission to the university, the Office of Admissions will, in some cases, indicate to the student which courses he or she may request consideration for transfer credit; this is handled by the colleges and schools of HBU. For transfer credits from a non-accredited institution, a maximum of 12 credits may be awarded; credit received will only be accepted in HBU's Smith College core curriculum, and only for courses in which the student earned a grade of "C" or higher.

3. Please refer to the International Admissions page of the HBU website for detailed information and requirements.
4. Please see the "Graduate Admissions" section of this catalog for the specific requirements as they relate to the appropriate graduate program of interest."

For Current or Seeking F-1 Students

Affidavit of Support International students must submit documentation verifying financial support.

Completed financial affidavit with a witness certifying the signature of the person providing the support. The amount of support that should be written on the financial affidavit for a single person is available at www.hbu.edu/international. If the student's dependents will travel to the U.S. with the student, add an additional \$4,800* per person for one year to the specific program amount.

A certified copy of the bank account of the person providing the support or a letter from a bank (in English showing the amount in U.S. dollars) confirming the required funds are available to the student while studying in the U.S. Students under twenty-one (21) years of age must have their financial affidavit signed by a sponsor over the age of twenty-one (21).

If the sponsor does not have sufficient funds in the bank, the sponsor should submit a letter from his/her employer on company letterhead. The letter should state whether the job is temporary or permanent, salary, date employment began and what the person's job is.

Immigration Documentation Students currently on an F-1 Visa must submit a copy of Visa, passport, I-94 (front and back) and issued the form I-20. Students seeking an F-1 are required to submit a valid copy of the student's passport.

Health Insurance. All undergraduate and F-1 seeking graduate 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.

Students will be issued a form I-20 after the University receives all required documents and fees and the student has been accepted by the Admissions Office.

Visa classifications other than an F-1 student visa; please contact the office of International Student Services at (281) 649-3292 or by e-mail at goglobal@hbu.edu.

FINANCIAL SERVICES

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Church Matching Award

Support for Every Religious Vocation (SERV) Aid

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.

TUITION AND FEES

Information regarding undergraduate and graduate tuition and fees can be found on the worldwide web at www.hbu.edu/tuition Or, you may call 281/649-3471 to have information sent by mail.

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 semester fee to utilize the deferred payment plan.) The basis of the plan is as follows:

The total expenses of the semester (less any financial aid) are divided into five equal payments with the first payment one month before classes start. The balance is then due over the following four 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.

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 semester 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:

Before Census Date	100%
After Census Date	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, 205B University Academic Center, 7502 Fondren Road, Houston, TX. 77074-3298. Our Web address is www.hbu.edu/financialaid, and our Email address is Financial_Services@hbu.edu.

Procedures for Applying For Financial Assistance

1. File an application for admission to the university.
2. File the Free Application for Federal Student Aid (FAFSA). Go to www.fafsa.ed.gov to submit the FAFSA. HBU code #003576.
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 four 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 should be submitted by April 15.

How, When and Where To Receive Financial Aid

Financial aid, with the exception of Federal Work Study, is disbursed at the beginning of each enrollment period. If the aid package is for a regular nine-month period, one-half is disbursed at the beginning of each semester. 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 Cashier's 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 \$5,350 per academic year.

Academic Competitiveness Grant

These grants are awarded to fulltime undergraduate students who receive Pell Grants and are U.S. citizens. Recipients must have completed a rigorous secondary school program of study. The award is up to \$750 for the first academic year and up to \$1300 for the second academic year.

National SMART Grant

These grants of up to \$4000 are available to fulltime undergraduates who are enrolled in the third or fourth academic year who receive Pell Grants and are U.S. citizens. Students must be pursuing a major in physical, life, computer sciences, technology, mathematics, or a critical need foreign language and have at least a 3.0 cumulative GPA.

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 semester. Non-Texas residents should apply for a grant in the state of their residency. Recipients 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 semester. Recipients must achieve an overall GPA of 2.5 by the end of the spring semester and complete at least 75% of the hours attempted. Recipients must submit the Free Application for Federal Student Aid.

Leveraging Educational Assistance Partnership Program (LEAP)

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. Recipients must 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. Recipients must submit the Free Application for Federal Student Aid. Grants may range up to \$800 per semester 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 \$3,500 a year. A second year status undergraduate may borrow up to \$4,500 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. Recipients must 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 \$2000 more than the Stafford Subsidized Loan. Recipients must 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 \$12,000 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 small origination/insurance fee. Repayment of principal begins six months after the borrower ceases at least half-time enrollment. All loans must be repaid.

Federal PLUS Loans for Graduate Students (GRPL)

Like parent PLUS borrowers, graduate student PLUS borrowers will undergo a credit check before borrowing and will enter repayment on the date of the final loan disbursement. The maximum amount varies, there are some deferment options available, and the interest rates vary. Recipients must submit the Free Application for Federal Student Aid.

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. The student of the parent must submit the Free Application for Federal Student Aid.

Deferments and Loan Terms

Stafford loan borrowers may have a deferment for circumstances such as half time study at a postsecondary school, student in an approved graduate fellowship program, unable to find full time employment, or economic hardship. 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 Financial Aid Office at (281) 649-3471 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 Department of Homeland Security showing any one of the following designations: refugee, asylum granted, parolee, 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 1250 SAT or 28 ACT is required to apply. The application and University admission must be completed by January, 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 value of the Endowed Academic Scholarship is either \$20,000 or \$15,000 per year. For information and an application, contact the Office of Admissions at 281-649-3211 or 800-969-3210 or e-mail EAS@hbu.edu. The scholarship is available for a maximum of 8 semesters and is not applicable for summer enrollment.

Founders Academic Scholarships

Based on a combination of SAT/ACT score and rank in class.
\$8,500 per academic year.

Presidential Academic Scholarships

Based on a combination of SAT/ACT score and rank in class.
\$7,000 per academic year.

Legacy Scholarship

Based on a combination of SAT/ACT score and rank in class.
\$6,000 per year.

Achievement Awards

\$2,000 per year 1400-1600 SAT or 33-36 ACT
\$1,000 per year 1250-1390 SAT or 28-32 ACT
This is in addition to a “merit award”

Provost’s Scholarship for Transfers

\$6,000 per academic year
3.5-4.0 cumulative transfer grade point average

Dean’s Scholarship for Transfers

\$4,000 per academic year
3.0-3.49 cumulative grade point average

Phi Theta Kappa Scholarship

\$1,500 per year
Members in good standing with Phi Theta Kappa as a new transfer student to HBU.

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 semesters 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.

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.

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 and Graduate PLUS 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, nine or more semester hours of credit are considered full time enrollment; four or more hours are considered half-time enrollment. See Financial Aid for a more complete description of some of these programs.

ACADEMIC RESOURCES

Academic Advising
Antioch Institute for Missional Theology
Center for Exploring Ministry Careers
Center for Global Initiatives in Education (CGIE)
College of Continuing Studies
Honors Programs
Health Professions
Instructional Television
Instructional Media Services
Library
Pre-Law Adviser

ACADEMIC RESOURCES

Academic Advising

At the time a student is accepted into HBU, a faculty academic advisor(s) is assigned. The faculty advisor(s) assists students with educational and career planning, discusses academic successes and failures, and helps with course selection. Students are expected to avail themselves of advising services in order to achieve graduation in a timely manner. The student is always held responsible for fulfilling all degree requirements. Failure to utilize advising services can result in delays in graduation, insufficient progress toward degree and other complications. Students may see their advisor(s) at anytime during the semester during the advisor's office hours. During Advising Week (see University Calendar for dates) students may also see advisors to discuss course selection for the upcoming semester(s). Students are strongly advised not to wait until this week however to avoid making decisions too late. Advising Week is one week prior to each Priority Registration. Priority Registration is a two-week period after Advising Week when currently enrolled students register online for the next semester. 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). Students may change their schedule as necessary during this time.

Students who want to further investigate fields of interest, change their major, or do some type of career exploration should contact the staff of the Success and Advising Center for assistance.

The Antioch Institute for Missional Theology

The Antioch Institute for Missional Theology is directed by the John Bisagno Chair of Evangelism as a ministry of the School of Theology. The Institute offers learning opportunities for church leaders and the university community in three areas: making disciples, equipping church leaders, and engaging culture. Detailed information may be secured through the HBU website or by contacting the Department of Christianity and Philosophy.

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.

Center for Global Initiatives in Education (CGIE)

Study abroad activities are facilitated through the Center for Global Initiatives in Education. It supports existing HBU international travel programs as well as assists students pursuing other educational ventures overseas. Dozens of undergraduate and graduate students from across the academic spectrum trek around the globe each year to acquire cross-cultural skills and earn academic credit as they study, teach, tour, intern, volunteer, participate in institutional exchanges, and visit foreign destinations. "Going Global" to make our world "our campus" not only allows students to write their own learning and life-changing educational adventure stories, but also helps fulfill HBU's Ten Pillars Vision and the University's Mission statement.

College of Continuing Studies

The College of Continuing Studies (CCS) at Houston Baptist University is a leading provider of continuing education in the Houston community. Houston Baptist University has delivered quality Christian education for nearly 50 years, and through the CCS, it is now able to serve the general public with non-academic courses.

Both non-academic on-campus and on-line courses are offered to anyone desiring to learn, whether for enrichment, leisure, or professional development. Designed to fit busy schedules, many courses meet one night a week for several weeks. The courses are divided into HBU for LIFE categories (Business, Entrepreneurship, Personal Finance, Music, Technology, Family, Hospitality, Creativity, Cooking, Literature, Writing, History, Health, Faith, Language and Travel). Also offered are several on-campus test preparation courses through partnerships with leaders in the academic and professional examination skills industry (e.g., Becker CPA Review, Becker Professional Education and The Princeton Review).

The college's instructors are of the highest quality; several are HBU professors and others are professionals from the Houston area. CCS instructors offer an excellent blending of both practical and teaching experience; perfect for the continuing education marketplace.

The CCS logo, HBU for LIFE, truly espouses the heartbeat of this college while maintaining the strategic alignment with the 12-year vision for the future of Houston Baptist University, The Ten Pillars – Faith and Reason in a Great City.

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.

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.

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.

Library

Moody Library is open 83 hours weekly and provides reference librarians and others to assist library users with their information needs. The library contains over 300,000 items, including 50,000 electronic books. It subscribes to about 1,000 paper and microform journals and over 40,000 electronic journals. The library's catalog, links to all electronic content, including online indexes and other databases are available on the library's home page. www.hbu.edu/MoodyLibrary

Inside the library there are computers for student use and both quiet and collaborative study areas.

Pre-Law School Advisor

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).

Pre-law students are encouraged to contact the University pre-law advisor via the Department of Government early in the course of their matriculation. Information is available on courses of study, law school admissions, career options, and LSAT preparation.

In the spring semester 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. Hunter Baker.

The Learning Center

Students of all majors may use The Learning Center (TLC) services. TLC promotes student success by providing academic support services to all students; specifically, TLC is responsible for coordinating tutorial services. TLC has provided tutoring in accounting, algebra, biology, business math, chemistry, math, economics, preparation for THEA, Spanish, and help with essay writing. The Learning Center is located in the Lake House, suite 103.

ACADEMIC POLICIES AND PROCEDURES

Academic Advising
Academic Affairs Committee
Academic Grievance Policy
Academic Integrity
Academic Load
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Academic Probation
Academic Suspension
Administrative Withdrawal of a Student
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Residency Requirement—Undergraduate
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Semester Calendar
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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 University Enrollment

ACADEMIC POLICIES AND PROCEDURES

Academic Advising

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Students may see their advisor(s) at anytime during the semester during the advisor's office hours. During Advising Week (see University Calendar for dates) students may also see advisors to discuss course selection for the upcoming semester(s). Students are strongly advised not to wait until this week however to avoid making decisions too late. Advising Week is one week prior to each Priority Registration. Priority Registration is a two-week period after Advising Week when currently enrolled students register online for the next semester. 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). Students may change their schedule as necessary during this time.

Students who want to further investigate fields of interest, change their major, or do some type of career exploration should contact the staff of the Success and Advising Center for assistance.

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. All policies are subject to the approval of the President. The membership of the committee consists of a faculty member elected by each college, the Provost who is the presiding Chair, the Deans and Associate Deans of each College or School, faculty representatives of each College or School, the Registrar, the Director of the Office of Compliance and Accreditation, the Director of Libraries, the Director of the Success and Advising Center, and chairs of academic subcommittees.

All curriculum recommendations originate with the individual faculty of the department or college or school in which the program is housed or with the Provost's office. The Academic Affairs Committee considers no recommendation that has not been developed and endorsed by the appropriate faculty and the Teacher Education Committee as indicated, or by the Provost's office. 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 or School 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 Provost 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 or staff 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 Grievance Policy

A student may file an academic grievance if he or she believes a grade was awarded improperly or for any academic grievance matter. The formal process is described below and must be followed by all parties in order to resolve a dispute. No one—student or faculty member—is permitted to ignore the process, follow it out of order, or appeal to authorities such as the President or Provost.

- 1) The student should make an appointment with the faculty member in question to discuss the matter in person. The student is advised to keep his or her advisor apprised of the matter but this is not a requirement at this point. It is appropriate to try to resolve differences amicably and in person if at all possible before seeking to raise the matter to a higher level of authority than the classroom instructor. This is especially true at a Christian institution. If the student is concerned that a private meeting with the instructor will create antagonism, the student may skip to Step 2, but the student must make this concern known to the chair who controls Step 2 and explain in detail why he or she believes this to be the case.
- 2) If the student continues to dispute the grade after the face-to-face meeting, the student may bring the matter to the chair of the department in which the course is located. This step requires the student to make a written appeal to the chair. At this step, the student must provide his or her advisor with a copy of the appeal (and the instructor if Step 1 was omitted). The chair will review the student's concern and consult with the classroom instructor, either individually or with both present. The chair will respond formally to the student and the instructor in writing of the chair's recommendation and notify the dean of the action.
- 3) If the student is unsatisfied with the chair's recommendation, the student may bring the matter to the dean of the college in which the department resides—again, in writing. The dean will review the written appeal and consult with the chair, the classroom instructor, the advisor and the student, either individually or in a group as the dean deems appropriate. If the student requests, and the dean agrees, a Standards Committee will be formed by the dean who will serve as chair of the committee. The membership of the committee is composed of all parties heretofore mentioned, as well as any other faculty members the dean deems appropriate; no students other than the student making the complaint should be involved in any way. The Standards Committee hears the presentation of both parties. No legal representation or any other parties are allowed. After hearing both sides and after deliberation, at which time some parties may be excused from the room, the Committee, through the dean serving as chair, will render a judgment as to what it advises should be done. The Committee has no coercive authority to force the change of a grade; the purpose of the process is to bring clarity to all sides and allow a thoughtful and informed response from the disputants. The hearing aspect of the Committee process serves to assure integrity in the assigning of grades to students by faculty. The hearing and the rendering of a judgment to advise is the end of the process and no appeals to change a grade should be made to the Provost or the President. If a student wishes to take the step of contacting the Provost (the President is not to be contacted in these matters), the Provost will make a judgment as to whether to accept the appeal. If the Provost does agree to hear the matter, he or she will only consider two allegations: 1) that the process itself is unfair; 2) that the student was not treated fairly in the process. The burden will be on the student to demonstrate with facts and evidence that the process or the treatment was unfair. To repeat, the Provost will not hear an appeal to change a grade. Depending on the Provost's findings, the matter may be returned to the Standards Committee for further review.
- 4) Throughout this process, if a student wishes to ask an HBU faculty member or an HBU administrator to serve as an advisor, that is permissible, but both the student and the advisor must make this fact known to all parties involved in the academic grievance process. At no time should any HBU employee advise a student anonymously or write an appeal document.
- 5) 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.

Academic Integrity

Academic integrity is valued at HBU and is at the very heart of the nature of the University as a Christian Liberal Arts Institution. It is the responsibility of all students, faculty and staff to demonstrate academic integrity. The Academic Integrity policy is designed to promote "the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals." (HBU Preamble). The Academic Integrity Committee is charged with the duty to provide instruction and learning resources that promote an understanding of academic integrity and support adherence to the Code for Academic Integrity.

The Academic Integrity Committee created a tutorial on Academic Integrity module that assists students in understanding means by which to adhere to appropriate standards of documentation and presentation and thus maintaining honesty in their own academic work and acknowledgement of the work of others. Students are required to complete this tutorial during the first term in which they are enrolled at HBU.

CODE OF ACADEMIC INTEGRITY

At the beginning of each fall term, students will be asked to take a pledge to uphold the Code of Academic Integrity.

Academic integrity is expected of all students. This means that all work being submitted for a student's grade is that student's own work and not the work of others. This includes answers to test items, written assignments, oral presentations, etc. Academic dishonesty such as cheating on exams, written work, oral

presentations, and course assignments violates the very heart of the nature of the University as a Christian Liberal Arts Institution. It is the responsibility of all students, faculty and staff to demonstrate academic integrity.

The Oath of Academic Integrity reads as follows: "I promise to uphold the Code of Academic Integrity at Houston Baptist University and will not tolerate its violation in others."

As a Christian university, HBU views any act of academic dishonesty as a violation of the University's fundamental principles. 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 an egregious violation. The faculty member shall report the incident to the Dean of the College or School. 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 or School involved or to the Director of Admissions in the case of admissions testing or documentation violations.

A Standards Committee within each College or School 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 Provost 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 Provost, 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 will notify students of the policy regarding academic dishonesty at the beginning of each term. However, students are responsible for knowing and following 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 (125) required to complete an undergraduate degree at HBU suggests that a student must average approximately sixteen to seventeen (16-17) hours each semester to make normal progress toward degree completion in a four-year period. For the undergraduate programs, the minimum load for full-time enrollment is twelve (12) undergraduate semester hours with an allowed maximum of nineteen (19) semester hours; 6 hours is required for the student to be enrolled half-time for the semester. The normal course load per semester for undergraduate students is 15-18 semester hours. The faculty advisor and appropriate dean must approve credit hour overloads.

Schedules for more than 19 semester hours may only be permitted if one or more of the following criteria are met:

- The student has a 3.0 GPA (B average) on all courses completed and for the immediately preceding semester
- The student has a 3.25 GPA for the preceding semester; or
- The student is a last-term senior in good standing.

The privilege of taking more than 19 hours will not be allowed if grades drop with the overload. A desire to meet a specific graduation date is not, in itself, sufficient reason to request the privilege of a greater than normal load.

The maximum credit for any summer is fourteen (14) hours which must be earned in not more than four courses. Five full courses will not be permitted for any reason whether taken in residence or by transfer. Students may not earn credit for more than two courses for a maximum of seven (7) hours in any one term.

Academic Standing

The Registrar's Office will maintain a cumulative record of the grade point standing of each student.

Regularly-Admitted Students are students have met or exceeded the minimum requirements for admission.
Conditionally-admitted students are students who are admitted through the Admissions Review Board because

they did not achieve the acceptable minimum requirements for regular admission and are subject to the “Conditional Admission Agreement”.

In the first semester that any student fails to achieve the acceptable minimum GPA, he/she will be placed on academic warning. If the student fails to achieve the acceptable minimum GPA in his/her second semester, he/she will continue on academic warning for the ensuing semester. If the student fails to achieve the acceptable minimum GPA in his/her third semester at HBU, he/she will be placed on academic probation. Finally, if the student fails to achieve the acceptable minimum GPA in his/her fourth semester, he/she will be placed on academic suspension.

An undergraduate must attain the following acceptable minimum GPA:

0-28 hours	1.60
29-47 hours	1.75
48-66 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 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, unless he or she receives a waiver from the Provost.

Academic Warning

Academic warning applies to any student failing to maintain the acceptable minimum GPA at the end of their first or second semester. Notification of the action will be sent to the student and the faculty advisor and will be recorded on the student’s permanent transcript.

Academic Probation

Any student 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 semester to be eligible to continue in enrollment beyond that semester. Removal from Academic Probation requires that the student meets the required scholastic levels as set forth in the “Scholastic Standing” section of this Catalog. Students on Academic Probation are not eligible to represent the University unless they receive a waiver from the Provost.

The University Admissions Review Board 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 semester before the semester for which the student seeks admission. Any student so admitted will be admitted on Academic Probation and must attain good standing within one semester.

Notification of the action will be sent to the student and the faculty advisor and 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 semester will be suspended and may not apply for readmission until at least one (1) full semester has passed. A student who is suspended must submit a re-entry application at least one (1) month before the next semester begins. A personal statement of approximately 250 words and two letters of academic recommendation must support the student’s application for re-entry. After receipt of these documents by the Office of Admissions, an interview with the Director of Admissions will be scheduled. 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 Review Board. Students who are placed on academic suspension will be notified of that action in writing. The action will be recorded on the student’s permanent record.

A student who is suspended for a second time may not be readmitted until at least two semesters have passed. A student on second suspension must submit a re-entry application at least one month before the semester for which admission is requested begins. When reapplying after second suspension, the

student must submit a personal statement of approximately 250 words in writing to the Admissions Review Board. Two (2) letters of academic recommendation must support the student's application.

A student on second suspension is strongly encouraged to enroll in at least twelve (12) hours at another regionally-accredited institution during the two (2) semesters the student is sitting out. The student should achieve a cumulative grade point average of at least 2.5 to improve their opportunity to be reinstated at HBU by the Admissions Review Board. Any course in which the student has earned a grade of "F" at HBU cannot be repeated at another institution for transfer credit at HBU. For the re-entry application to be processed, an official transcript must be sent directly from the institution to the Office of Admissions.

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 2.0 GPA standing in the current semester to continue. Such a student will be readmitted on academic probation and will maintain that status until the required scholastic levels as set forth in the "Scholastic Standing" section of this Catalog are met.

Administrative Drop of a Student from a Course

The Registrar may administratively drop a student from a course, via an Add/Drop form, with the approval of the instructor, the advisor, and the dean of the college or school in which the course is taught. 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 and Spring semesters, or All-Summer semester, and the 15th day of the First or Second 5 1/2-week, or the First or Second 4-week summer sessions. These dates are specified for each academic semester in the calendar at the beginning of this Catalog. A student may be withdrawn from a class for reasons including, but not limited to, the following:

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 course from which the student is being withdrawn.
3. The student has not attended a class up to the census date, or other matters pertaining to financial aid and compliance with law.

Dropping or withdrawing from the University are serious matters and cannot be accomplished by email, phone calls, voice messages or purporting to have told someone at the University that the student is not returning or has chosen not to attend. Formal rules and documents must be fulfilled to drop or withdraw with the approval of the Registrar's office required.

Americans with Disabilities Act

The University assists students in identifying and developing accommodations and services to help overcome barriers to the achievement of personal and academic goals. Services are provided for students with temporary or permanent disabilities. Accommodations and services are based on the individual student's disability-based needs. Students must self-identify and provide current (according to the requirements for specific disabilities) documentation of their disabilities at the time services are requested. Appointments with the director of disability services should be scheduled as early as possible each semester so that necessary accommodations can be arranged.

Application for Degree

Each student must file an application for graduation in the Registrar's Office at least two (2) semesters before the date graduation is expected. The application for graduation will verify the name as it should appear on the diploma, the date the degree is expected, and the major fields of interest to be completed as a part of the degree requirements. The Registrar will perform an audit of the student's degree requirements and notify the student and his or her advisor of the course work and other requirements the student still needs to complete.

Attendance Requirements

Attendance in class is important and it is university policy that students must attend class and that faculty will require attendance with penalties for non-compliance. There are two categories of absences at HBU: officially excused absences for those students who represent the University and regular absences for illness, etc.

Officially excused absences: Students represent Houston Baptist University through participation in university sponsored or sanctioned activities such as the arts, music, and intercollegiate athletics. When the activity schedule occasionally conflicts with academic obligations, student-participants and their sponsors will follow a standard protocol to provide faculty members with prior, written notification of their administratively excused absences from classes. Faculty members will determine, in consultation with student-participants, how missed classes and assignments are made-up in a manner that fulfills academic obligations and accommodates the obligation of the student to participate in a university activity. Except for excused absences (see below), student-participants have the same responsibility with regard to class attendance and assignments as do all other students. Houston Baptist University is committed to the philosophy that academic events, artistic performances, and intercollegiate athletics are an important part of the institution's mission to provide diverse educational opportunities to our students. The University recognizes that there may be occasions when, due to a scheduled event, a student must miss a class. The University Excused Absence policy permits students to complete work that might be missed for such events.

Definition of an Excused Absence

- This policy for University excused absences applies to participation as an athlete, manager, student trainer, student coach, or graduate assistant in NCAA intercollegiate competitions, or participation as a representative of Houston Baptist University at academic events and artistic performances approved by the Provost or designee.
- Practice or rehearsal for any event is not eligible for consideration as an excused absence.
- This policy excludes those academic endeavors that require the completion of a predetermined number of clock hours. Departmental practices and procedures of each college should be consistent with this policy as much as possible in order to be sure that the University serves student needs.

Activity Director or Head Coach Responsibilities

- Head Coaches or the faculty member in charge of a university activity shall inform instructors of dates which students will miss class due to an excused absence well in advance of the date of that anticipated absence. For activities such as athletic competitions where schedules are known prior to the start of a semester, coaches must provide instructors by the second week of each semester a written schedule showing days in which students expect to miss classes. For other university excused absences, the faculty or staff member in charge must provide each instructor at the earliest possible time the dates that students will miss.
- It must be understood that travel plans may change due to unforeseen circumstances. In each case, the head coach or director will make every effort to notify the instructor as soon as possible.

Student Rights and Responsibilities

- Regular and punctual class attendance is essential. Do not miss class for other reasons. Be in class every day.
- Make-up work
 - It is the responsibility of the student to request from the instructor an opportunity to complete missed assignments, activities, labs, examinations or other course requirements in a timely manner.
 - Students should set up an appointment with their instructor to discuss an action plan designed to meet any missed course requirements during the time of the excused absence. The timing of this meeting should take place at the discretion of the instructor.
 - Students are responsible for all material covered in classes that they miss, even when their absences are excused, as defined above.
 - Missed classroom activities will be rescheduled at the discretion of the instructor. When possible, missed class work should be completed prior to leaving for an excused academic activity.
- Students should be aware that excessive absences—whether excused or unexcused—may affect their ability to do well in their classes.

Faculty Responsibility

- Instructors are responsible for taking attendance and for providing students with an equitable way to make up missed work due to an absence excused by this policy.
- Instructors should inform students in a timely manner of procedures to make up missed work, e.g., including the information in the course syllabus.
- Instructors may not penalize students for absences excused by this policy.

Violation of Academic Conduct Regulations

- Falsifying information or documentation in order to obtain an excused absence is considered a violation of the Code of Student Conduct and Academic Conduct Regulations.
- Sharing information about a make-up examination or quiz with other students is deemed a violation of the Code of Student Conduct and Academic Conduct Regulations.

- Anyone found responsible for falsifying information or documentation in order to obtain an excused absence or sharing examination or quiz information may receive a course grade of zero, as determined by the course instructor, in addition to any sanction(s) imposed by the administration.

The HBU Athletic Affairs Committee has also developed an Administratively Approved Absence Form to be distributed to all professors of student-participants detailing absence information. This form comprises a list of times and dates when a student-participant will be administratively excused from a class during that semester. It is developed by the Head Coach or sponsor and checked by the Athletic Director or Dean of the sponsor.

Regular absences due to illness, etc.: Apart from the absences caused when students represent the university, students might need to miss class and/or lab sessions from time to time due to illness or other reasons. Instructors will permit students to be absent from a maximum of three class meetings that are scheduled in this syllabus for MWF and for TTH courses during the Fall and Spring semesters. Upon the fourth absence, faculty will begin to penalize a student's grade in the course as the professor deems appropriate. For summer session courses that meet throughout the week, instructors will permit students to be absent a maximum of two class meetings. For courses that meet once a week, whether regular semesters or in the summer, instructors will permit students to be absent a maximum of one or two class meetings (upon the discretion of the instructor) before penalties are applied. Students are advised to use the allowed absences for illnesses and significant events beyond their control. Regular attendance in class is important for student success.

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.

After the exam has been taken, the student should secure a form from the Registrar's Office for credit to be posted on their academic transcript.

Required scores for specific tests are stated in the current Catalog found on the website. 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 found on the website, 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 twelve semester hours in a regular semester

Commencement

Commencement ceremonies are scheduled annually in August, December, and May. Degree recipients are encouraged to participate. Due to the limitations of the Dunham Theater, which holds 1200 persons, students will be limited in the number of their guests who can attend the ceremonies.

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 in this HBU Catalog 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.

Course Validity Time Limitation

Courses that have been taken within 10 years prior to the point of matriculation may apply to degree plans and count toward graduation requirements. Courses that were taken more than 10 years ago may be approved at the discretion of the Provost.

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

Transfer credit will be awarded for course work in a foreign language not offered at HBU but taken at an accredited college or university. 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 twelve (12) semester hours at HBU with a GPA of 2.0 or greater.

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 2477	560
	Biology –Molecular	4 hrs. cr.	BIOL 2477	560
	*CLEP Subject: Biology	4 hrs. cr.	BIOL 2477	scaled score of 56
	Advanced Placement: Biology	4 hrs. cr. 4 hrs. cr.	BIOL 1404 BIOL 2477	3 4 or 5
	International Baccalaureate: Biology	4 hrs. cr. (non- science major) 8 hrs. cr.	BIOL 1404 BIOL 1404, 2477	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	4
	International Baccalaureate: Computing Studies	3hrs. cr.	CISM 1321	5
Economics	CLEP Subject: Prin. Micro.	3 hrs. cr.	ECON 2311	scaled score of 60
	CLEP Subject: Prin. Macro.	3 hrs. cr.	ECON 2313	scaled score of 62
	Advanced Placement: Microeconomics	3 hrs. cr.	ECON 2311	4
	Macroeconomics	3 hrs. cr.	ECON 2312	4
	International Baccalaureate: Economics	3 hrs. cr. 3 hrs. cr.	ECON 2301 ECON 2302	5 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 Lit & Comp	3 hrs. cr. 6 hrs. cr.	ENGL 1313 ENGL 1313, 1323	3 4 or 5
	International Baccalaureate: English	6 hrs. cr.	ENGL 1313, 1323	5, 6, or 7
French	Advanced Placement: Literature	12 hrs. cr.	FREN 1314, 1324 FREN 2314, 2324	3
	Language	9 hrs. cr.	FREN 1314, 1324 FREN 2314	3
	Language	12 hrs. cr.	FREN 1314, 1324 FREN 2314, 2324	4 or 5
	International Baccalaureate: French	12 hrs. cr.	FREN 1314, 1324 FREN 2314, 2324	5, 6, or 7

	CLEP Subject: Language	6 hrs. cr.	FREN 1314, 1324	scaled score of 58
	Language	12 hrs. cr.	FREN 1314, 1324 FREN 2314, 2324	scaled score of 68
German	Advanced Placement: Literature	12 hrs. cr.	GERM 1314, 1324 GERM 2314, 2324	3
	Language	9 hrs. cr.	GERM 1314, 1324 GERM 2314	3
	Language	12 hrs. cr.	GERM 1314, 1324 GERM 2314, 2324	4 or 5
	International Baccalaureate: German	12 hrs. cr.	GERM 1314, 1324 GERM 2314, 2324	5, 6, or 7
	CLEP Subject: Language	6 hrs. cr.	GERM 1314, 1324	scaled score of 44
	Language	12 hrs. cr.	GERM 1314, 1324 GERM 2314, 2324	scaled score of 52
History	CLEP Subject: U.S. History to 1865	3 hrs. cr.	HIST 2313	scaled score of 62
	U.S. History – 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
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	3 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	
International Baccalaureate: Mathematics	4 hrs. cr. (non-science major) 8 hrs. cr.	MATH 1434 MATH 1434, 2434	4 5, 6, or 7	
Music	International Baccalaureate: Music Literature (Higher Level)	3 hrs. cr.	MUHL 2313	5 or higher
	Music Theory (Higher Level)	2 hrs. cr.	MUTH 1212	5 or higher
Political Science	Advanced Placement: American Government	3 hrs. cr.	POLS 2313	4
	CLEP Subject: American Government	3 hrs. cr.	POLS 2313	scaled score of 63

Psychology	Advanced Placement: Psychology	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, SPAN 2314, 2324	3
	Language	9 hrs. cr.	SPAN 1314, 1324, SPAN 2314	3
	Language	12 hrs. cr.	SPAN 1314, 1324, SPAN 2314, 2324	4 or 5
	CLEP Subject: Language	6 hrs. cr.	SPAN 1314, 1324	scaled score of 55
	Language	12 hrs. cr.	SPAN 1314, 1324	scaled score of 66
	International Baccalaureate: Spanish	12 hrs. cr.	SPAN 1314, 1324, SPAN 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 Provost.

Dean’s List

In order to encourage excellence in undergraduate scholarship and give recognition to superior achievement, a Dean’s List is released each semester. Full-time undergraduate students registered for a minimum of twelve (12) 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 first day of the second semester 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 is based on the HBU Catalog in effect at the time of initial enrollment and will be valid for a period not to exceed seven (7) years from the date of filing. Students maintaining continuous enrollment (two consecutive semesters) may graduate according to the requirements of the HBU Catalog in effect at the time of initial enrollment. Students who do not meet the minimum enrollment standards stated above must meet the requirements of the HBU Catalog at the time they are readmitted to the University. The student must submit an undergraduate degree plan application along with a copy of their CAPP degree evaluation to the Office of the Registrar.

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.

Dropping a Class

A student who ceases to attend class must follow the prescribed withdrawal procedure to protect his status and leave himself in the best possible position with respect to future registration at this or another university. Failure to do so will result in course failure(s), lower scholastic standing, and financial loss. Students contemplating dropping a class must see their advisor to complete the proper steps; the drop process is not complete until the forms are filed and processed in the Office of the Registrar. A student may not drop a class after the published last day to drop.

Once a student registers for a class, the student will receive a grade for the class unless the drop 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.

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 by the Office of the Provost. All exceptions to this rule require the filing of the Undergraduate/Graduate Exception form; students should see their advisor first who will seek approval from the Provost. In the semester 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 semester). 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). The processing of senior grades includes a final audit of the student's course work against his or her degree requirements to verify the student is eligible to receive the degree. Days for examinations are given in this Catalog. Each exam period, with the exception of the Summer term, 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 Friday of final exam week.

Grade Appeal Process

A student may file an academic grievance if he or she believes a grade was awarded improperly. The formal process is described in the "Academic Grievance" section of this Catalog.

Graduate Council

The Graduate Council of HBU is composed of at least two (2) academic deans, two (2) graduate program directors from colleges or schools other than the deans, two (2) faculty members teaching at the graduate level, two (2) graduate students, the University Librarian, the Director of the Office of Compliance, and the Provost. 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 Research and Development Committee protects the rights of human subjects in research projects proposed by faculty, staff, students, and/or outside persons. The University's Research and Development Committee is responsible for reviewing all research proposals involving human subjects. Review applications may be obtained from the Committee Chair.

Internship Programs

HBU offers internship opportunities under the direction of the various academic divisions in awareness of the value of practical experience in the learning process. Such external learning opportunities may be known as 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 receives no pay. The Provost 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

Houston Baptist University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. Any student who needs learning accommodations should inform the professor immediately at the beginning of the semester. The student is solely responsible for contacting the Office of Student Success at (281)649-3359, obtaining appropriate documentation and information regarding needed accommodations, and providing it to the professor early in the semester. The Office of Student Success is located at Hinton Center Suite 101.

Majors

To graduate, a student must have completed at least one major field of study which will be recorded on the transcript, as well as any minors which have been completed.

Military Service Credit

The recommendations of the American Council on Education are used as a guide 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 reviewed for possible credit 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 twelve (12) 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).

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, and the Dean of the College or School, in order for credits to be accepted in transfer. Students should seek counsel first from their advisor. Only alpha grade credit with a grade of "C" or better from regionally accredited institutions will be considered for transfer credit. Once a student has enrolled at HBU, no more than 18 semester hours total will be accepted 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 from the awarding institution to HBU Registrar's Office. Failure to comply with this requirement may result in the denial of credit. The student risks 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 semester 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.

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. Following proper procedures is not optional; failure to follow proper procedures may result in a student not being allowed to register for course and thus a delay in graduation. Individual student schedules will have been predetermined through prior advising and priority registration. To enroll in any class and be eligible for credit, students must have their advisor's approval, and complete the registration procedure, including financial arrangements. 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 semester.

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 may 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 semester in which the course was repeated. The student may raise the cumulative GPA by this means. *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

If the degree being sought is 125 hours or more, the minimum undergraduate residence requirement for the baccalaureate degree is 36 semester hours, including at least 12 semester hours of upper level courses in the major completed at HBU with a grade of "C" or better in each course. The minimum undergraduate residence requirement for the associate degree is eighteen (18) semester hours. A student whose undergraduate degree include 60 semester hours in residence at this University may be allowed to earn six (6) of the last 36 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).

Air Force

HBU students may participate in the Air Force ROTC program at the University of Houston. The cross-enrollment program is an arrangement between the student and the Air Force Department at the University of Houston. The Air Force Reserve Officer Training (ROTC) program prepares men and women of character, commitment, and courage to assume leadership positions as commissioned officers in the active duty United States Air Force. Upon completion of the curriculum, students will have a thorough understanding of the core values, leadership, teamwork, and other requirements to be an effective officer in the world's greatest Air Force. For more information on the Air Force Science program, contact the Air Force Science Department at the University of Houston by calling 713-743-4932 or on-line at www.uh.edu/afrotc. All courses and physical training sessions take place at the University of Houston. Flight orientation occurs at airports in the Houston metro area.

Course Credit: ROTC classes may be taken for elective credit toward any degree plan at Houston Baptist University. Freshman and sophomore level classes are open to all students. No military obligation is incurred as a result of enrollment in these courses. Junior and senior level courses are more restrictive and do require a military obligation. ROTC scholarship students also incur a military obligation.

AFROTC Scholarship Opportunities: Air Force ROTC offers various scholarship opportunities for students at Houston Baptist University:

1. **In-College Scholarship Program (ICSP)**—is a highly competitive scholarship program aimed primarily at college freshmen and sophomores in any major (students with a bachelor's degree can compete to earn a master's degree). The ICSP awards cover tuition capped at either \$15,000 per year plus \$900 per year for books or \$9,000 per year plus \$900 per year for books.
2. **The Express Scholarship Program**—is operated on a fully qualified basis: those who meet the qualifications are awarded the scholarship. Though the list of eligible college majors differs from year to year, the express scholarship pays up to \$15,000 tuition per year and \$900 for books. Recent majors which qualified for express scholarships included electrical engineering, environmental engineering, computer science, nursing, and strategic foreign languages. The processing of the scholarship award is completed at the local detachment.

Stipend: All AFROTC scholarship recipients and POC cadets receive a nontaxable monthly stipend. The annual stipend amount ranges from \$3,000 per year to \$4,500 per year depending on the recipient's enrollment year.

Second Undergraduate Degrees

A minimum of thirty-six (36) 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.

Semester Calendar

The University operates on a semester calendar awarding semester hour credit as indicated by the official calendar that appears on the HBU website. Academic policies conform to that calendar.

Smith College of General Studies

Smith College of General Studies, a liberal arts core curriculum, is the foundation unit in the academic organization of the undergraduate instructional program of HBU; it is required for success in every major and develops the knowledge and insight conducive to citizenship as well as leadership in a chosen profession. 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.

Student Responsibility

Each student is responsible for his or her progress toward graduation and completion of all degree requirements. Students are also responsible for a knowledge of and adherence to regulations governing registration, add/drop, withdrawal, degree plans, graduation requirements, and the payment of tuition and fees. Failure to act accordingly may result in F's on transcripts or failure to graduate on time.

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 up to five (5) working days for the request to be processed. Transcripts will not be released until satisfactory arrangements have been made regarding all financial and any other obligations to the University. Official records may not be removed from official University files.

The Family Educational Rights and Privacy Act (FERPA) of 1974 mandates 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 this period, the record becomes permanent.

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 list of courses accepted by HBU. Contact the Office of Admissions for any questions. The Office of Admissions also has 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. See the Undergraduate Transfer Credit section of this Catalog for further information.

Transfer Orientation

Twice a year the Offices of Enrollment Management 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, and the Dean of the College and School, 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. No more than 18 credit hours may be taken at another institution once a student has matriculated to HBU. 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. The combined course load at HBU and the concurrently enrolled institution may not total more than 19 semester hours. The student risks the loss of credit by failure to adhere to these policies.

Undergraduate Enrollment in Graduate Courses

In the final semester 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 semester. 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) semester may not exceed twelve (12) semester hours, which includes no more than nine (9) 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
- I for incomplete work. This grade should be given only with the approval of the dean or director and only for emergencies which occur after the last day to drop the class, such as circumstances of an unusual nature beyond the control of the student. Receives 0 grade points and 0 semester hours and becomes an “F” if not completed by the end of the following semester. Summer is a bona fide semester so a grade of “I” issued during a Spring semester must be completed by the end of the last Summer session.
Note to instructors: If an instructor does not have a grade because the student has failed to attend the course at all and/or has not properly dropped the course; has failed to complete sufficient work to pass the course; fails to attend a sufficient number of class sessions; fails to attend the final exam; and/or fails to contact the instructor to justify any of these circumstances, the instructor will record an “F.”
- F for unsatisfactory work – 0 grade points and hours completed, no credit
- NR This grade is given only by the Registrar when the instructor fails to record a grade. An “NR” will have the same effect on the student’s GPA as a grade of “I.” NR automatically changes to an “F” if the instructor does not submit a change of grade form within two weeks. *Note to instructors:* If an instructor does not have a grade because the student has failed to attend the course at all and has not properly dropped the course; has failed to complete sufficient work to pass the course; fails to attend a sufficient number of class sessions; fails to attend the final exam; and/or fails to contact the instructor to explain any of these circumstances, the instructor will record an “F.”
- P for pass-fail courses – described in the “University Academic Policies” section

- W for complete withdrawal from the University after the Census Date or for dropping a class after the Census Date. Withdrawal from the University or dropping a class after the last day to drop a class will not 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 a regionally 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 usually given at the same level at which the course was originally taken.

All foreign transcripts must be sent to an HBU approved evaluation service. The evaluation service must send an official report directly to HBU. The International Student page of HBU Website contains a list of current service providers.

In considering credit by transfer from other institutions, HBU places a premium on credits from regionally accredited institutions. However, HBU will also consider a request for transfer credit from institutions that are not regionally accredited. Applicants must submit transcripts from all institutions and indicate courses for which they wish to receive transfer credit—whether from accredited or non-accredited institutions. After an initial review upon admission to the university, the Office of Admissions will, in some cases, indicate to the student which courses he or she may request consideration for transfer credit; this is handled by the colleges and schools of HBU. For transfer credits from a non-accredited institution, a maximum of 12 credits may be awarded; credit received will only be accepted in HBU’s Smith College core curriculum, and only for courses in which the student earned a grade of “C” or higher.

A transfer student must meet the same scholastic standings as other full-time students. An undergraduate transfer student with fewer than 32 semester hours may be required to submit a high school transcript and scores on SAT or ACT tests. A maximum of six (6) credit hours of online courses from a regionally accredited institution may be accepted; credit from online course work may only be applied toward Smith College courses. No course of any kind 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.

Withdrawal Procedure from University Enrollment

A student who wants to withdraw from the University with a grade of “W” after the last date to drop with a “W” can only do so under the most extreme circumstances beyond the control of the student and with the approval of the Provost. See the cautionary statement above regarding failure to withdraw from classes once registered.

UNDERGRADUATE DEGREE PROGRAM

Associate Degree

Baccalaureate Degrees

Undergraduate Degree Requirements and Policies

125 semester hours requirement

Freshman Year Seminar (FYS 1100)

Residence Requirement

Credit by Other Than Classroom-based Instruction

Community Life and Worship Program

Concurrent Enrollment

Proficiencies

Written English Proficiency Examination (WEP)

Oral Communications Proficiency

Reading Proficiency Requirement

Math Proficiency

Computer Proficiency

Majors Requirements

Undergraduate Degree Plan Declaration

Senior Seminars

Application for Graduation

Full-time Status

Smith College Requirements

Christianity

Composition and Communications

Humanities

Science

Fine Arts

Social & Behavioral Sciences

Mathematics

Kinesiology

Computer Literacy

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, a survey of the Old or New Testament, and biology and behavioral science courses which are foundational for the studies in nursing. During this first year, students must also demonstrate competence in written English and use of computer applications.

The nursing courses are begun during the end of the freshman year and require at least six (6) semesters for completion of the degree. The nursing courses are offered during the academic year, September through May, with the exception of one (1) summer semester during the final year of study.

ASSOCIATE DEGREE IN NURSING PROGRAM REQUIREMENTS

Required Courses	Credit
Prerequisite Courses	30
ENGL 1313 English Composition I	
ENGL 1323 English Composition II	
BIOL 2404 Human Anatomy and Physiology I	
BIOL 2414 Human Anatomy and Physiology II	
BIOL 1414 Introductory Microbiology	
PSYC 1313 General Psychology	
PSYC 3313 Human Growth and Development	
SOCI 1313 or POLS 2313 or ECON 2311 or 2312 (3 hrs)	
Smith College (see page 85)	
CHRISTIANITY (3 hrs)	
Demonstration of competence in computer applications OR CISM 1321 Introduction to Computer Applications	
Nursing Courses - Core Curriculum	
NURS 2222 Perspectives on Health Care Delivery Systems	
NURS 3202 Care of Families	
NURS 2323 Health Assessment	
NURS 2404 Art and Science of Nursing	
NURS 3404 Care of Individuals I	
NURS 3424 Care of Individuals II	
NURS 3434 Care of Individuals III	

NURS 4414 Care of Families with Mental Health Problems	
NURS 4434 Care of Childbearing Families	
NURS 4444 Care of Families with Children	
NURS 4454 Professional Issues and Nursing Management	
TOTAL SEMESTER HOURS REQUIRED FOR THE ADN DEGREE	69

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

Baccalaureate Degrees

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. Students contemplating credits from another institution must see their advisor before permission can be secured from the University Registrar; such permission will be granted only in extreme circumstances. Under no circumstances may students transfer in more than 18 credit hours once they have matriculated at HBU. (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 125 semester hours with no fewer than 30 semester hours of upper level courses.** No more than four (4) semester hours in activity courses in kinesiology and not over four semester hours of other student activity courses will count toward the 125 hours requirement for any undergraduate degree.
2. **Freshman Year Seminar, FYS 1100,** is required of all students who enter with fewer than fifteen (15) semester hours credit.
3. **Residence Requirement:** Once a student has entered a degree program at HBU, it is expected that all course work will be taken at HBU. The minimum undergraduate residence requirement is 36 semester hours, including at least 12 semester hours of upper level courses in the 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. **Credit by other than classroom-based instruction:** Credit by correspondence courses or extension courses will not be counted toward a degree. A maximum of six (6) credit hours earned online can be awarded towards a degree.
5. Courses received in transfer with a grade of "D", "F", or "P" will not be counted toward a degree.
6. **Concurrent Enrollment:** Once a student has entered a degree program at HBU, it is expected that all course work will be taken at HBU. Exceptions are rare and must receive prior approval of the University Registrar. Students must speak with their advisor about taking courses at other institutions.
7. **Community Life and Worship Program:** Participation in the Community Life and Worship Program (CLW) is a graduation requirement for all degree-seeking undergraduate students. The HBU Student Handbook contains a complete description of the CLW credit system and number of credits needed to qualify for graduation. The Community Life and Worship publication details the CLW events offered each semester and provides an overview of the CLW program.
8. **Proficiencies:** All undergraduate students must demonstrate proficiency in oral communications, reading, mathematics, and computer use before the student files a degree plan. Students must demonstrate proficiency in written English by the end of the third term at HBU. 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 proficiency requirements.

Proficiencies may be met in the following ways:

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

- a) Completion of ENGL 1313 and ENGL 1323 at HBU with a grade of “C” or above
- b) Placement out of ENGL 1313 and/or ENGL 1323 by Advanced Placement Exam or CLEP scores as outlined in this HBU Catalog.
- c) Receipt of transfer credit for courses equivalent to ENGL 1313 and 1323
- d) Passing grade on the English Proficiency Exam if the student attempts but fails to achieve a “C” or above in both ENGL 1313 and 1323.

This proficiency must be completed by the end of the third term.

Oral Communications: Completion of COMM 1323 with a grade of “C” or better.

Reading: One of the following:

- 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 score of 230 or higher on the THEA Exam.

Mathematics: One of the following:

- a) Math 1305, completed with a “C” or higher
- b) Math 1313, completed with a “C” or higher
- c) A higher level math course, completed with a “C” or higher

Computer Literacy: One of the following:

- a) Passing of a computer competency exam on Blackboard.
- b) Completion of CISM 1321, with a “C” or higher
- c) Receipt of transfer credit for a course equivalent to CISM 1321.

12. **Major requirements** are determined by the college or school in which the major resides. See the appropriate college or school section of this Catalog. However, each major must include a minimum of twelve (12) upper-level hours.
13. **Undergraduate Degree Plan Declaration:** Once 64 semester hours have been completed and all proficiencies, a student must see his or her advisor to complete and file an Undergraduate Degree Plan with the Registrar’s Office (only the Provost may provide a waiver for this requirement). Students who fail to follow this policy will not be considered as a candidate for a degree, nor will they be allowed to register. (See section on “Degree Plans” in this Catalog.)
14. **Application for Graduation:** A student must file a graduation application at least two (2) semesters before anticipated date of graduation. This may not be changed after registration for the second semester of the senior year. Students need to see their advisor to begin this process.
15. **Full-Time Status:** The recommended full-time undergraduate student load is twelve to nineteen (12-19) hours each semester. Students who wish to take over nineteen (19) hours must seek permission from their faculty advisors and the college deans.
16. **Smith College Requirements**
 - A. **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.
 - B. **Composition and Communications Requirement:** These requirements are met by successful completion of:

ENGL 1313 and 1323, Composition and Literature I and II*

COMM 1323, Rhetoric and Public Speaking

*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.

C. **Humanities Requirement:** Humanities courses include fifteen (15) semester hours from at least three (3) of the following areas:

(a) Foreign Language – six (6) hours in the same language

(b) History

(c) Literature

(d) Writing

(e) Philosophy:

PHIL 1313, Introduction to Philosophy

PHIL 3313, Logic

PHIL 3323, Ancient and Medieval Philosophy

PHIL 3344, Modern and Contemporary Philosophy

D. **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

BIOL 3404, Environmental Science

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 2353, Cellular and Molecular Biology

BIOL 2477, Botany, Ecology and the Diversity of Life

BIOL 2478, Animal Systems

CHEM 2415, General Chemistry I

CHEM 2416, General Chemistry II

PHYS 2413, Principles of Physics I

PHYS 2423, Principles of Physics

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 20th 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, when it is offered. Credit may be elected for ART 2343, Art Appreciation, ART 3383 European Heritage in Art History, 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. **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) Introduction to Government or American and Texas Government.
 - (c) any course in psychology
 - (d) any course in sociology
 - (e) GEOG 3302, World Geography
- 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. **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. For non-transfer students, however, only KINE 2202 will meet the degree requirement.
- I. **Computer Literacy Requirement:** Computer literacy may be met in one of three ways: a) A grade of “C” or better in CISM 1321, Introduction to Computer Applications; b) pass a computer competency exam on Blackboard, or c) approval of transfer credit for a course equivalent to CISM 1321
17. **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/School	Degrees	Majors	Minors	Certification or Licensure Programs	Areas but not Majors
College of Arts and Humanities	BA BS BM	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 Philosophy Political Science Psychology Public Policy Sociology Speech Communication	Art History Art, Studio Biblical Languages Christianity Communication and Rhetoric English French Government History Journalism and Mass Comm Philosophy Psychology Sociology Spanish Writing	<u>Professional Writing Specialization</u> 1. Technical Writing 2. Creative Writing 3. Rhetoric <u>Teaching Certification (EC-12)</u> - Art - Music High School (8-12) - Communication - Composite Social Studies - English/Lang Arts - French - History - Journalism (Mass Communication - Spanish Middle Grades (4-8) - Composite Social Studies - English/Lang Arts	

				- Secondary (6-12) - French - Spanish	
School of Business	BBA	Accounting Economics Finance International Business Management Marketing	General Business Economics Finance International Business Management Marketing		
School of Education	BA or BS	Interdisciplinary Studies Multidisciplinary Studies Special Education		EC-12 EC-6 High School (8-12) Middle Grades (4-8) Secondary (6-12) Bilingual Education (EC-6) Supplemental ESL (EC-6)	German Philosophy
School of Nursing	ADN BSN BA/BS	Nursing Kinesiology Wellness Athletic Training	Kinesiology- Wellness Mgmt	RN Physical Education (EC-12) Athletic Training	
College of Science and Mathematics	BS	Biology Biochemistry-Molecular Biology Chemistry Composite Science Life Science Mathematical Studies Mathematics Physics Physical Science	Biology Chemistry Mathematics Physics	High School (8-12) - Composite Science - Life Science - Mathematical Studies - Physical Science Middle Grades (4-8) - Composite Science - Mathematical Studies	Pre-Health Professions Pre-Engineering
Bachelor of General Studies	BGS	Any major offered at HBU			Concentrations: Communications Humanities and Social Sciences Behavioral Sciences Business Administration

*See Department of Education for further information.

BACHELOR OF ARTS (BA)

Required Courses	Credits
Christianity 1313, 1323 and 3 additional hours (See Note 16A)	9
English 1313, 1323	6
Rhetoric and Public Speaking (COMM 1323)	3
Mathematics 1305 or higher level course (depending on major)	3
Science with laboratory (See Note 16D)	4
Demonstrated competence in computer applications or Computer Information Systems Management 1321	3
Social and Behavioral Sciences electives (See Note 16F)	9
Humanities and Fine Arts electives (See Note 16C & E)	15
Kinesiology 2202 (See Note 16H)	2
Two majors (See Note 12)	48

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Requirements (see the School of Business section for further details)	
Smith College requirements	54
Business Administration core requirements	39
Major	24-30
Electives as required to complete 125 semester hours	2-8
Total required	125

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	
Christianity 1313, 1323 and 3 additional hours	
English 1313, 1323	
Rhetoric and Public Speaking (COMM 1323)	
Mathematics 1305 or higher level course (depending on concentration)	
Science with laboratory	
Demonstrated competence in computer applications or Computer Information Systems Management 1321	
Social and Behavioral Sciences requirements	
Humanities and Fine Arts requirements	
Kinesiology 2202	
Option A OR Option B	
Electives to complete degree requirements including FYS 1100, if required	
Total required	130

Program Requirements — Option A or B

Option A

Academic Major (See Note 8) 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, Communication and Rhetoric, and Journalism/Mass Communication

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

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, International Business, Economics, Finance, Management, and Marketing

NOTE: A minimum of 125 semester hours is required for the degree, 30 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 36 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.

* 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	
Freshman Year Seminar (FYS) 1100, if required	
Christianity 1313, 1323 and 3 additional hours (See Note 16A)	
English 1313, 1323 (See note 16B)	
Foreign Language (six hours in the same language required)	
Mathematics 1305 or higher level course (See note 16G)	
Demonstrated competence in computer applications or Computer Information Systems Management 1321 (See note 16H)	
Kinesiology 2202 (See Note 16H)	
Social and Behavioral Science requirements (See Note 16F)	
Speech Communications 1313 (See note 16B)	
Humanities and Fine Arts (MUHL 2323, plus 6 hrs in humanities)	
Majors and Program Requirements	89-91*
Total Required	136-141

*Additional courses required for Teacher Certification.

See Bachelor of Music Teacher Certification.

BACHELOR OF SCIENCE IN NURSING (BSN)

Required Courses	
Prerequisite Courses	40
ENGL 1313 English Composition I	
ENGL 1323 English Composition II	
COMM 1323 Rhetoric and Public Speaking	
BIOL 2404 Human Anatomy and Physiology I	
BIOL 2414 Human Anatomy and Physiology II	
BIOL 1414 Introductory Microbiology	
CHEM 1404 Introductory Chemistry	
MATH 1305 Math for Critical Thinking or higher	
PSYC 1313 General Psychology	
PSYC 2301 Introductory Statistics for the Behavioral Science	
PSYC 3313 Human Growth and Development	
SOCI 1313, POLS 2313, ECON 2311 or 2312 (3 hrs)	
Smith College	29
Demonstrated competence in computer applications or CISM 1321 Introduction to Computer Applications (See Note 16I)	

HUMANITIES (12 hrs) (See Note 16C)	
FINE ART (3 hrs) (See Note 16E)	
CHRISTIANITY (9 hrs) (See Note 16A)	
KINE 2202 Creating a Wellness Lifestyle	
Nursing Courses - Core Curriculum	39
NURS 2222 Perspectives on Health Care Delivery Systems	
NURS 3202 Care of Families	
NURS 2323 Health Assessment	
NURS 2404 Art and Science of Nursing	
NURS 3404 Care of Individuals I	
NURS 3424 Care of Individuals II	
NURS 3434 Care of Individuals III	
NURS 4414 Care of Families with Mental Health Problems	
NURS 4434 Care of Childbearing Families	
NURS 4444 Care of Families with Children	
NURS 4454 Professional Issues and Nursing Management	
BSN Courses	24
NURS 3303 Epidemiologic Perspectives for Nurses	
NURS 3212 Care of Populations Based on Major Stratifications	
NURS 3414 Pathophysiology for Health Care or BIOL 3433 Pathophysiology	
NURS 4212 Care of Vulnerable Populations	
NURS 4392 Professional Issues and Nursing Research	
NURS 4294 Applied Research and Externship	

NURS 4424 Nursing in the Community and Nursing the Community

NURS 4464 Health Administration for Nurses

TOTAL SEMESTER HOURS REQUIRED FOR THE BSN DEGREE 132

* 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 semesters. A minimum of 40 semester hours of course work is required prior to entry into the first nursing courses. There are 6 semesters of nursing. The nursing courses are offered during the academic year from September through May and during the summer sessions.

BACHELOR OF SCIENCE (BS)

Required Courses	
Christianity 1313, 1323 and 3 additional hours (See Note 16A)	
English 1313, 1323 (See Note 16B)	
Rhetoric and Public Speaking (COMM 1323) (See Note 16B)	
Mathematics 1305 or higher level course (depending on major) (See Note 16G)	
Science with laboratory (See Note 16D)	

Demonstrated competence in computer applications or Computer Information Systems Management 1321 (See Note 16I)	
Social and Behavioral Science requirements (See Note 16F)	
Humanities and Fine Arts requirements (See Note 16C and E)	
Kinesiology 2202 (See Note 16H)	
Majors (See Note 12)	
Program requirements and electives (Including FYS 1100, if required)	
TOTAL SEMESTER HOURS REQUIRED FOR THE BS DEGREE	125

GRADUATE DEGREE PROGRAM

Program Policies

- Americans with Disabilities Act
- Graduate Academic Load
- Graduate Degree Application
- Graduate Degree Plan
- Graduate Grading System and Grade Points
- Graduate Residency Requirement
- Graduate Scholastic Standing
- Graduate Transfer Credit
- Learning Disability Accommodation
- 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 Human Resources Management
- Master of Science in Management

GRADUATE DEGREE PROGRAM

PROGRAM POLICIES

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 nine or more graduate semester hours during the semester is considered to be a full-time student. Twelve semester hours is the maximum load per semester during the fall and spring semesters with nine 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 semester of enrollment. During the summer session 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 faculty advisors and college deans.

Graduate Degree Application

Each student must pay a graduation fee and must file for graduation at least two semesters prior to the date graduation is expected. The Application for Graduation will verify the name as it should appear on the diploma, the date the degree is expected, and the major fields of interest to be completed as a part of the degree requirements. The Registrar will perform an audit of the student's degree requirements and notify the student and her or her advisor of the course work and other requirements the student still needs to complete.

Graduate Degree Plan

Before a graduate student with 24 semester hours of credit can register, the student must have a Degree Plan Declaration and a current degree audit on file with the Registrar's Office.

Graduate Grading System and Grade Points

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

GRADE	GRADE POINTS
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
IS	
F	0.00
IU	
NC	0.00
NR	
W	

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

Graduate Residency Requirement

Students who have earned a first masters degree from a regionally accredited institution who wish to pursue a second graduate degree in a related or collateral field at 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 School of Business 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 semester has passed. Readmission is not guaranteed after a student has been suspended. When reapplying after suspension, the student must schedule an interview with the Dean of the college in which the degree resides. A student on first suspension will be readmitted at the Dean's discretion. If admission is denied, the student may appeal the decision in writing to the college's Admission Committee. Two letters of academic recommendation must support the student's appeal. 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 School of Business 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 requirement of 150 semester hours. Upon completion of degree requirements, the student will be awarded both a BBA (major in 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), PSYC 2364 (Abnormal Psychology) and CHRI 2333 (Christian Doctrine); 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 to succeed in the business world, offering an intensive curriculum for training students in the fundamentals of business practices. This curriculum is also uniquely innovative and flexible. The MBA program requires completion of 16 courses that amount to 48 semester hours of academic work. Students may enter the program throughout the year, in any semester.

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 Liberal Arts, Engineering, the sciences, and other non-business fields who have an interest in business as a profession are encouraged to apply. Graduates of undergraduate Business programs will also benefit from pursuing the MBA.

The MBA curriculum is divided into “core” courses and “diversification” courses. The 11 core courses (33 hours) provide a broad, integrated foundation covering the functional areas, tools, and methodologies that are needed by all business professionals. The five diversification courses (15 semester hours) are selected from a menu of advanced offerings in areas like Marketing, Finance, Accounting, Management, International Management, HR Management, and Information Technology. This allows the student to combine courses from one or more subject areas and thus customize the MBA to career goals.

MASTER OF EDUCATION

The School of Education offers MEd degree programs in Counselor Education, Curriculum and Instruction, Educational Administration, Bilingual Education, and Educational Diagnostician. As part of the Curriculum and Instruction program, a student may acquire the following: (1) initial teacher certification (EC-6, 4-8, 8-12 or EC-12), (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 a 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 semester.

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

The MS-HRM program is a lock-step program requiring 48 semester hours of course work. Students enter as a cohort in the fall semester and in the spring semester. Courses are offered in the evening, to accommodate fully employed professionals. The program is open to graduates with degrees in any field. Students 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.

Graduates of the MS-HRM 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 of the importance of aligning all human resources programs with business strategy, culture and leadership; such alignment is vital to achieving an organization's goals.

MASTER OF SCIENCE IN MANAGEMENT

The Master of Science in Management (MS-MGMT) is designed exclusively for individuals who have already earned the MBA and who wish to extend their knowledge and skills. This degree is offered in response to the rapid pace of change in the economy and the resulting changes that have occurred in the nature and structure of organizations. The MS-MGMT allows the holder of an MBA degree to leverage previous knowledge and experience, using these changes as an opportunity to enhance both personal career and organizational contribution. In order to do this, the student customizes the MS-MGMT program in a way that complements the MBA and addresses the new business environment.

The degree consists of 30 semester hours taken from the extensive course offerings of the MBA program 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. Students may enter the program throughout the year, in any semester.

HONORS COLLEGE

Required Academic Courses

Honors Core

THE HONORS COLLEGE

DEAN: ROBERT STACEY

The mission of the HBU Honors College is to provide students with an interdisciplinary curriculum rooted in the Christian faith that cultivates knowledge, character, and wisdom by examining great texts and exploring timeless questions.

The Honors College provides a unique general education core curriculum in the liberal arts, social and natural sciences for exceptional undergraduates. It fosters curiosity and creativity, challenges students to grow intellectually, socially and spiritually, and inspires life-long learning.

Students in the Honors College examine the great texts and hone their reading, writing and critical thinking skills through spirited discussions with their peers and distinguished faculty. Some courses are taught by a team of professors so that students learn from various perspectives and recognize the interconnectedness of all knowledge.

Admission to the Honors College is by application only. Students should have at least a 1250 SAT, 3.2 GPA, two letters of recommendation (one academic, one character), leadership experience and service to the church and/or community. All applicants must be accepted by the University prior to making application to the Honors College.

After the application and references are received, students meeting the requirements are invited for an interview with the dean, Honors College faculty, and the Honors College Advisory Committee. Upon completion of the interview, the students approved by the dean are invited to become Honors Scholars. Honors Scholars receive an invitation letter and an agreement form that is to be signed and returned.

Only students accepted into the Honors College may take Honors College courses. The Honors Scholars do not take Smith College courses since the Honors College curriculum meets the general education requirements of the University. In addition, students must complete the University mandated competencies (see below). The Honors curriculum does not constitute a major but does provide the foundation courses for any undergraduate degree offered by the University.

Required Academic Courses	36
HNRS 2301 The Christian Intellectual Tradition I	
HNRS 2310 Walking to Piraeus: Conversations with Great Minds of the Ancient World (Cross-listed ENGL 2310)	
HNRS 2302 The Christian Intellectual Tradition II	
HNRS 2320 Faith, Reason & Romance: The Struggle for the Medieval Mind (Cross-listed ENG 2320)	
HNRS 3330 The Rebirth of Man	
HNRS 3370 Exploring Cultures through Art & Music	
HNRS 3340 Enlightenment & Modernity	
HNRS 3404 Imagining the Future: Themes and Ideas in Science	
HNRS 3350 The Last Fifty Years: Postmodern America	
HNRS 4370 Visual & Performing Arts – Film and Theater	
HNRS 4350 The Last Fifty Years: The Emergence of the Global Village	
HNRS 4215 Honors Capstone	
University mandated competencies	8-10

The University mandated courses and competencies are: FYS 1100 Freshman Year Seminar (for entering students with less than 16 hours); CISM 1321 Introduction to Computer Applications; KINE 2202 Creating a Wellness Lifestyle; and MATH 1305 Math for Critical Thinking or MATH 1313 College Algebra.

The courses shown below are to be taken at the times indicated as a continuing thread throughout the Scholar's four years.

Year	Fall	Spring
1	HNRS 2301 The Christian Intellectual Tradition I HNRS 2310 Walking to Piraeus: Conversations with Great Minds of the Ancient World	HNRS 2302 The Christian Intellectual Tradition II HNRS 2320 Faith, Reason and Romance: The Struggle for the Medieval Mind
2	HNRS 3330 The Rebirth of Man	HNRS 3340 Enlightenment and Modernity
3	HNRS 3350 The Last Fifty Years: Postmodern America	HNRS 4350 The Last Fifty Years: The Emergence of the Global Village
4	HNRS 4215 Honors Capstone (Fall or Spring)	

In addition to the courses listed above, each Scholar must complete the following courses sometime during the four years:

HNRS 3370 Exploring Cultures through Art and Music

HNRS 4370 Visual and Performing Arts – Film and Theater

HNRS 3404 Imagining the Future: Themes and Ideas in Science

Honors College classes are taught in a seminar setting and are structured to include co-curricular activities including symposia, roundtables, undergraduate research, service learning projects, and broad exposure to cultural and learning opportunities in Houston and beyond. Honors Scholars are encouraged to participate in additional learning experiences including study abroad programs, the national honors college convention, and others.

Honors College students are required to complete the Honors Core (36 hours) plus all university mandated competencies. Students who leave the Honors College prior to completing the Honors core will be required to meet the Smith College requirements not met by analogous courses in the Honors College core curriculum. The Smith College courses do not meet the Honors College core requirements and may not be substituted for Honors classes.

Honors Core	Smith College Correlation
HNRS 2301 The Christian Intellectual Tradition I	CHRI 1313 Old Testament
HNRS 2302 The Christian Intellectual Tradition II	CHRI 2333 Christian Doctrine
HNRS 2310 Walking to Piraeus: Conversations with Great Minds of the Ancient World	ENGL 1313 Composition and Literature
HNRS 2320 Faith, Reason & Romance: The Struggle for the Medieval Mind	ENGL 1323 Composition and Literature
HNRS 4370 Visual & Performing Arts – Film and Theater	3 hours in Fine Arts
HNRS 3350 The Last Fifty Years: Postmodern America	3 hours in Social & Behavioral Science
HNRS 4350 The Last Fifty Years: The Emergence of the Global Village	3 hours in Social & Behavioral Science
HNRS 3404 Imagining the Future: Themes and Ideas in Science	4 hours of Lab Science
HNRS 3330 The Rebirth of Man	3 hours of Humanities
HNRS 3340 Enlightenment & Modernity	3 hours of Humanities

COLLEGE OF ARTS AND HUMANITIES

Undergraduate Programs

School of Art

Art

School of Theology

Biblical Languages

Christianity

Department of Philosophy

Department of Behavioral Sciences

Psychology

Sociology

Department of Communication and Rhetoric

Communication and Rhetorical Studies

Speech Communication with Teacher Certification

Journalism and Mass Communication

Journalism and Mass Communication with Teacher Certification

Department of History

History

History with Teacher Certification

Composite Social Studies

Department of Government

Government

Department of Languages

Bilingual Education

English as a Second Language

English Language and Literature

English and Professional Writing

English: Honors Program

English

English/Language Arts Teacher Certification Grades 4-8

Writing

French

Spanish

School of Music

Bachelor of Arts/Bachelor of Science Degree - 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

Master of Arts in Christian Counseling

Master of Arts in Psychology

The Master of Arts in Theological Studies

The Accelerated MATS Degree

College of Arts and Humanities

DEAN: DR. DIANE LOVELL MARTIN

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, government, psychology, and sociology. 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.

Undergraduate Programs

SCHOOL OF ART

Faculty: Mr. Michael Collins, (Director); Mr. Yousef “Joe” Balat, Mr. James Busby, Mr. Jim Edwards; Ms. Melanie Leslie; Mr. Hans Molzberger (Artist Affiliate)

HBU offers a Bachelor of Fine arts and a 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.

The School of Art offers instruction in five basic studio areas: Drawing, Painting, Ceramics, Sculpture, and Printmaking. The members of the art faculty bring a wealth of professional experience to their studios and their students. Students in the studio areas have the unique opportunity of receiving feedback in both individual and group critique sessions. The goal of the art faculty is to nurture and encourage students of all levels of experience in finding their visual voices and developing their own visual language.

Advanced Placement

Advanced Placement (AP) in Art may be awarded for incoming students 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 School of Art Director 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.

Student Exhibition Experiences

Art majors must participate in at least one (1) approved exhibition during both junior and senior years. These opportunities must be approved by the department chair and mentored by a member of the Art faculty. Art majors are also expected to participate in the organization and presentation of the annual Student Art Exhibition (Spring Semester).

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 and Spring Semesters, and should be scheduled by the student in the semester 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.

Bachelor of Fine Arts Degree

In College Art in America The Bachelors of Fine Arts in Studio is the top undergraduate offering and is considered the professional degree.

The BFA, Bachelor of Fine Arts is an excellent choice of degrees for those wishing to attend graduate school for a Masters of Fine Arts.

BFA STUDIO ART MAJOR (The BFA does not require a minor)		
Smith College		54
Required Academic Courses:		
ART 1303	Art Methods and Materials	3
ART1313	Design 2-Dimensional	3
ART 1323	Design 3-Dimensional	3
ART 3330, 3331, or 3332	Gallery and Museum Practices	3
ART 3353	Art History: Prehistoric through Gothic	3
ART 3363	Art History: Renaissance through Modern	3
ART 3373	History of Modern Art	3
ART 3375	Art of the Renaissance	3
ART 3380	American Art	3
ART XXXX	Studio Art choices (2 hours per course; 20 courses) : 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> ART 2236, 3236, 4236 <i>Water Media-Painting</i> ART 2237 <i>Introduction to Applied Arts</i> ART 3237, 4237 <i>Applied Art: Fiber Arts</i> ART 3285 <i>Experimental Drawing</i> ART 4285 <i>Experimental Painting</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, 3244, 3254 <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>	40
ART 4292	Senior Seminar: Studio	2
ART 4293	Senior Seminar: Portfolio	2
TOTAL REQUIRED COURSES FOR A BFA IN STUDIO ART		71

STUDIO ART MAJOR BA		
Smith College		54
Required Academic Courses		
ART 1303	Art Methods and Materials	3
ART1313	Design 2-Dimensional	3
ART 1323	Design 3-Dimensional	3
ART 3353	Art History: Prehistoric through Gothic	3
ART 3363	Art History: Renaissance through Modern	3
ART 3373	History of Modern Art	3
ART XXXX	Studio Art choices (2 hours per course; 13 courses) : 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> ART 2236, 3236, 4236 <i>Water Media-Painting</i> ART 2237 <i>Introduction to Applied Arts</i> ART 3237, 4237 <i>Applied Art: Fiber Arts</i> ART 3285 <i>Experimental Drawing</i> ART 4285 <i>Experimental Painting</i> ART 3231, 3241, 3251 <i>Ceramics</i> ART 3232, 3242, 3252 <i>Drawing</i> ART 3233, 3244, 3254 <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>	26
ART 4292	Senior Seminar: Studio	2
ART 4293	Senior Seminar: Portfolio	2
TOTAL required courses for STUDIO ART MAJOR		48

STUDIO ART MINOR		
Smith College		54
Required Academic Courses		
ART 1303	Art Methods and Materials	3
ART1313	Design 2-Dimensional	3
ART 1323	Design 3-Dimensional	3
ART 3353	Art History: Prehistoric through Gothic	3
ART 3363	Art History: Renaissance through Modern	3
ART XXXX	Studio Art choices (2 hours per course; 5 courses) : 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> ART 2236, 3236, 4236 <i>Water Media-Painting</i> ART 2237 <i>Introduction to Applied Arts</i> ART 3237, 4237 <i>Applied Art: Fiber Arts</i> ART 3285 <i>Experimental Drawing</i> ART 4285 <i>Experimental Painting</i> ART 3231, 3241, 3251 <i>Ceramics</i> ART 3232, 3242, 3252 <i>Drawing</i> ART 3233, 3244, 3254 <i>Painting</i>	10

	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>	
TOTAL REQUIRED COURSES FOR STUDIO ART MAJOR		25

ART HISTORY MINOR (all potential Art History Minors must see the Director of the School of Art)		
Smith College		54
Required Academic Courses		
ART 1303	Art Methods and Materials	3
ART1313	Design 2-Dimensional	3
ART 1323	Design 3-Dimensional	3
ART 3330, 3331, or 3332	Gallery and Museum Practices	3
ART 3353	Art History: Prehistoric through Gothic	3
ART 3363	Art History: Renaissance through Modern	3
ART 3373 or ART 3375 or ART 3380 or ART 3383	History of Modern Art Art of the Renaissance American Art European Heritage in Art History	3
ART XXXX	Studio Art choices (2 hours per course; 2 courses) : 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> ART 2236, 3236, 4236 <i>Water Media-Painting</i> ART 2237 <i>Introduction to Applied Arts</i> ART 3237, 4237 <i>Applied Art: Fiber Arts</i> ART 3285 <i>Experimental Drawing</i> ART 4285 <i>Experimental Painting</i> ART 3231, 3241, 3251 <i>Ceramics</i> ART 3232, 3242, 3252 <i>Drawing</i> ART 3233, 3244, 3254 <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>	4
TOTAL required courses for ART HISTORY MINOR		25

SCHOOL OF THEOLOGY

Faculty: Dr. Randy Hatchett, (Director); Dr. Joseph Blair; Dr. David Capes; Dr. James Furr;
Dr. Jamie Johns; Dr. Phillip Marshall; Dr. William Rutherford; Dr. Gene Wofford

HBU is committed to providing liberal arts undergraduate education dedicated to the view that Christian ideals and principles provide the perspective, goals, and values most essential in higher education. The implementation of this view is the responsibility of the entire University staff, but it is the province of the School of Theology 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 School of Theology offers majors in Biblical Languages and Christianity.

Biblical Languages

The mission of the School of Theology 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 Seminar in Biblical Languages (HEBR 4393).

BIBLICAL LANGUAGES MAJOR BA		
Smith College		54
Required Academic Courses		
HEBR 2312	Grammar I	3
HEBR 2322	Grammar II	3
HEBR 3311, 3312 or 3313	Reading I	3
HEBR 4351, 4352 or 4353	Reading II	3
LING 3310	General Linguistics	3
GREK 2312	Grammar I	3
GREK 2322	Grammar II	3
GREK 3311, 3312 or 3313	Reading I	3
GREK 4351, 4352 or 4353	Reading II	3
HEBR 4393	Senior Seminar: Advanced Reading	3
TOTAL required courses for BIBLICAL LANGUAGES MAJOR		25

BIBLICAL LANGUAGES MINOR		
Smith College		54
Required Academic Courses		
HEBR 2312	Grammar I	3
HEBR 2322	Grammar II	3
GREK 2312	Grammar I	3
GREK 2322	Grammar II	3
Electives	Choose 6 hours from the following	6
HEBR 3311, 3312 or 3313	Reading I	
HEBR 4351,	Reading II	

4352 or 4353		
GREK 3311, 3312 or 3313	Reading I	
GREK 4351, 4352 or 4353	Reading II	
TOTAL required courses for BIBLICAL LANGUAGES MINOR		18

The School of Theology 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 Masters of Biblical Languages or 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.

CHRISTIANITY MAJOR		
3rd course of Christianity Smith College requirements must be CHRI 2333 Christian Doctrine		
Required Courses (15 Hours)		
CHRI 3311	Hermeneutics	3
CHRI 3301	Old Testament Theology	3
CHRI 3302	New Testament Theology	3
CHRI 3314	History of Christianity	3
CHRI 4335	Systematic Theology	3
18 hrs electives (12 hrs. from specific areas listed below / 6 hrs. free electives from any of the areas.) Courses listed represent a sample of the courses offered and not every possible option is listed.		
Biblical Studies (6 hours minimum required)		
CHRI 3333	Jesus and His Teachings	3
CHRI 3344	Paul and His Letters	3
CHRI 4343	Old Testament Prophets	3
CHRI 4381	Special Topics	3
Theological Studies (3 hours minimum required) Courses listed represent a sample of the courses offered and not every possible option is listed.		
CHRI 3310	Introduction to Judaism	3
CHRI 4320	Bible and Religion in America	3
CHRI 4345	Christian Ethics (not the same as CHRI 2343 Christianity & Ethics)	3
CHRI 4353	World Religions (not the same as CHRI 2353 Christianity & World Religions)	3
CHRI 4383	Baptist History	3
CHRI 4381	Special Topics	3
Philosophical Studies (3 hours minimum required) Courses listed represent a sample of the courses offered and not every possible option is listed.		
PHIL 3313	Logic	3
PHIL 3323	Ancient & Medieval Philosophy	3
PHIL 3344	Modern & Contemporary Philosophy	3
PHIL 3355	19 th Century Philosophy	3
PHIL 3356	20 th Century Philosophy	3
PHIL 4323	Ethics	3
PHIL 4353	World Religions	3
PHIL 4363	Philosophy of Religions	3
PHIL 4381	Special Topics	3
Practical Studies (free electives option in addition to all above listed areas.) Courses listed		

represent a sample of the courses offered and not every possible option is listed.		
CHRI 3303	Spiritual Formation	3
CHRI 3325	The Christian Vocation	3
CHRI 3336	Christian Leadership	3
CHRI 3353	Homiletics	3
CHRI 3363	Evangelism	3
CHRI 3371	Christian Worship and Music	3
CHRI 3377/3378	Supervised Ministry Practicum (church / hospital)	
CHRI 4333	Sociology of Religion	3
CHRI 4334	Psychology of Religion	3
CHRI 4381	Special Topics	3
Languages (free electives option in addition to all above listed areas)		
GREK 2312	Greek Grammar I	3
GREK 2322	Greek Grammar II	3
GREK 3311, 3312, or 3313	Greek Reading and Syntax	3
HEBR 2312	Hebrew Grammar I	3
HEBR 2322	Hebrew Grammar II	3
HEBR 3311, 3312, or 3313	Hebrew Reading and Syntax	3
Senior Seminar (2 hours)		
CHRI 4293	Sr. Seminar: Heart of Christianity	2
TOTAL		35

Christianity Minor

Christianity Minors may be earned in one of four areas:

Biblical Studies, Practical Studies, Theological Studies, or Christian Studies

BIBLICAL STUDIES MINOR		
Required Courses (9 Hours)		
CHRI 3311	Hermeneutics	3
CHRI 3301 OR 3302	Old Testament Theology OR New Testament Theology	3
CHRI 3314 OR 4335	History of Christianity OR Systematic Theology	3
Choose 3 courses (9 hours) from ANY course in Biblical Studies. Courses listed represent a sample of the courses offered. Every possible option is not listed.		
CHRI 3333	Jesus and His Teachings	3
CHRI 3344	Paul and His Letters	3
CHRI 4343	Old Testament Prophets	3
CHRI 4381	Special Topics	3
	<i>(Future offerings may include studies in books of the Bible, such as Genesis, Exodus, Romans, and Revelation)</i>	
Theology Minor		
Required Courses (9 Hours)		
CHRI 3311	Hermeneutics	3
CHRI 3301 OR 3302	Old Testament Theology OR New Testament Theology	3
CHRI 3314 OR 4335	History of Christianity OR Systematic Theology	3
Choose 3 courses (9 hours) from ANY course in Theology Studies. Courses listed represent a sample of the courses offered. Every possible option is not listed.		
CHRI 3310	Introduction to Judaism	3
CHRI 4320	Bible & Religion in America	3
CHRI 4345	Christian Ethics	3
CHRI 4353	World Religions	3

CHRI 4383	Baptist History	3
CHRI 4381	Special Topics	3
	<i>(Future offerings may include Theology of the Reformers, Theology of Thomas, Calvin, Barth etc.)</i>	
TOTAL		18

PRACTICAL STUDIES MINOR		
Required Courses (9 Hours)		
CHRI 3311	Hermeneutics	3
CHRI 3301 OR 3302	Old Testament Theology OR New Testament Theology	3
CHRI 3314 OR 4335	History of Christianity OR Systematic Theology	3
Choose 3 courses (9 hours) from ANY course in Practical Studies (Courses listed represent a sample of the courses offered. Every possible option is not listed.)		
Practical studies (include but are not limited to the following courses)		
CHRI 3301	Spiritual Formation	3
CHRI 3325	The Christian Vocation	3
CHRI 3335	Christian Leadership	3
CHRI 3353	Homiletics	3
CHRI 3363	Evangelism	3
CHRI 3371	Christian Worship & Music	3
CHRI 3377/3378	Supervised Ministry Practicum (hospital / church)	3
CHRI 4333	Sociology of Religion	3
CHRI 4334	Psychology of Religion	3
CHRI 4381	Special Topics	3
TOTAL		18

Christian Studies Minor		
Required Courses (9 Hours)		
CHRI 3311	Hermeneutics	3
CHRI 3301 OR 3302	Old Testament Theology OR New Testament Theology	3
CHRI 3314 OR 4335	History of Christianity OR Systematic Theology	3
Choose 3 courses (9 hours) from ANY CHRI upper level courses.		
TOTAL		18

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. Contact Dr. Felisi Sorgwe for more information.

DEPARTMENT OF PHILOSOPHY

Faculty: Dr. Randy Hatchett; Dr. Jeffrey Green; Dr. Christi Hemati; Mr. Russell Hemati

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.

PHILOSOPHY MAJOR REQUIREMENTS:		
Smith College (Students should take PHIL 1313)		
Required Courses		
PHIL 3313	Introduction to Logic	
PHIL 3323	Ancient and Medieval Philosophy	
PHIL 3344	Modern and Contemporary	
PHIL 4334	Metaphysics	
PHIL 4335	Epistemology	
PHIL 4323	Ethics	
PHIL 4333	Aesthetics	
PHIL 4363	Philosophy of Religion	
PHIL 4392	Senior Thesis	
Upper Level Electives (9 hours from PHIL, PHLH, or PHLE) Courses listed represent a sample of the courses offered.		9
PHIL 4336	Philosophy of Science	
PHLH 3351	Plato and Aristotle	
PHLH 4357	Existentialism	
PHLH 3355	19 th Century Philosophy	
PHLH 3356	20 th Century Philosophy	
PHIL 4358	Analytic Philosophy	
PHIL 3334	Christian Worldview and Apologetics	
PHIL 4359	Political Philosophy Etc.	
TOTAL		36

PHILOSOPHY MINOR REQUIREMENTS:		
Smith College (Students should take PHIL 1313 Intro to Philosophy)		3
Required Courses (6 hrs. 3000 level Core)		
PHIL 3313	Introduction to Logic	
PHIL 3323	Ancient and Medieval Philosophy	
PHIL 3344	Modern and Contemporary Philosophy	
9 hrs. upper level electives or 4000 level Major core (see lists above)		
TOTAL		18

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. Valerie Bussell, Dr. Tom Kennedy, Dr. Renata Nero, Dr. Ann Owen

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.

Psychology MAJOR		
Smith College		54
Required Academic Courses		
PSYC 1313	General Psychology	3
PSYC 2301	Introduction to Statistics	3
PSYC 2364	Abnormal Psychology	3

PSYC 3313	Human Growth and Development	3
PSYC 3410	Experimental Psychology	4
PSYC 4310	History and Theoretical Systems	3
PSYC 4322 OR PSYC 4353	Cognitive Psychology or Physiological Psychology	3
PSYC 4390	Psychology Capstone Course	3
ELECTIVE COURSES Choose four (4) courses with three (3) being upper level		
PSYC 2325	Dating and Intimate Relationships	12
PSYC 2330	Human Sexuality	
PSYC 2340	Healthy Psychology	
PSYC 3305	Psychology of Personality	
PSYC 4316	Child Psychopathology	
PSYC 4323	Theories of Counseling	
PSYC 4326	Psychology of Dying, Bereavement and Counseling	
PSYC 4330	Psychology of Learning	
PSYC 4332	Social Psychology	
PSYC 4334	Psychology of Religion	
PSYC 4360	Cultural Psychology	
TOTAL REQUIRED COURSES FOR A Psychology Major		37

Psychology MINOR		
Required Academic Courses		
PSYC 1313	General Psychology	3
PSYC 2364	Abnormal Psychology	3
PSYC 3313	Human Growth and Development	3
PSYC 4310	History and Theoretical Systems	3
PSYC 4322 OR PSYC 4353	Cognitive Psychology Or Physiological Psychology	3
ELECTIVE LOWER LEVEL COURSE Choose one (1) course		
PSYC 2325	Dating and Intimate Relationships	3
PSYC 2330	Human Sexuality	
PSYC 2340	Healthy Psychology	
ELECTIVE UPPER LEVEL COURSE Choose one (1) course		
PSYC 3305	Psychology of Personality	3
PSYC 4316	Child Psychopathology	
PSYC 4323	Theories of Counseling	
PSYC 4326	Psychology of Dying, Bereavement and Counseling	
PSYC 4330	Psychology of Learning	
PSYC 4332	Social Psychology	
PSYC 4334	Psychology of Religion	
PSYC 4360	Cultural Psychology	
TOTAL REQUIRED COURSES FOR A Psychology Minor		21

Sociology

Faculty: Dr. Ron Homann, Dr. Randy Wilson

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.

Sociology MAJOR		
Smith College		54
Required Academic Courses		
SOCI 1313	Principles of Sociology	3
SOCI 2301	Introduction to Statistics	3
SOCI 3303	Research Methods	3

SOCI 3320	Social Change	3
SOCI 3330	Classical Social Theory	3
SOCI 4332	Social Psychology	3
SOCI 4340	Contemporary Social Theory	3
SOCI 4390	Senior Sociology Capstone	3
ELECTIVE COURSES Choose three (3) courses		
SOCI 3324	Race, Class and Gender	9
SOCI 3327	Criminology	
SOCI 3340	Childhood and Adolescence	
SOCI 3350	Gender Studies	
SOCI 3360	Race in America	
SOCI 3374	Urban Sociology	
SOCI 3385	Sociology of Deviance	
SOCI 4312	Cultural Studies	
SOCI 4315	Popular Culture	
SOCI 4333	Sociology of Religion	
SOCI 4345	Sociology of Aging	
SOCI 4373	The American Family	
TOTAL REQUIRED COURSES FOR A Sociology Major		33

Sociology MINOR		
Required Academic Courses		
SOCI 1313	Principles of Sociology	3
SOCI 3320	Social Change	3
SOCI 3330	Classical Social Theory	3
SOCI 4332	Social Psychology	3
ELECTIVE COURSES Choose two (2) courses		
SOCI 3303	Research Methods	6
SOCI 3324	Race, Class and Gender	
SOCI 3327	Criminology	
SOCI 3340	Childhood and Adolescence	
SOCI 3350	Gender Studies	
SOCI 3360	Race in America	
SOCI 3374	Urban Sociology	
SOCI 3385	Sociology of Deviance	
SOCI 4312	Cultural Studies	
SOCI 4315	Popular Culture	
SOCI 4333	Sociology of Religion	
SOCI 4345	Sociology of Aging	
SOCI 4373	The American Family	
TOTAL REQUIRED COURSES FOR A Sociology Minor		18

DEPARTMENT OF COMMUNICATION AND RHETORIC

Faculty: Dr. Marie Mater (Chair); Dr. Alice Rowlands; Dr. Steven Snyder

The Department of Communication and Rhetoric offers major/minor in Communication and Communication or Journalism and Mass communication. The focus of the curriculum is to develop essential Rhetoric skills.

Communication and Rhetoric

The speech major is designed for students interested in either rhetorical studies or communication systems. The department features a competitive and mock trial team, an opportunity for internships, and departmental honors. Successful completion of an exit exam is required for graduation.

Forensics and Mock Trial Team

HBU Mock Trial is a university team providing student the opportunity to hone critical thinking, persuasive, and acting skills in a competitive atmosphere. Weekly practices prepare the team for local, state, and national competitions.

Communication Internships

Internships (COMM 4373) provide students with the opportunity to gain directed work experience in a variety of public and private organizations. Prior to the semester in which the student will do an internship, the students must 1) apply and receive permission of instructor during the semester prior to the beginning of the course, 2) submit a professional resume, 3) submit goals and objectives for the internship, and 4) arrange for an internship with the help of the instructor.

Exit Exam

All speech communication majors are required to pass an exit examination in order to graduate. Students must register with the chair of the department and take the exam when scheduled during the semester before graduation.

Departmental Honors in Communication and Rhetoric

Completing the honors program in Speech Communication permits students to enrich their educational experience and to receive academic recognition for electing the additional challenging course work. To qualify for the honors program the students must have complete 64 semester hours for credit (at least 32 hours at HBU); have completed COMM 1313 or 1323, 2313, and 3323; have a least a cumulative 3.25 GPA and a 3.5 GPA for speech communication; have a desire to pursue further studies in the subject; have good research skills and the ability to complete self-directed work; and be accepted by the departmental honors committee. To complete the program students must maintain a cumulative 3.25 GPA and a 3.5 GPA for speech communication classes; complete contract work at HBU in two 3000 and/or 4000 level speech communication classes; and complete HONR 4399 Honors Thesis and the oral thesis defense. 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.

COMMUNICATION AND RHETORICAL STUDIES MAJOR		
Smith College		54
Required Academic Courses		
COMM 1313 or COMM 1323	The Communication Process Or Rhetoric and Public Speaking	3
COMM 2313	Public Speaking	3
COMM 3323	Communication Theory	3
COMM 3325	Rhetorical Theory	3
COMM 4363	Freedom of Speech	3
COMM 4373	Internship in Communication and Rhetorical Studies	3
Communication Studies – 12 hrs required; choose four courses		
COMM 3324 COMM 3345 COMM 3354 COMM 3363 COMM 4181, 4281, 4381 COMM 4304 COMM 4323 COMM 4343	Legal Communication Small Group Communication Nonverbal Communication Organizational Communication Special Topics Interpersonal Communication Intercultural Communication New Communication Technologies and Society	12
Rhetorical Studies – 12 hrs required; choose four courses		
COMM 1101, 2101, 3101, 4101 COMM 3334 COMM 3355 COMM 3366 COMM 4181,4281, 4381 COMM 4314 COMM 4315	Forensic Workshop (for participation in Mock Trial and/or Forensics) Argumentation and Advocacy Social Movement Rhetoric Crisis Communication Special Topics Great American Speeches Political Communication COMM 4315	12

COMM 4353		
TOTAL REQUIRED COURSES FOR A Communication and Rhetorical Studies Major		42

COMMUNICATION AND RHETORICAL STUDIES MINOR		
Required Academic Courses		
COMM 1313 or COMM 1323	Rhetoric and Public Speaking Or The Communication Process	3
COMM 3323	Communication Theory	3
COMM 3325	Rhetorical Theory	3
Communication Studies – 6 hrs required; choose two courses		
COMM 3324 COMM 3345 COMM 3354 COMM 3363 COMM 4304 COMM 4323 COMM 4343	Legal Communication Small Group Communication Nonverbal Communication Organizational Communication Interpersonal Communication Intercultural Communication New Communication Technologies and Society	6
Rhetorical Studies – 6 hrs required; choose two courses		
COMM 1101, 2101, 3101, 4101 COMM 3334 COMM 3355 COMM 3366 COMM 4314 COMM 4315 COMM 4353	Forensic Workshop (for participation in Mock Trial and/or Forensics) Argumentation and Advocacy Social Movement Rhetoric Crisis Communication Great American Speeches Political Communication Persuasion and Propaganda	6
TOTAL REQUIRED COURSES FOR A Communication and Rhetorical Studies Minor		21

Speech Communication with Teacher Certification

Students interested in gaining certification by the Texas Education Agency to teach Speech Communication in grades 8 through 12 should take all the classes required of the Communication and Rhetoric Major. In addition, students must take professional education courses in the School of Education.

Graduates who become certified teachers in speech communications will teach courses covering topics in communication applications, which is a required course for graduation from Texas public high schools. Topics include the process of communication, verbal messages, nonverbal behavior, listening skills, ethical responsibilities of communicators, leadership styles, group participation responsibilities, problem solving, managing conflicts, and effective personal and professional presentations. In many Texas secondary schools, the speech communications instructor also serves as the coach for the school's speech and debate team.

Students interested in gaining certification by the Texas Education Agency to teach Speech Communication must also take professional education courses in the School of Education. Please note that certification/licensing requirements established for teachers often changes 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 School of Education and your advisor for the latest information and updates.

Journalism and Mass Communication

The Journalism and Mass Communication major is designed to prepare future media professionals for entry level jobs in television, radio, newspaper, and advertising, public relations, or to teach journalism at the secondary level. All majors are required to compile a professional quality portfolio and complete two internships. In addition, students will have the opportunity to participate on the student newspaper, student yearbook, HBU broadcast journalism. Departmental honors are available for qualifying students. Students will choose one area of concentration: journalism, or broadcast production.

Journalism and Mass Communication Portfolio

All majors must successfully complete a professional quality portfolio, which will be judged by the full-time Journalism and Mass Communication faculty, in order to graduate. A more detailed description and deadlines for submission are available in the Department of Communication and Rhetoric.

Journalism and Mass Communication Internships

Internships in Journalism and Mass Communication (JMC 4373, 4374, 4375) provide students with the opportunity to gain experience in the media related fields. The department places students at the local, state, and national level. Students must complete at least two internships. Prior to the semester in which the student will do an internship, the students must 1) apply and receive permission of instructor during the semester prior to the beginning of the course, 2) submit a professional resume, 3) submit goals and objectives for the internship, and 4) arrange for an internship with the help of the instructor.

Journalism and Mass Communication Opportunities on Campus

In order to prepare for future entry level jobs in mass communication, students are encouraged to participate in one or more of the following areas: student newspaper, student yearbook, and HBU broadcast journalism.

Departmental Honors in Journalism and Mass Communication

Completing the honors program in Journalism and Mass Communication permits students to enrich their educational experience and to receive academic recognition for electing the additional challenging course work. To qualify for the honors program the students must have complete 64 semester hours for credit (at least 32 hours at HBU); have completed JMC 1313, JMC 1324, JMC 2303, and JMC 3314; have a least a cumulative 3.25 GPA and a 3.5 GPA for journalism and mass communication; have a desire to pursue further studies in the subject; have good research skills and the ability to complete self-directed work; and be accepted by the departmental honors committee. To complete the program students must maintain a cumulative 3.25 GPA and a 3.5 GPA for journalism and mass communication classes; complete contract work at HBU in two 3000 and/or 4000 level journalism and mass communication classes; and complete HONR 4399 Honors Thesis and the oral thesis defense. 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.

Journalism and Mass Communication MAJOR

The Journalism and Mass Communication major requires 44 hours. The 44 hours include a 35 hour-core with the remaining 9 hours coming from print or broadcast journalism. Students are required to submit a professional portfolio as a degree requirement for graduation.

JOURNALISM AND MASS COMMUNICATION MAJOR		
Required Academic Courses		
JMC 1313	History of American Journalism A study of the development of American journalism, from colonial days to present in context of social, economic, and political change	3
JMC 1323	The Press and Democracy Examination of the principles, concepts, theories, and functions of journalism in American society including significant 20 th and 21 st century journalists.	3
JMC 1324	Fundamentals of Broadcasting (TELE 1324)	3
JMC 2301	Publication Production (Newspaper) (previously journalism practicum) or	3
JMC 2302	Publication Production (Video) (previously television practicum)	3
JMC 2414	Reporting and Writing I (JOUR 2303)	4
JMC 3324	Multimedia Production	3
JMC 3414	Reporting and Writing II (JOUR 3314)	4
JMC 4373	Internship (MCOM 4373)	3
JMC 4374	Internship (MCOM 4374)	3
JMC 4392	Media Law	3
JMC 4393	Media Ethics	3
Total JMC Core		35
9 Additional Elective Hours from Print and/or Broadcast Journalism		
Electives from Print Journalism		

JMC 2324	Editing News Copy	3
JMC 3325	Principals of Public Relations (JOUR 3325)	3
JMC 4314	Feature Writing (JOUR 4314)	3
JMC 4315	Public Affairs Reporting (JOUR 4315)	3
JMC 4336	Principals of Advertising (JOUR 4336 /MKTG 4336)	3
Electives from Broadcast Journalism		
JMC 3365	Video Production I (TELE 3365)	3
JMC 3366	Video Production II (TELE 3366)	3
JMC 4367	Non-linear editing (TELE 4367)	3
Total for JMC Major		44

Journalism and Mass Communication Minor

The Journalism and Mass Communication minor requires 19 hours. The 19 hours includes 13 hours from the Journalism and Mass Communication core and 6 elective hours from print and broadcast journalism.

JOURNALISM AND MASS COMMUNICATION CORE		
Required Academic Courses		
JMC 1313	History of American Journalism	3
JMC 1323	The Press and Democracy	3
JMC 1324	Fundamentals of Broadcasting (TELE 1324)	3
JMC 2414	Reporting and Writing I (JOUR 2303)	4
Total from JMC core		13
Electives from Print and/or Broadcast Journalism (6 hours)		
JMC 2324	Editing News Copy	3
JMC 3325	Principals of Public Relations (JOUR 3325)	3
JMC 3365	Video Production I (TELE 3365)	3
JMC 3366	Video Production II (TELE 3366)	3
JMC 4314	Feature Writing (JOUR 4314)	3
JMC 4315	Public Affairs Reporting (JOUR 4315)	3
JMC 4336	Principals of Advertising (JOUR 4336 /MKTG 4336)	3
JMC 4367	Non-Linear Editing (TELE 3367)	3
Total for JMC Minor		19

Journalism Mass Communication with Teacher Certification

Students interested in gaining certification by the Texas Education Agency to teach Speech Communication must also take professional education courses in the School of Education. Please note that certification/licensing requirements established for teachers often changes 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 School of Education and your advisor for the latest information and updates.

DEPARTMENT OF HISTORY

Faculty: Dr. Ron Rexilius (Chair); Dr. Sara Frear; Dr. Anthony Joseph; Dr. Diane Lovell Martin

The Department of History offers a major or minor in history and supports Social Studies Composite Teacher Certification and History Teacher Certification.

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, and HIST 3333 History of Texas.

Before enrolling in HIST 4392 Independent Research Projects and Directed 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.

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. Please check the website for more information under student organizations.

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.

HISTORY MAJOR		
Required Academic Courses (12 hours)		
HIST 1314	World Civilization to 1650	3
HIST 1324	World Civilization from 1600	3
HIST 2313	U. S. History to 1877	3
HIST 2323	U. S. History from 1877	3
Elective Courses in History		27
Choose 4 U.S. History courses (12 hours)		
HIST 3313	Colonial America	3
HIST 3314	Revolutionary America	3
HIST 3323	Civil War and Reconstruction	3
HIST 3333	History of Texas	3
HIST 3335	History of the American Presidency	3
HIST 3341	The Old South	3
HIST 3342	The New South	3
HIST 3344	Women in American History	3
HIST 4330	United States Legal History	3
HIST 4333	United States Foreign Relations	3
HIST 4340	Unborn Life in the Western Tradition and American History	3
HIST 4357	The American Experience in Vietnam	3
HIST 4363	Twentieth Century America	3
Choose 3 European History Courses (9 hours)		
HIST 3354	History of Britain I-to 1688	3
HIST 3364	History of Britain II-from 1688	3
HIST 3376	History of the Ancient World	3
HIST 3386	Europe in the Middle Ages: 476-1500	3
HIST 3396	Early Modern Europe	3
HIST 4326	Europe after Napoleon: 1815-Present	3
Choose 2 Elective History Courses (6 hours)		
--	Any additional U.S. History course above	3
--	Any additional European History course above	3
HIST 4181, 4281, 4381	Special Topics (permission of the instructor and the Dean of the College)	1, 2, 3
HIST 4383	Internship in History (permission of instructor and the department chair)	3
HIST 4392	Independent Research Projects & Directed Readings (Prerequisites: HIST 1314, 1324, 2313, 2323, and at least five [15 hours] upper level history courses or permission from the instructor.)	3
TOTAL		39

HISTORY MINOR		
Required Academic Courses (12 hours)		
HIST 1314	World Civilization to 1650	3
HIST 1324	World Civilization from 1600	3
HIST 2313	U. S. History to 1877	3
HIST 2323	U. S. History from 1877	3

Elective Courses in History		
Choose 2 U.S. History courses (6 hours)		
HIST 3313	Colonial America	3
HIST 3314	Revolutionary America	3
HIST 3323	Civil War and Reconstruction	3
HIST 3333	History of Texas	3
HIST 3335	History of the American Presidency	3
HIST 3341	The Old South	3
HIST 3342	The New South	3
HIST 3344	Women in American History	3
HIST 4330	United States Legal History	3
HIST 4333	United States Foreign Relations	3
HIST 4340	Unborn Life in the Western Tradition and American History	3
HIST 4357	The American Experience in Vietnam	3
HIST 4363	Twentieth Century America	3
Choose 1 European History Courses (3 hours)		
HIST 3354	History of Britain I-to 1688	3
HIST 3364	History of Britain II-from 1688	3
HIST 3376	History of the Ancient World	3
HIST 3386	Europe in the Middle Ages: 476-1500	3
HIST 3396	Early Modern Europe	3
HIST 4326	Europe after Napoleon: 1815-Present	3
TOTAL		21

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).

Students interested in gaining certification by the Texas Education Agency to teach Speech Communication must also take professional education courses in the School of Education. Please note that certification/licensing requirements established for teachers often changes 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 School of Education and your advisor for the latest information and updates.

HISTORY MAJOR with Teacher Certification		
Required Academic Courses (12 hours)		
HIST 1314	World Civilization to 1650	3
HIST 1324	World Civilization from 1600	3
HIST 2313	U. S. History to 1877	3
HIST 2323	U. S. History from 1877	3
Elective Courses in History		27
Choose 4 U.S. History courses (12 hours)		
HIST 3313	Colonial America	3
HIST 3314	Revolutionary America	3
HIST 3323	Civil War and Reconstruction	3
HIST 3333	History of Texas	3
HIST 3335	History of the American Presidency	3
HIST 3341	The Old South	3
HIST 3342	The New South	3
HIST 3344	Women in American History	3
HIST 4330	United States Legal History	3
HIST 4333	United States Foreign Relations	3
HIST 4340	Unborn Life in the Western Tradition and American History	3
HIST 4357	The American Experience in Vietnam	3

HIST 4363	Twentieth Century America	3
Choose 3 European History Courses (9 hours)		
HIST 3354	History of Britain I-to 1688	3
HIST 3364	History of Britain II-from 1688	3
HIST 3376	History of the Ancient World	3
HIST 3386	Europe in the Middle Ages: 476-1500	3
HIST 3396	Early Modern Europe	3
HIST 4326	Europe after Napoleon: 1815-Present	3
Choose 2 Elective History Courses (6 hours)		
--	Any additional U.S. History course above	3
--	Any additional European History course above	3
HIST 4181, 4281, 4381	Special Topics (permission of the instructor and the Dean of the College)	1, 2, 3
HIST 4383	Internship in History (permission of instructor and the department chair)	3
HIST 4392	Independent Research Projects & Directed Readings (Prerequisites: HIST 1314, 1324, 2313, 2323, and at least five [15 hours] upper level history courses or permission from the instructor.)	3
TOTAL		39

COMPOSITE SOCIAL STUDIES

Students pursuing the Composite Social Studies certification option in the Department of History are prepared for a career teaching in several areas at the middle school (4-8) or high school (8-12) level. These include history, government, economics, geography, psychology, and sociology. At the middle school level these subjects are taught as an integrated whole. High school curricula offer separate courses. High school composite social studies certification permits a teacher to teach each of these separate subjects. The broad background and flexible teaching credentials of graduates in this program are often sought by school districts.

Composite Social Studies: Middle School Certification Major (Grades 4-8)

This major provides content area preparation for students wanting to teach social studies in middle school, grades 4-8. It includes the study of history, geography, government, psychology and sociology. These subjects are taught as an integrated whole in middle school and not as separate subjects as they are in high school. This major requires 39 hours of content course work plus what the School of Education requires for teacher certification.

Students interested in gaining certification by the Texas Education Agency to teach Composite Social Studies in grades 4-8 must also take professional education courses in the School of Education. Please note that certification / licensing requirements established for teachers often changes 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 School of Education and your advisor for the latest information and updates.

Composite Social Studies: High School Certification Major (Grades 8-12)

This major provides content area preparation for students wanting to teach social studies in high school, grades 8-12. It includes the study of history, geography, government, economics, psychology and sociology. These subjects are taught as an integrated whole in middle school and not as separate subjects as they are in high school. This major requires 45 hours of content course work plus what the School of Education requires for teacher certification. It is a highly competitive and desirable degree in that it allows graduates to teach classes in any of the subjects listed above.

Students interested in gaining certification by the Texas Education Agency to teach Composite Social Studies in grades 8-12 must also take professional education courses in the School of Education. Please note that certification/licensing requirements established for teachers often changes 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 School of Education and your advisor for the latest information and updates.

COMPOSITE SOCIAL STUDIES: Middle School Certification Option (Grades 4-8)		
Required Courses (27 Hours)		
GEOG 3302	World Geography	3
HIST 1314	World Civilization to 1650	3
HIST 1324	World Civilization from 1600	3
HIST 2313	U. S. History to 1877	3
HIST 2323	U. S. History from 1877	3
POLS 1313	Introduction to Political Science	3
POLS 2313	American and Texas Government	3
PSYC 1313	General Psychology	3
SOCI 1313	Principles of Sociology	3
Required for the Middle School Certification Option (Grades 4-8) (12 hours)		
HIST 3333	History of Texas	3
INDC 4340	Social Studies for Pre-Adolescents	3
INDC 4352	Literacy in the Secondary Schools	3
HIST--	Any additional 3 hrs of upper level European History	3
TOTAL		39

COMPOSITE SOCIAL STUDIES: High School Certification Option (Grades 8-12)		
Required Courses (27 Hours)		
GEOG 3302	World Geography	3
HIST 1314	World Civilization to 1650	3
HIST 1324	World Civilization from 1600	3
HIST 2313	U. S. History to 1877	3
HIST 2323	U. S. History from 1877	3
POLS 1313	Introduction to Political Science	3
POLS 2313	American and Texas Government	3
PSYC 1313	General Psychology	3
SOCI 1313	Principles of Sociology	3
Required for the High School Certification Option (Grades 8-12) (18 hours)		
ECON 2311	Principles of Microeconomics	3
ECON 2312	Principles of Macroeconomics	3
HIST--	Any additional 3 hrs of upper level U.S. History	3
HIST--	Any additional 6 hrs of upper level European History	6
POLS--	Any additional 3 hrs of upper level Political Science	3
TOTAL		45

DEPARTMENT OF GOVERNMENT

Faculty: Dr. Ron Rexilius (Chair); Dr. Michael Bordelon; Dr. Chris Hammons; Dr. Hunter Baker; Dr. Paul Bonicelli; Dr. Robert Stacey

The government 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 government 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.

Government 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 government majors must pass an Exit Exam with a score of at least 70% in order to graduate.
 Departmental Honors in government is available.

GOVERNMENT MAJOR		
Required Courses (12 Hours)		
POLS 1313	Introduction to Political Science	3
POLS 2313	American and Texas Government	3
POLS 2334	Campaigns and Elections	3
POLS 3348	American Political Thought (Prerequisite: POLS 2313)	3
Choose 2 courses (6 hours) from EACH of the following 4 Fields of Concentration (24 hours)		
POLITICAL THEORY (6 hours)		
POLS 3345	Ancient and Medieval Political Thought (Prerequisite: POLS 1313)	3
POLS 3353	Contemporary Political Thought	3
AMERICAN POLITICS (6 hours)		
POLS 3324	State and Urban Politics	3
POLS 3344	The American Court System	3
POLS 3374	The United States Congress	3
POLS 3384	The Presidency	3
PUBLIC LAW (6 hours)		
POLS 2343	Public Policy	3
POLS 3394	Law and Religion	3
POLS 4313	Constitutional Law	3
GLOBAL POLITICS (6 hours)		
POLS 4333	United States Foreign Policy (Prerequisite: POLS 4353)	3
POLS 4353	International Relations	3
Capstone and Special Topics Courses, Internship Opportunities Offered as Needed:		
POLS 4383	Internship in Government (permission of the instructor)	3
POLS 4181, 4281, 4381	Special Topics (permission of the instructor and the Dean of the College)	1, 2, 3
POLS 4392	Independent Research Projects (permission of instructor and department chair)	3
POLS 4393	Empirical Research Methods (permission of instructor)	3
TOTAL		36

GOVERNMENT MINOR		
Required Courses (12 Hours)		
POLS 1313	Introduction to Political Science	3
POLS 2313	American and Texas Government	3
POLS 2334	Campaigns and Elections	3
POLS 3348	American Political Thought (Prerequisite: POLS 2313)	3
Choose 2 courses (6 hours) from ANY 2 of the following 4 Fields of Concentration (6 hours)		
POLITICAL THEORY		
POLS 3345	Ancient and Medieval Political Thought (Prerequisite: POLS 1313)	3
POLS 3353	Contemporary Political Thought	3
AMERICAN POLITICS		
POLS 3324	State and Urban Politics	3
POLS 3344	The American Court System	3
POLS 3374	The United States Congress	3
POLS 3384	The Presidency	3
PUBLIC LAW		
POLS 2343	Public Policy	3
POLS 3394	Law and Religion	3
POLS 4313	Constitutional Law	3
GLOBAL POLITICS		
POLS 4333	United States Foreign Policy (Prerequisite: POLS 4353)	3

POLS 4353	International Relations	3
TOTAL		18

DEPARTMENT OF LANGUAGES

Faculty: Dr. Diane Lovell Martin, (Interim Chair), Dr. Encarna Bermejo, Dr. Matthew Boyleston, Dr. Lawrence Clark; Dr. Rebecca Dowden; Dr. Miguel Estrada; Dr. Paul Mandell; Dr. Louis Markos; Dr. Lilita Olano; Dr. Phyllis Thompson; Dr. James Ulmer; Dr. Doni Wilson

The Department of Languages comprises seven (7) areas: English language and literature; Teacher certification in Language Arts; professional and creative writing; French language and literature; Spanish language and literature; Teacher certification in bilingual education; and English as a second language. (New Testament Greek, Hebrew and Aramaic are offered in the School of Theology.)

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.

BILINGUAL EDUCATION MAJOR		
Required Courses: Interdisciplinary Studies		
EDEC 4310	Preschool Curriculum & Instruction	3
EDEC 4311	Kindergarten Curriculum & Instruction	3
EDRE 4310	Reading for Pre-Adolescents	3
EDRE 4320	Children's Literature	3
EDRE 4350	Reading & The Language Arts	3
EDSP 4302	Survey of Exception Children	3
INDC 3310 or 3320	Essential Elements of Art or Music	3
INDC 4160	Wellness & Fitness for Children	1
INDC 4330	Essential Elements of Math	3
INDC 4331	Math for Pre-Adolescents	3
INDC 4340	Social Studies for Pre-Adolescents	3
INDC 4350	Essential Elements of Science	3

PROFESSIONAL EDUCATION COMPONENT:		
Required Courses		
EDUC 4301	Curriculum and Instruction in the Elementary School	3
EDUC 4312	The School in US Society	3
EDUC 4240	Action Research	2
EDUC 4345	Evaluation and Accountability	3
EDUC 4871	Student Teaching in the Bilingual EC-4 Classroom	8

BILINGUAL EDUCATION COMPONENT:		
Required Courses		
EDBI 4307	Foundation for Teaching ESL and Bilingual Ed	3
EDBI 3387	Teaching School Content Areas in the Bilingual Classroom	3
EDBI 4304	Methods of Teaching ESL	3
EDBI 4305	Second Language Acquisition	3
EDBI 4314	Survey of Linguistics	3
EDBI 4315	Integrating ESL with the Content Areas	3
EDBI 4343/4344	Hispanic Cultural Perspectives	3
EDBI 4350	Developing Literacy in the Bilingual Classroom	3

SENIOR SEMINAR:		
Required Courses		
INDC 4294	Classroom Management (taken with student teaching)	2
EDBI 4293	Senior Seminar	2
TOTAL		81

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.

ENGLISH AS A SECOND LANGUAGE		
Smith College		54
Required Courses: Multidisciplinary Studies		
EDBI 4315	Integrating ESL with the Content Areas	3
EDRE 4310	Reading for Pre-Adolescents	3
EDRE 4320	Teaching Reading through Children's Literature	3
EDRE 4350	Reading and the Language Arts	3
EDRE 4351	Emergent Literacy	3
EDSP 4302	Survey of Exceptional Children	3
INDC 3310/3320	Essential Elements of Art or Music	3
INDC 4160	Wellness and Fitness for Children	1
INDC 4330	Math for Pre-Adolescents	3
INDC 4340	Social Studies for Pre-Adolescents	3
INDC 4350	Essential Elements of Science	3

EARLY CHILDHOOD REQUIREMENTS		
EDEC 4304	The Young Child	3
EDEC 4306	Language and Concept Development in Young Children	3
EDEC 4310	Preschool Curriculum and Instruction	3
EDEC 4311	Kindergarten Curriculum and Instruction	3

PROFESSIONAL EDUCATION REQUIREMENTS		
EDUC 4301	Curriculum and Instruction in the Elementary School	3
EDUC 4312	The School in US Society	3
EDUC 4240	Action Research	2
EDUC 4345	Evaluation and Accountability	3
EDUC 4470	Student Teaching in the EC-4 Classroom	4
EDUC 4486	Student Teaching in the ESL Classroom	4

ESL SPECIALIZATION REQUIREMENTS		
EDBI 4304	Methods of Teaching ESL	3
EDBI 4305	Second Language Acquisition	3
EDBI 4307	Foundation for Teaching ESL and Bilingual Education	3
EDBI 4314	Survey of Linguistics	3

SENIOR SEMINARS		
EDEC 4293	Practicum in Early Childhood	2
INDC 4294	Classroom Management	2
TOTAL		82

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.).

Students interested in gaining certification by the Texas Education Agency to teach English as a Second Language must also take professional education courses in the School of Education. Please note that certification/licensing requirements established for teachers often changes 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 School of Education and your advisor for the latest information and updates.

English Language and Literature

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: 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, 4392 and 4393; and complete HONR 4399 Honors Thesis and the oral thesis defense. 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.

English MAJOR		
Smith College		54
Required Courses		
ENGL 2315	Great Works of Literature I	3
ENGL 2325	Great Works of Literature II	3
ENGL 3313	English Literature I	3
ENGL 3323	English Literature II	3
ENGL 3331	American Literature I	3
ENGL 3332	American Literature II	3
ENGL 3373	Shakespeare	3
ENGL 4392	Senior Seminar	3
ENGL 4393	Senior Seminar	3
WRIT 3000-4000	Any 3000 or 4000 level course	3
Elective courses for a total of 6 hours		6
ENGL 4311	Literary Criticism	
ENGL 4313	Periods of English Literature: Middle Ages	
ENGL 4314	Periods of English Literature: Renaissance	
ENGL 4315	Periods of English Literature: 17 th Century	
ENGL 4316	Periods of English Literature: 18 th Century	
ENGL 4318	Periods of English Literature: The Victorian Age	
ENGL 4319	Periods of English Literature: 20 th Century	
ENGL 4323	Periods of American Literature: Age of Romanticism	
ENGL 4324	Periods of American Literature: Age of Realism and Naturalism	
ENGL 4325	Periods of American Literature: 20 th Century American	
Elective courses for an additional total of 6 hours		6
ENGL 3334	Literature and Culture of the Southwest	
ENGL 3335	African American Literature I	
ENGL 3336	African American Literature II	
ENGL 3338	War in Literature	
ENGL 3342	Women's Literature	
ENGL 3346	Austen and the Brontes	
ENGL 3363	Film Studies	
ENGL 3370	Hispanic Literature	
ENGL 3371	Chronicles of Narnia	
ENGL 3372	Multicultural Literature	
ENGL 3377	Lord of the Rings	
ENGL 3378	The Legacy of Greece	
ENGL 3379	The Legacy of Rome	
ENGL 3380	Holocaust Literature	
ENGL 3382	Utopian and Dystopian Literature	
ENGL 3384	Religion in American Literature and Film	
TOTAL REQUIRED COURSES FOR AN English Major		42

English MINOR		
Smith College		54
Required Courses		
ENGL 2315	Great Works of Literature I	3
ENGL 2325	Great Works of Literature II	3
ENGL 3313	English Literature I	3
ENGL 3323	English Literature II	3
ENGL 3331	American Literature I	3
ENGL 3332	American Literature II	3
TOTAL required courses for ENGLISH MINOR		18

English/Language Arts Teacher Certification Grades 4-8

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

Students interested in gaining certification by the Texas education Agency to teach English as a Second Language must also take professional education courses in the School of Education. Please note that certification/licensing requirements established for teachers often changes 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 School of Education and your advisor for the latest information and updates.

English/Language Arts with Teacher Certification Grades 4-8		
Smith College		54
Required Courses		
CHRI 1313	Old Testament	3
CHRI 1323	New Testament	3
CHRI 2333, 2343, 2353	-----	3
ENGL 1313	Composition and Literature I	3
ENGL 1313	Composition and Literature II	3
WRIT 3383	Advanced Grammar and Writing	3
COMM 1323	Rhetoric and Public Speaking	3
MATH 1305/1313/or higher	Math for Critical Thinking/College Algebra	3
Science	---- Any Lab Science	4 if BA 8 if BS
KINE 2202	Developing a Wellness Lifestyle	2
POLS 2313	American & Texas Government	3
PSYC 3313	Human Growth and Development	3
EDUC/SOCI 2311	Schools and Learning	3
HIST 2313, 2323	US History to 1877/US History from 1877	3
Fine Arts	MUHL 2312, 3371, ART 2343, 3353, 3363, INDC 3305, 3306	3
Reading Requirement:		
EDBI 4304	Methods of Teaching ESL	3
EDEC 4306	Language and Concept Development	3
EDRE 4304	Diagnosis and Correction of Reading Difficulties	3
EDRE 4310	Reading for Preadolescents	3
EDRE 4320	Teaching Reading through Children's Literature	3
EDRE 4350	Reading and the Language Arts	3
EDRE 4352	Literacy in the Secondary Schools	3
ENGL 2000- 3000	Literature (in addition to Smith College)	6
Literature Emphasis: (Additional Courses 12 hours)		
ENGL 2325	Great Works of Literature	3
ENGL 3000- 4000	Literature	9
Writing Emphasis:		
ENGL 2325	Great Works of Literature	3
WRIT and ENGL 3000- 4000	9 (at least 3 from WRIT and at least 3 from ENGL)	
Foreign Language Emphasis:		
2000-4000	----	12, from same language

Journalism Emphasis:		
JMC 1313	History of American Journalism	3
JMC 2000-4000	Any 3 courses totaling 9 hours	9
Speech Communications Emphasis:		
COMM 2313	Public Speaking	3
COMM 3000-4000	Any 3 Courses Totaling 9 hrs.	9
Required Writing Courses		
WRIT 2000-4000	Any 4 Courses Totaling 12 hrs.	12
Required Courses if Reading		
EDRE 4305	Literacy Management and Technology	3
EDRE 4301	Advanced Developmental Reading	3
EDRE 4315	Writing & Prescriptive Teaching in the Literacy Classroom	3
EDRE 4351	Emergent Literacy	3
Required Course if ESL:		
EDBI 4305	Second Language Acquisition	3
EDBI 4307	Foundations of ESL and Bilingual Education	3
EDBI 4314	Survey of Linguistics	3
EDBI 4315	Integrating ESL with Content Areas	3
Pedagogy Requirements:		
Required Courses		
EDUC 4311	Curriculum & Instruction in the Secondary School	3
EDUC 4312	The School in US Society	3
EDRE 4330	Teaching Content Area Reading Skills	3
EDSP 4302	Survey of Exceptional Children	3
EDUC 4354	Advanced Applications of Curriculum & Instruction in Secondary Schools	3
EDUC 4306	Educational Applications of Technology	3
EDUC 4340	Action Research	3
EDUC 4290	Senior Seminar: Classroom Management	2
EDUC 4693	Student Teaching in Middle Grades	6
Electives: 3 hours	TOTAL	130

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

English/Language Arts Teacher Certification Grades 8-12		
Smith College Requirements		54
Required Academic Courses		
CHRI 1313	Old Testament	3
CHRI 1323	New Testament	3
CHRI 2333, 2343, 2353	-----	3
ENGL 1313	Composition and Literature I	3
ENGL 1313	Composition and Literature II	3
ENGL 2315/2325	Great Works of Literature I/II	3
WRIT 3383	Advanced Grammar and Writing	3
COMM 1323	Rhetoric and Public Speaking	3
MATH 1305/1313/or higher	Math for Critical Thinking/College Algebra	3
Science	----	4 if BA 8 if BS
CISM 1321	Introduction to Computer Applications	3
KINE 2202	Developing a Wellness Lifestyle	2
POLS 2313	American & Texas Government	3
PSYC 3313	Human Growth and Development	3
EDUC/SOCI 2311	Schools and Learning	3
HIST 2313, 2323	US History to 1877/US History from 1877	3
Fine Arts	MUHL 2312, 3371, ART 2343, 3353, 3363, INDC 3305, 3306	3

Reading and Oral Language Requirements:		
Required Courses		
EDRE 4304	Diagnosis and Correction of Reading Difficulties	3
EDRE 4352	Literacy in the Secondary Schools	3
EDRE 4304	Diagnosis and Correction of Reading Difficulties	3
EDBI 4304	Methods of Teaching ESL	3

English: Writing and Literature Requirements:		
Required Courses		
ENGL 3313/3323	English Literature I & II	6
ENGL 3331, 3332	American Literature I & II	6
ENGL 3373,4311,4313,4314, 4315,4316,4317,4318,43 19, 4323,4324,4325		3
ENGL 3321, 3334,3335,3336,3337,33 38, 3342,3370,3371,3380,33 84		3
ENGL 4392	Senior Seminar	3
ENGL 4393	Senior Seminar	3

Pedagogy Requirements:		
Required Courses		
EDUC 4311	Curriculum & Instruction in the Secondary School	3
EDUC 4312	The School in US Society	3
EDRE 4330	Teaching Content Area Reading Skills	3
EDSP 4302	Survey of Exceptional Children	3
EDUC 4354	Advanced Applications of Curriculum & Instruction in Secondary Schools	3
EDUC 4306	Educational Applications of Technology	3
EDUC 4340	Action Research	3
EDUC 4290	Classroom Management	2
EDUC 4693	Student Teaching in Middle Grades	6
Electives: *12 hours if BA, 10 hours if BS*		TOTAL
		132

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. To complete the program students must maintain a cumulative 3.25 GPA and a 3.5 GPA for speech communication classes; complete contract work at HBU in two 3000 and/or 4000 level speech communication classes; and complete HONR 4399 Honor Thesis and the oral thesis defense. 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

Dr. Lawrence Clark (Coordinator)

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) semester in order to apply writing and analytical skills that they have developed. Prerequisites: ENGL 1313, 1323; WRIT 3303 or 3345; COMM 1313 or 1323.

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 or Writing 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) semester 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 Certification

Dr. James Ulmer (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.

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.

Writing MAJOR		
Smith College		54
Required Academic Courses		
ENGL 2000-4000	Any literature course	3
ENGL 2000-4000	Any literature course	3
WRIT 3345	Technical Writing	3
WRIT 4374	Rhetoric for Technical and Professional Writers	3
WRIT 4301	Writing Internship	3
WRIT 4392	Senior Seminar	3
WRIT 4393	Senior Seminar	3
Elective courses: Total of 18 hours with no more than three/four hours in JMC		

JMC 2414	Reporting and Writing I	
JMC 3414	Reporting and Writing II	
JMC 3325	Public Relations	
JMC 4314	Feature Writing	
JMC 4336	Principles of Advertising	
WRIT 3121/ 3221/ 3321	Special Topics	
WRIT 3303	Elements of Professional Writing	
WRIT 3334	Life Writing	
WRIT 3350	Creative Writing: Non-fiction	
WRIT 3354	Creative Writing: Poetry	
WRIT 3355	Creative Writing: Fiction	
WRIT 3356	Playwriting and Screenwriting	
WRIT 3383	Advanced Grammar	
WRIT 4353/ 4354/ 4356/ 4357/ 4358	Advanced Creative Writing	
WRIT 4364	Advanced Poetry Writing	
WRIT 4365	Advanced Fiction Writing	
WRIT 4370	Grant Writing	
WRIT 4372	Information Design	
WRIT 4376	Promotional and Persuasive Writing	
Additional Requirement:	A portfolio and its presentation to the Writing faculty in the last semester before graduation.	
TOTAL REQUIRED COURSES FOR A Writing Major		39

Writing MINOR		
Required Academic Courses		
WRIT 3345	Technical Writing	3
WRIT 4374	Rhetoric for Technical and Professional Writers	3
Elective courses: Total of 12 hours with no more than three/four hours in JMC		12
ENGL 2000-4000	Any literature course	
JMC 2414	Reporting and Writing I	
JMC 3414	Reporting and Writing II	
JMC 3325	Public Relations	
JMC 4314	Feature Writing	
JMC 4336	Principles of Advertising	
WRIT 3121/ 3221/ 3321	Special Topics	
WRIT 3303	Elements of Professional Writing	
WRIT 3334	Life Writing	
WRIT 3350	Creative Writing: Non-fiction	
WRIT 3354	Creative Writing: Poetry	
WRIT 3355	Creative Writing: Fiction	
WRIT 3356	Playwriting and Screenwriting	
WRIT 3383	Advanced Grammar	
WRIT 4353/ 4354/ 4356/ 4357/ 4358	Advanced Creative Writing	
WRIT 4364	Advanced Poetry Writing	
WRIT 4365	Advanced Fiction Writing	
WRIT 4370	Grant Writing	
WRIT 4372	Information Design	
WRIT 4376	Promotional and Persuasive Writing	
TOTAL REQUIRED COURSES FOR A Writing Minor		18

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.

To be certified to teach French, 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 French, additional advanced courses, or study in a French-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 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 and oral thesis defense. 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 French

The internship, FREN 4385, 4386, 4387 Work Internship in French, offers outstanding majors in French the opportunity to use their oral and written proficiency in a supervised setting in (a) business or consulates, (b) health care, or (c) education or church work for 40 hours per credit hour for one semester. Pre-requisites: FREN 3314 and 3324 or the equivalent. Admission to the program will be determined by the Department Intern Selection Committee. Each applicant must be of good academic standing, be classified as a junior or senior, and be working toward a degree in French at Houston Baptist University and 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 Department Intern Selection Committee at least one semester 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.

French MAJOR		
Smith College		54
Required Academic Courses		
FREN 1314	Beginning French Proficiency I	3
FREN 1324	Beginning French Proficiency II	3
FREN 2314	Continuing French Proficiency I	3
FREN 2324	Continuing French Proficiency II	3
FREN 3314	Advancing French Proficiency I	3
FREN 3324	Advancing French Proficiency II	3
FREN 4305 / 4306/ 4307	Masterworks	3
FREN 4392	Senior Seminar	3
FREN 4393	Senior Seminar	3
Elective courses: Total of 6 hours		6
FREN 3305/ 3306/ 3307	Individualized French Proficiency	
FREN 3321	Special Topics	

FREN 3335/ 3336	French Writing Workshop	
FREN 3353	An Introduction to French Reading	
FREN 4305/ 4306/ 4307	Masterworks (if not taken above)	
FREN 4353	20 th Century French Literature: Theater	
FREN 4363	20 th Century French Literature: Prose and Poetry	
FREN 4385/ 4386/ 4387	Work Internships in French	
TOTAL REQUIRED COURSES FOR A French Major		33

French MAJOR with Teacher Certification		
Smith College		54
Required Academic Courses		
FREN 1314	Beginning French Proficiency I	3
FREN 1324	Beginning French Proficiency II	3
FREN 2314	Continuing French Proficiency I	3
FREN 2324	Continuing French Proficiency II	3
FREN 3314	Advancing French Proficiency I	3
FREN 3324	Advancing French Proficiency II	3
FREN 4305/4306/4307	Masterworks (if not taken above)	3
FREN 4392	Senior Seminar	3
FREN 4393	Senior Seminar	3
Elective courses: Total of 6 hours		6
FREN 3305.3306/3307	Individualized French Proficiency	
FREN 3321	Special Topics	
FREN 3335/ 3336	French Writing Workshop	
FREN 3353	An Introduction to French Reading	
FREN 4305/4306/4307	Masterworks (if not taken above)	
FREN 4353	20 th Century French Literature: Theater	
FREN 4363	20 th Century French Literature: Prose and Poetry	
FREN 4385/4386/4387	Work Internships in French	
Required Pedagogy courses		
EDRE 4330	Content Area Reading	3
EDSP 4302	Survey of Exceptional Children	3
EDUC 4240	Action Research	2
EDUC 4290	Classroom Management	2
EDUC 4306	Educational Applications of Technology	3
EDUC 4311 *	Curriculum and Instruction in the Secondary School	3
EDUC 4312	The School in the U.S. Society	3
EDUC 4345	Evaluation and Accountability	3
EDUC 4354 **	Advanced Applications of Curriculum and Instruction in Secondary Schools	3
EDUC 4893/ 4894 **	Student Teacher in Middle/High School Grades	3
TOTAL REQUIRED COURSES FOR A French Major with teacher certification		61

* Prerequisite: SOCI/EDUC 2311

** Prerequisite: Program admission and EDUC 4311

French MINOR		
Smith College		54
Required Academic Courses		
FREN 2314	Continuing French Proficiency I	3
FREN 2324	Continuing French Proficiency II	3
Elective courses: Total of 12 hours		12
FREN 3305/ 3306/ 3307	Individualized French Proficiency	
FREN 3314	Advancing French Proficiency I	
FREN 3321	Special Topics	

FREN 3324	Advancing French Proficiency II	
FREN 3335/ 3336	French Writing Workshop	
FREN 3353	An Introduction to French Reading	
FREN 4353	20 th Century French Literature: Theater	
FREN 4363	20 th Century French Literature: Prose and Poetry	
FREN 4385/ 4386/ 4387	Work Internships in French	
TOTAL REQUIRED COURSES FOR A French Minor		18

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.

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.

Students who come to HBU with language proficiency may receive up to (twelve) 12 semester hours of credit through examination.

Internship in Spanish

The internship, SPAN 4385, 4386, 4387 Work Internship in Spanish, offers outstanding majors in Spanish the opportunity to use their oral and written proficiency in a supervised setting in (a) business or consulates, (b) health care, or (c) education or church work for 40 hours per credit hour for one semester. Pre-requisites: SPAN 3314 and 3324 or the equivalent. Admission to the program will be determined by the Department Intern Selection Committee. Each applicant must be of good academic standing, be classified as a junior or senior, be working toward a degree in Spanish at Houston Baptist University and 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 Department Intern Selection Committee at least one semester 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.

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, 4392 and 4393; and complete HONR 4399 Honors Thesis and oral thesis defense. 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.

Spanish MAJOR		
Smith College		54
Required Academic Courses		
SPAN 2314	Continuing Spanish Proficiency I	3
SPAN 2324	Continuing Spanish Proficiency II	3
SPAN 3314	Advanced Spanish Proficiency I	3
SPAN 3324	Advanced Spanish Proficiency II	3
SPAN 4392	Senior Seminar	3
SPAN 4393	Senior Seminar	3
Elective courses: Total of 18 hours		18
SPAN 3305/ 3306/ 3307	Individualized Spanish Proficiency I	
SPAN 3308	Business Spanish	
SPAN 3321	Special Topics	
SPAN 3335	Spanish Writing Workshop	
SPAN 3336	Advanced Spanish Writing Workshop	
SPAN 3360	Spain in the Americas	
SPAN 3372	Spanish Film Studies	
SPAN 3374	Hispanic Popular Music	
SPAN 3376	Hispanic Women Writers	
SPAN 3378	Fantastic Literature	
SPAN 3380	Contemporary Drama	
SPAN 4305/ 4306/ 4307	Masterworks	
SPAN 4313	Literature of Peninsular Golden Age Century	
SPAN 4324	Contemporary Spanish-American Literature	
SPAN 4343	Hispanic Cultural Perspectives	
SPAN 4344	Hispanic Cultural Perspectives	
TOTAL REQUIRED COURSES FOR Spanish Major		36

Spanish MAJOR with Teacher Certification		
Smith College		54
Required Academic Courses		
SPAN 2314	Continuing Spanish Proficiency I	3
SPAN 2324	Continuing Spanish Proficiency II	3
SPAN 3314	Advanced Spanish Proficiency I	3
SPAN 3324	Advanced Spanish Proficiency II	3
SPAN 4392	Senior Seminar	3
SPAN 4393	Senior Seminar	3
Elective courses: Total of 18 hours		18
SPAN 3305/ 3306/ 3307	Individualized Spanish Proficiency I	
SPAN 3308	Business Spanish	
SPAN 3321	Special Topics	
SPAN 3335	Spanish Writing Workshop	
SPAN 3336	Advanced Spanish Writing Workshop	
SPAN 3360	Spain in the Americas	
SPAN 3372	Spanish Film Studies	
SPAN 3374	Hispanic Popular Music	
SPAN 3376	Hispanic Women Writers	
SPAN 3378	Fantastic Literature	
SPAN 3380	Contemporary Drama	
SPAN 4305/ 4306/ 4307	Masterworks	
SPAN 4313	Literature of Peninsular Golden Age Century	

SPAN 4343	Hispanic Cultural Perspectives	
SPAN 4344	Hispanic Cultural Perspectives	
Pedagogy required courses		
EDUC 4311 *	Curriculum and Instruction in the Secondary School	3
EDUC 4312	The School in the U.S. Society	3
EDRE 4330	Content Area Reading	3
EDSP 4302	Survey of Exceptional Children	3
EDUC 4306	Educational Applications of Technology	3
EDUC 4354 **	Advanced Applications of Curriculum and Instruction in Secondary Schools	3
EDUC 4345	Evaluation and Accountability	3
EDUC 4240	Action Research	2
EDUC 4290 **	Classroom Management	2
EDUC 4893 / 4894 **	Student Teacher in Middle Grades / High School Grades	3
TOTAL REQUIRED COURSES FOR Spanish Major with teacher certification		64

*Prerequisite: SOCI/EDUC 2311

**Prerequisite: program admission and EDUC 4311

Spanish MINOR		
Required Academic Courses		
SPAN 2314	Continuing Spanish Proficiency I	3
SPAN 2324	Continuing Spanish Proficiency II	3
SPAN 3314	Advanced Spanish Proficiency I	3
SPAN 3324	Advanced Spanish Proficiency II	3
Elective courses: Total of 6 hours		6
SPAN 3305/3306/3307	Individualized Spanish Proficiency I	
SPAN 3308	Business Spanish	
SPAN 3321	Special Topics	
SPAN 3335	Spanish Writing Workshop	
SPAN 3336	Advanced Spanish Writing Workshop	
SPAN 3360	Spain in the Americas	
SPAN 3372	Spanish Film Studies	
SPAN 3374	Hispanic Popular Music	
SPAN 3376	Hispanic Women Writers	
SPAN 3378	Fantastic Literature	
SPAN 3380	Contemporary Drama	
SPAN 4305/ 4306/ 4307	Masterworks	
SPAN 4313	Literature of Peninsular Golden Age Century	
SPAN 4324	Contemporary Spanish-American Literature	
SPAN 4343	Hispanic Cultural Perspectives	
SPAN 4344	Hispanic Cultural Perspectives	
TOTAL REQUIRED COURSES FOR Spanish Minor		18

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. Jonathan Blackmon; Mr. Richard Crain; Dr. Richard Fiese; Dr. Rhonda Furr; Dr. Ann Gebuhr; Ms. Melissa Givens; Dr. Dan Kramlich; Ms. Lynda McKnight; Dr. Melissa Marse; Dr. Brian Runnels; Mr. Richard Crain

The School of Music is committed to a program that's 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 by world class performance organizations.

The curricula in Music at HBU are designed to provide the specialization and depth of study necessary for performance, church music, or teacher certification. 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 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 are 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 the 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 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 semester. (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 MUSA 1000 number and all upper level courses will carry an MUSA 3000 number. Applied music (MUSA) 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 semester 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, Orchestra or Guitar Ensemble and may elect other ensembles each semester.

All students enrolled as music majors must enroll and make a passing grade in an ensemble for each semester during which they are registered as full-time students at Houston Baptist University. Students attending 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 semester 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 fourth semester of study at HBU, or at the end of the semester 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) semesters 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 two (2) semesters 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 semester. 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 semester 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 semester of study in those two (2) areas. The date and time of the exams will be announced in class during the final semester 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 semester. 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 (twelve (12) or more credit hours) must register for MUSC 0000, Recital/Forum Attendance during their final semester of enrollment prior to graduation. Music majors must attend

all Music Forum meetings and concerts presented by or sponsored by the School of Music each semester. Fulfillment of this requirement each semester is a graduation requirement.

STUDENT RECITAL REQUIREMENTS

Bachelor of Music (Teacher Certification) students and Bachelor of Arts and Science 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.

Bachelor of Arts/Science (BA/S) - Music	
Smith College (see page 84)	56
Music Core Requirements	28
12 Music Theory 1312, 1322, 2312, 2322	12
9 Musicology MUHL 2323, 3312 3312	9
4 Senior Seminars 4292 4293	4
3 Music Elective (must be upper level)	3
0 MUSA 3000 Performance Recital	0
0 Music Ensemble required each semester of enrollment	0
Major Applied Hours	12
Applied Concentration (MUSA 1100 level 6 cr. hrs total, and 3100, 3200 level - 6 cr. hrs total)	
Second Major and General Electives	37
<u>Additional Degree Requirements:</u> Piano Proficiency Upper Divisional Exam Forum/Recital Attendance Cumulative Exam in Musicology Cumulative Exam in Music Theory	

Bachelor of Music (BM) – Instrumental Performance	
Smith College Requirements	47
<u>Fine Arts:</u> MUHL 2313, Music Literature	
Music Core Requirements	41
MUTH 1312, 1322, 2312, 2322, 3322, 3352, Music Theory	18
MUHL 2323, Music Literature	3
MUHL 3312, 3322, Music History	6
MUSC 3372 and 4372, Choral Conducting or MUSC 3373 and 4373, Instrumental Conducting	6
Senior Seminars 4292, 4293	4
Music Ensemble (must be upper level)	4
MUSA 3000, Performance Recital	0
MUSA 4000, Senior Recital	0
Major Applied Hours	28
Applied Major: 16 hours (8 must be upper level)	
MUSA 3257, 3258, Applied Orchestra Repertory	
MUSA 3212, 3242, Applied Chamber Music	
Applied Secondary: 4 hours	
Cognate Requirements	16
<u>Skills:</u> MUSC 4311, Business of Music	

<u>Literature, History:</u> MUHL 4312, Symphonic Literature MUAP 4213, 4223, Instrumental Literature	
<u>Pedagogy:</u> MUAP 3359, Instrumental Pedagogy	
<u>Elective Hours</u> Upper Level Music Elective: 3 hours	
<u>Additional Degree Requirements:</u> Piano Proficiency Musicology Cumulative Theory Cumulative Upper Divisional Exam Forum/Recital Attendance	

Bachelor of Music (BM) - Organ Performance	
Smith College Requirements	47
<u>Fine Arts:</u> Music Literature (MUHL 2313)	
Music Core Requirements	41
MUTH 1312, 1322, 2312, 2322, 3322, 3352, Music Theory	18
MUHL 2323, Music Literature	3
MUHL 3312, 3322, Music History	6
MUSC 3372 and 4372, Choral Conducting or MUSC 3373 and 4373, Instrumental Conducting	6
Senior Seminars 4292, 4293	4
Music Ensemble (must be upper level)	4
MUSA 3000, Performance Recital	0
MUSA 4000, Senior Recital	0
Major Applied Hours	27
Applied Major: 24 hours (12 must be upper level)	
Applied Secondary: 3 hours	
Cognate Requirements	16
<u>Skills:</u> MUAP 3312, Organ Construction and Design MUAP 3223, 3233, Service Playing I, II	
<u>Literature, History:</u> MUAP 4312, Organ Literature MUHL 3371, Christian Music and Worship	
<u>Pedagogy:</u> MUAP 4337, Organ Pedagogy	
<u>Additional Degree Requirements:</u> Organ Proficiency Upper Divisional Exam Forum/Recital Attendance Musicology Cumulative Theory Cumulative	
TOTAL	131

Bachelor of Music (BM) - Piano Performance	
Smith College Requirements	47
<u>Fine Arts:</u> MUHL 2313, Music Literature	
Music Core Requirements	41
MUTH 1312, 1322, 2312, 2322, 3322, 3352, Music Theory	18
MUHL 2323, Music Literature	3
MUHL 3312, 3322, Music History	6
Senior Seminars 4292, 4293	4
Music Ensemble (must be upper level)	4
MUSA 3000, Performance Recital	0
MUSA 4000, Senior Recital	0
Major Applied Hours	27
Applied Major: 24 hours (12 must be upper level)	
Applied Secondary: 3 hours	
Cognate Requirements	17
<u>Skills:</u> MUAP 3111, Studio Accompanying ¹ MUAP 3311, Vocal Accompanying MUAP 3321, Instrumental Accompanying MUAP 3212, Chamber Music MUAP 3211, Piano Laboratory	
<u>Literature, History:</u> MUAP 4311, Piano Literature	
<u>Pedagogy:</u> MUAP 4321, Piano Pedagogy	
<u>Additional Degree Requirements:</u> Piano Proficiency Upper Divisional Exam Forum/Recital Attendance Musicology Cumulative Theory Cumulative	

Bachelor of Music (BM) - Vocal Performance	
Smith College Requirements	47
<u>Fine Arts:</u> Music Literature (MUHL 2313)	
Music Core Requirements	41
MUTH 1312, 1322, 2312, 2322, 3322, 3352, Music Theory	18
MUHL 2323, Music Literature	3
MUHL 3312, 3322, Music History	6
MUSC 3372 and 4372, Choral Conducting or MUSC 3373 and 4373, Instrumental Conducting	6
Senior Seminars 4292, 4293	4
Music Ensemble (must be upper level)	4
MUSA 3000, Performance Recital	0
MUSA 4000, Senior Recital	0
Major Applied Hours	27
Applied Major: 24 hours (12 must be upper level)	
Applied Secondary: 3 hours	
Cognate Requirements	18
<u>Skills:</u> MUAP 1216, 1226, Language Diction MUAP 1129, 3119, 3119, Opera Workshop	
<u>Literature, History:</u> MUAP 3316, 3326, Vocal Literature	

<u>Pedagogy:</u> MUAP 4336, 4246, Vocal Pedagogy	
<u>Additional Degree Requirements:</u> Piano Proficiency Musicology Cumulative Theory Cumulative Upper Divisional Exam Forum/Recital Attendance	
TOTAL	135

Bachelor of Music (BM) – Teacher Certification (All Level)	
Smith College Requirements	57
Fine Arts: MUHL 2313, Music Literature	
Professional Education	20
EDUC 4301, Curriculum & Instruction in Elementary School	
EDUC 4312, The School in U. S. Society	
EDUC 4345, Evaluation and Accountability	
EDUC 4354, Advanced Application of C&I in Secondary School	
EDUC 4494, Student Teaching in Elementary Music	
EDUC 4497, Student Teaching in Secondary Choral Music, or EDUC 4498, Student Teaching in Secondary Instrumental Music	
Music Core Requirements	41
MUTH 1312, Music Theory I	
MUTH 1322, Music Theory II	
MUTH 2312, Music Theory III	
MUTH 2322, Music Theory IV	
MUTH 3322, Music Theory V	
MUTH 3352, Music Theory VI	
MUHL 2323, Music Literature	
MUHL 3312, 3322, Music History	
MUSC 3372, Choral Conducting or MUSC 3373, Instrumental Conducting	
MUSC 4372, Choral Conducting or MUSC 4373, Instrumental Conducting	
Upper level ensemble (4 hours)	
MUSC 4282, 4293, Senior Seminars	
MUSA 3000, Performance Recital	
Major Applied Hours	15
Applied Instrument: 11 hours; at least 3 hours must be upper level	
Applied Secondary (Piano is recommended): 4 hours	
Cognate Hours	19
<u>Skills:</u> MUSC 3111, 3112, 3113, 3114, Techniques Classes MUTH 4332, Instrumentation MUSC 3312, Vocal Techniques for Children and Youth	
<u>Pedagogy:</u> Music Education MUSC 4303, Music in the Public Schools MUSC 4312, Elementary Music Methods MUSC 4332, Secondary Music Methods	
<u>Additional Degree Requirements:</u> Piano Proficiency Musicology Cumulative Theory Cumulative Forum/Recital attendance Upper Divisional Examination	
TOTAL	145

Bachelor of Music (BM) – Theory-Composition: Composition Track	
Smith College Requirements	47
<u>Fine Arts:</u> MUHL 2313, Music Literature	
Music Core Requirements	41
Music Theory (1312, 1322, 2312, 2322, 3322, 3352)	18
MUHL 2323, Music Literature	3
MUHL 3312, 3322, Music History	6
MUSC 3372/73, 4372/73), Conducting	6
Senior Seminars 4292, 4293	4
Music Ensemble (must be upper level)	4
MUSA 3001, Lecture/Conducting Recital	0
MUSA 4000, Senior Recital (Composition Track only)	0
Major Applied Hours	24
MUSA 2319 (six hours); MUSA 3319 (12 hours), Composition	
MUSA 2214, 3214 (six hours): Secondary - Piano	
Cognate Requirements	18
MUTH 3222, Advanced Keyboard/Aural Skills	
MUTH 3332, Scorerreading	
MUTH 4332, Instrumentation	
MUTH 3342, Advanced Analysis	
MUSC 3111, 3112, 3113, 3114, Instrumental Classes	
Music Electives (must be upper level)	
<u>Additional Degree Requirements:</u> Piano Proficiency Upper Divisional Exam Forum/Recital Attendance Musicology Cumulative Theory Cumulative	
TOTAL	130

Bachelor of Music (BM) – Theory-Composition: Theory Track	
Smith College Requirements	47
<u>Fine Arts:</u> MUHL 2313, Music Literature	
Music Core Requirements	41
Music Theory (1312, 1322, 2312, 2322, 3322, 3352)	18
MUHL 2323, Music Literature	3
MUHL 3312, 3322, Music History	6
MUSC 3372/73, 4372/73, Conducting	6
Senior Seminars 4292, 4293	4
Music Ensemble (must be upper level)	4
MUSA 3001, Lecture/Conducting Recital	0
Major Applied Hours	24
MUSA 2119, 2219, 3319, Composition	
MUSA 2114 (three hours), MUSA 3214 (six hours), Piano	
Elective Secondary (May be additional hours in Composition or Piano)	
Cognate Requirements	18
MUTH 3222, Advanced Keyboard/Aural Skills	
MUTH 3332, Scorerreading	
MUTH 4332, Instrumentation	
MUTH 3342, Advanced Analysis	
MUTH 4312, 4322, Senior Thesis	
Music Electives (must be upper level)	

<u>Additional Degree Requirements:</u> Piano Proficiency Upper Divisional Exam Forum/Recital Attendance Musicology Cumulative Theory Cumulative	
TOTAL	130

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 semester.

Students who have completed a MLA degree at a regionally accredited university are eligible to receive 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 MLA 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, Dr. Chris Hammons.

Master of Liberal Arts		
Required Courses (6 hrs of Core; 30 hrs of Electives)		
MLA 5390 Western Culture and Human Experience I MLA 5391 Western Culture and Human Experience II MLA 5392 Western Culture and Human Experience III MLA 6324 The Art of Being Human		6
Choose 10 other courses from a list of choice offerings		30
TOTAL		36

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
Required Courses		
PSYC 5310	Ethical and Professional issues in Psychology	
PSYC 5312	Psychology Perspectives on Marriage, the Family, and Children	
PSYC 5314	Methods and Techniques in Christian Counseling	
PSYC 5315	Christian Integration Seminar I	
PSYC 5323	Theories of Counseling and Psychotherapy	
PSYC 6301	Principals of Human Development	
PSYC 6302	Measurement and Appraisal	
PSYC 6308	Methods of Group Process	
PSYC 6310	Clinical Psychopathology	
PSYC 6311	Addictions and Compulsive Disorders	

PSYC 6315	Christian Integration Seminar II	
PSYC 6320	Research Techniques and Procedures	
PSYC 6191	Practicum Counseling	
EPSY 6306	Career Information and Career Counseling	
	9 hours 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, PSYC 2364 Abnormal Psychology, and CHRI 2333, Christian Doctrine; 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 semester in which one wishes to enroll.

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":

Master of Arts in Psychology		49
Required Courses		
PSYC 5310	Ethical and Professional issues in Psychology	

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

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 semester in which one wishes to enroll.

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.

- 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).

THE MASTER OF ARTS IN THEOLOGICAL STUDIES

The HBU Master of Arts in Theological Studies (MATS) is designed to meet the 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 program is a seminar based program. The professor/instructor who leads the seminar will expect students to participate in extensive reading, writing, and discussion concerning the subject matter of a course. Consequently, courses are not lecture based but the professor/instructor will give input as needed to enhance the instructive force of the seminar approach to the course subject matter.

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. In completing the 36 hour program, all students should take six hours of biblical studies (3 hours of Old Testament and 3 hours of New Testament), six hours of theology, and three hours of philosophy.

The student will be responsible for critical essays on the major works in subject categories, ongoing evaluations by the professor/instructor 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 Catalog.

Select 36 hours from the following courses. All students should take six hours of biblical studies (3 hours of Old Testament and 3 hours of New Testament), six hours of theology, and three hours of philosophy.	36
CHRI 5300 Introduction to Biblical Texts and Doctrines	
Required if student has not had Old Testament, New Testament, and Christian Doctrine	
CHRI 5310 Christian Scriptures I	
CHRI 5315 Christian Scriptures II	
CHRI 5330 History of Christianity	
CHRI 5340 Biblical and Systematic Theology	
CHRI 5350 The Theology of the New Testament	
CHRI 5360 The Theology of the Old Testament	
CHRI 6311 Philosophy and the Christian Faith	
CHRI 6312 Church Ministry	
CHRI 6313 Pastoral Care and Spiritual Formation	

CHRI 6314 Missions and Evangelism	
CHRI 6315 Christian Scriptures III	
CHRI 6320 Christian Scriptures IV	
CHRI 6330, 6340, 6350 Christian Readings (not to exceed 9 hours)	
CHRI 6333 Historical and Moral Theology	
CHRI 6334 Christian Moral Studies	
GREK 5301, 5302, 6301, 6302, 6303, 6304, 6305 Greek (not to exceed 9 hrs) (If following the Language Track, must have 6 hrs of Greek.)	
HEBR 5301, 5302, 6301, 6302, 6303, 6304, 6305 Hebrew (not to exceed 9 hrs) (If following the Language Track, must have 6 hrs of Hebrew.)	
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)	
CHRI 6392 Thesis	
CHRI 6393 Thesis	

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.)

Select 27 hours from the following courses:	27
Select 9 hrs from the following:	
CHRI 5310 Christian Scriptures I	
CHRI 5315 Christian Scriptures II	
CHRI 5330 History of Christianity	
CHRI 5340 Biblical Systematic Theology	
CHRI 5350 The Theology of the New Testament	
CHRI 5310 Christian Scriptures I	
CHRI 5315 Christian Scriptures II	
CHRI 5330 History of Christianity	
CHRI 5340 Biblical and Systematic Theology	
CHRI 5350 The Theology of the New Testament	
CHRI 5360 The Theology of the Old Testament	
CHRI 6311 Philosophy and the Christian Faith	
CHRI 6312 Church Ministry	
CHRI 6313 Pastoral Care and Spiritual Formation	
CHRI 6314 Missions and Evangelism	
CHRI 6315 Christian Scriptures III	
CHRI 6320 Christian Scriptures IV	
CHRI 6330, 6340, CHRI 6350 Christian Readings (not to exceed 9 hrs)	
CHRI 6333 Historical and Moral Theology	
CHRI 6334 Christian Moral Studies	
GREK 5301, 5302, 6301, 6302, 6303, 6304, 6305 Greek (not to exceed 6 hrs)	
HEBR 5301, 5302, 6301, 6302, 6303, 6304, 6305 Hebrew (not to exceed 6 hrs)	

SCHOOL OF BUSINESS

Undergraduate Programs

Bachelor of Business Administration

Accounting

Economics

Finance

International Business

Marketing

Management

Graduate Programs

Master of Accountancy

Master of Business Administration

Master of Science in Human Resources Management

Master of Science in Management

SCHOOL OF BUSINESS

DEAN: DR. MOHAN KURUVILLA

Houston Baptist University is nationally accredited by The Association of Collegiate Business Schools and Programs (ACBSP). The School of Business offers the following degree programs: Bachelor of Business Administration (BBA), Master of Accountancy (MACCT), Master of Business Administration (MBA), Master of Science in Human Resources Management (MS-HRM), and Master of Science in Management (MS-MGMT).

Undergraduate Programs

Associate Dean: Dr. John R. Brooks, Jr.

The School of Business offers an undergraduate degree program leading to the Bachelor of Business Administration (BBA).

A student who chooses a major within the School of Business is studying for a Bachelor of Business Administration (BBA) degree. The student may choose from the following majors: Accounting, Economics, Finance, International Business, Management, or Marketing.

Information Technology Policy

Students taking courses offered in the School of Business will be expected to use e-mail, the university's intranet system, the World Wide Web, as well as 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.

School of Business Exit Exam Policy

All graduates from the School of Business (BBA or BS/BA degrees) must complete the School of Business Exit Exam. The School of Business will administer the exit exam to all graduating seniors with at least one major in the School of Business. The School of Business Exit Exam is normally taken in the last semester prior to graduation. In order to graduate, all School of Business students must sit for and pass this exam. A passing score is at least 137 points on the MFAT exam (or 70 percent or higher on any substitute exam). Students who do not pass the exit exam will be given one opportunity during the graduating semester to re-take and pass the exit exam. If the exit exam is not passed, graduation will be delayed and students may be asked to take additional course work to demonstrate their proficiency in business administration.

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

The Bachelor of Business Administration (BBA) degree is available only to students who major in the School of Business. Every undergraduate seeking the BBA degree must complete a major in an academic area - Accounting, Economics, Finance, International 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 Core (required for all BBA students)

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

The BBA core requires students to take the following courses:

Business Administration	39
ACCT 2301 Principles of Accounting I	
ACCT 2303 Principles of Accounting II	
BUSA 2301 Business Math (if student does not take MATH 2434)	
BUSA 2311 Quantitative Methods I	

BUSA 2320 Legal Environment of Business	
BUSA 3320 Business Ethics	
MIS 2330 Principles of Business Technology	
ECON 2311 Principles of Microeconomics (if not taken in Smith College)	
ECON 2312 Principles of Macroeconomics	
FINA 3320 Corporate Finance	
MGMT 3302 Principles of Management	
MKTG 3301 Principles of Marketing	
BUSA 4399 Global Business Strategy	
Additional Requirements for Graduation	
Business Exit Exam	

Major/Minor Options

Students pursuing a BBA will choose a major from the following departments:

DEPARTMENT OF ACCOUNTING, ECONOMICS AND FINANCE

Department Chair: Dr. Melissa Wiseman

Accounting

Faculty: Dr. Mohan Kuruvilla, Dr. Darlene Serrato, Dr. Shari Wescott

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

Accounting Major	30
Required Courses	
ACCT 3303 Cost Accounting	
ACCT 3304 Individual Income Tax	
ACCT 3311 Intermediate Accounting I	
ACCT 3312 Intermediate Accounting II	
ACCT 3317 Accounting Information Systems	
ACCT 4301 Advanced Accounting	
ACCT 4302 Auditing	
ACCT 4306 Government and Nonprofit Accounting	
ACCT 4314 Taxation for Corporations and Other Entities	
ACCT 4322 Advanced Auditing Issues	

Economics

Faculty: Dr. Iris Wan-Ju Franz, Dr. Melissa Wiseman

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

Economics Major	24
Required Courses	
ECON 3304 Intermediate Microeconomics	
ECON 3303 Intermediate Macroeconomics	
ECON 3315 Security Markets and Financial Institutions	
ECON 4312 Global Economy	
ECON 4330 Seminar on Law and Economics	
ECON 4335 History of Economic Thought	
Six hours of upper level business electives	

The Economics **minor** requires 18 hours consisting of ECON 2312, MGMT 3302, BUSA 2320, ECON 4335, ECON 4330, and ECON 4312. It also requires ECON 2311 (if not completed as part of Smith College).

Finance

Faculty: Dr. Michael Bourke, Dr. Ernest Liang, 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.

Finance Major	24
Required Courses	
FINA 3315 Security Markets and Financial Institutions	
FINA 3330 International Finance	
FINA 4307 Investment Principles	
FINA 4318 Corporate Financial Management	
FINA 4322 Options and Futures	
FINA 4330 Financial Analysis and Modeling	
ACCT 3311 Intermediate Accounting I	
ACCT 3312 Intermediate Accounting II	

The Finance **minor** requires 18 hours consisting of ACCT 2301, BUSA 2311, FINA 3320, FINA 3315, FINA 4307, and three hours from either FINA 3330 or FINA 4318. It also requires ECON 2311 (if not completed as part of Smith College).

DEPARTMENT OF MARKETING AND BUSINESS

Department Chair: Dr. John R Brooks, Jr.

General Business

Faculty: Dr. Levon Hayrapetyan; Jodey Hinze, JD; Dr. Yuri Yatsenko

There is no major in General Business. However, a **minor** in General Business requires 18 hours and consists of ACCT 2301, BUSA 2311, MGMT 3302, MKTG 3301, FINA 3320, and BUSA 2320. It also requires ECON 2311 (if not completed as part of Smith College).

International Business

Faculty: Dr. Martin Bressler

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.

International Business Major	24
Required Courses	
MKTG 4330 International Marketing	
BUSA 4301 International Business (study trip)	
MGMT 3335 Managing the Global Enterprise	
MGMT 4315 Power and Negotiation	
FINA 3330 International Finance	
ECON 4312 Global Economy	
6 hours of a foreign language Or pick two from: POLS 4333 US Foreign Policy POLS 4353 International Relations CHRI 2353 World Religions COMM 4323 Intercultural Communications GEOG 3302 World Geography	

The International Business **minor** requires 21 hours consisting of ACCT 2301, MKTG 3301, MGMT 3302, MGMT 3335, MKTG 4330, ECON 4312, and three hours from: POLS 4333, POLS 4353, GEOG 3330, COMM 4323, or BUSA 4301. It also requires Econ 2311 (if not completed as part of Smith College).

Marketing

Faculty: Dr. John Brooks, Jr., Ms. Kellye Brooks

The undergraduate major in Marketing is designed to prepare students for a career in marketing and provides 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 Major	24
Required Courses	
MKTG 3310 Consumer Behavior	
MKTG 4350 Marketing Research	
MKTG 4360 Marketing Strategy	
A choice of nine hours from the following:	
MKTG 3360 Professional Sales	
MKTG 3380 Online Marketing	
MKTG 4336 Principles of Advertising	
MKTG 4330 International Marketing	
MKTG 4340 Internship	
A choice of six hours (two electives) from:	
JOUR 3325 Principles of Public Relations	
ENTR 3311 Entrepreneurship and New Venture Management	
BUSA 3330 Career Development Strategies	
Or Three hours of upper-level business electives	

The Marketing **minor** requires 18 hours consisting of ACCT 2301, MKTG 3301, MKTG 3310, MKTG 4360, and six hours from any Marketing course and BUSA 4301. It also requires ECON 2311 (if not completed as part of Smith College).

DEPARTMENT OF MANAGEMENT

Interim Department Chair: Dr. Lila Carden

Management

Faculty: Dr. Lila Carden, 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.

Management Major	24
Required Courses	
MGMT 3305 Organizational Behavior	
MGMT 3333 Leadership Development	
MGMT 3335 Managing the Global Enterprise	
MGMT 4312 Human Resource Management	
MGMT 4316 Innovation & New Offering Development	
ENTR 3311 Entrepreneurship and New Venture Management	
ENTR 3327 Social Entrepreneurship	
Pick three hours from:	
BUSA 4350 Business Consulting Field Experience	
BUSA 4340 Internship	
BUSA 4301 International Business (study trip)	

The Management **minor** requires 18 hours consisting of ACCT 2301, MGMT 3302, MGMT 3305, MGMT 3333, MGMT 4312, and three hours from any Management class, any Entrepreneurship class, BUSA 4301, or BUSA 4350. In addition, it requires ECON 2311 (if not completed as part of Smith College).

Graduate Programs

Associate Dean: Dr. Michael Bourke

MASTER OF ACCOUNTANCY

The Master of Accountancy is designed specifically for the accounting major in the School of Business 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 the corresponding BBA Accounting degree requirements.

To apply for the MACCT program, students must have already completed 90 semester hours with 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 score of 3.0 on its AWA. Of these 90 hours, 24 must have been completed at HBU, and nine of them must be upper-level courses. In order to be admitted to the program, a student must have completed all of the following courses:

Total Required Course Hours	150
From the Business core:	
ACCT 2301 Principles of Accounting I	
ACCT 2303 Principles of Accounting II	
BUSA 2301 Business Math	
BUSA 2311 Quantitative Methods I	
BUSA 2320 Legal Environment of Business	
ECON 2311 Principles of Microeconomics	
ECON 2312 Principles of Macroeconomics	
MIS 2330 Principles of Business Technology	
From the Accounting major:	
ACCT 3311 Intermediate Accounting I*	
ACCT 3312 Intermediate Accounting II*	
*A QPA of 3.0 is required for the Intermediate Accounting sequence, and a student may not enroll in any Intermediate Accounting course more than twice.	
ACCT 3303 Cost Accounting	
ACCT 3304 Individual Income Taxes	
ACCT 3317 Accounting Information Systems	
ACCT 4306 Government and Nonprofit Accounting	
BUSA 4320 Business Law	
12 hours of general electives	
Once admitted to the program, a student is allowed to take the following graduate courses in partial satisfaction of undergraduate degree requirements	
ACCT 5302 Auditing instead of ACCT 4302	
ACCT 5314 Taxation for Corporations and Other Entities instead of ACCT 4314	
ACCT 5311 Advanced Accounting instead of ACCT 4301	
ACCT 5322 Advanced Auditing Issues instead of ACCT 4322	
The remaining graduate course requirements are the following:	

ACCT 6360 Financial Statement Analysis	
ACCT 6361 Tax Issues in Business Decisions	
CISM 6367 Global Business and Technology Strategies	
MGMT 6383 Transformational Leadership	
Six hours (two courses) of additional graduate coursework approved by the Associate Dean for Graduate Business Programs.	

MASTER OF BUSINESS ADMINISTRATION: MBA

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 48 semester hours of course work.

Total Required Course Hours	33
The following courses must be completed by all student in the MBA program:	
ACCT 5360 Survey of Accounting*	
ECON 5360 Survey of Economics*	
FINA 6330 Financial Management	
MGMT 5349 Organizational Behavior*	
MGMT 5360 Decision Making Techniques for Managers*	
MGMT 6310 Legal and Ethical Environment of Business	
MGMT 6333 Human Resource Management	
MKTG 6310 Marketing Management	
One course from the International Management series	
*These four courses should be taken in the first 18 hours of the program	
Diversification Courses	15
The student selects 15 hours from extensive course offerings in Accounting, Finance, Human Resources Management, Information Technology, International Management, Management, and Management Information Systems.	
Course offerings include:	
ACCT 6360 Financial Statement Analysis	
ACCT 6361 Tax Issues in Business Decisions	
CISM 6365 e-Business Concepts and Strategies	
CISM 6366 Strategic Information Technology	
CISM 6367 Global Business and Technology Strategies	
FINA 6331 Money, Banking and Financial Institutions	
FINA 6332 Investments	
FINA 6333 International Finance	
FINA 6335 Risk Management	
FINA 6336 Applied Financial Management	

FINA 6337 Sports Finance	
MGMT 5361 Staffing and Performance Management	
MGMT 5362 Human Resources Information Technology	
MGMT 6331 Compensation and Benefits	
MGMT 6334 Legal Challenges in HR Management	
MGMT 6309 Entrepreneurship	
MGMT 6347 Sports Law	
MGMT 6348 Sports Management	
MGMT 6357 Project Management	
MGMT 6364 Training and Development	
MGMT 6378 Management of Global HR	
MGMT 6382 Strategic Planning & HRM Challenges	
MGMT 6383 Transformational Leadership	
MGMT 6385 Organizational Diagnosis and Transformation	
MGMT 6395 International Management Experience	
MGMT 6396 Washington Experience	
MGMT 6397 Active Project Learning Experience I	
MGMT 6398 Active Project Learning Experience II	
MKTG 6333 International Marketing Seminar	
MKTG 6334 Marketing Strategy Seminar	
MKTG 6350 Sports Marketing	

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. To ensure currency, the faculty contains an effective mix of highly successful practitioners and those with a rigorous academic background. This is a lock-step program, with no electives.

Total Required Course Hours	48
ACCT 5361 Survey of Accounting for HRM	
ECON 5361 Survey of Economics for HRM	
FINA 6338 Financial Management for HRM	
MGMT 5348 Organizational Behavior for HRM	
MGMT 5363 Decision Making Tools for HRM	
MGMT 6319 Legal and Ethical Environment of Business for HRM	
MGMT 5361 Staffing and Performance Management	
MGMT 5362 HR Information Technology	
MGMT 6334 Legal Challenges in HR Management	
MGMT 6331 Compensation & Benefits	
MGMT 6338 Human Resource Management for HR Professionals	
MGMT 6364 Training & Development	
MGMT 6378 Management of Global HR	
MGMT 6382 Strategic Planning and HRM Challenges	

MGMT 6332 Managing the HR Function	
MKTG 6311 Marketing Management for HRM	

MASTER OF SCIENCE IN MANAGEMENT

The Master of Science in Management is reserved for the individual who already holds the MBA degree and wishes to expand his or her skill and knowledge base. The degree consists of thirty hours (ten courses) of graduate work selected from the current MBA course offerings. Course selections are made in consultation with the Associate Dean for Graduate Business Programs.

SCHOOL OF EDUCATION

Undergraduate Programs

Education

Teacher Preparation Programs

Approved Teacher Certification Programs

Early Childhood through Grade Six Generalist Certification (EC-6)

Early Childhood through Grade Six Bilingual Generalist
Certification (EC-6)

English as a Second Language (ESL)

Supplemental Special Education

Middle Grades Certification

High School Certification

All-Level Certification

Procedures and Policies for HBU Teacher Certification Programs

Certification Requirements

Majors in the Department of Education

Interdisciplinary Studies

Multidisciplinary Studies

Teacher Certification

Special Education

Graduate Programs

Master of Education Degree

Alternative Certification Program

Bilingual Education

Counselor Education

Curriculum and Instruction

Educational Administration

Educational Diagnostician

School of Education

INTERIM DEAN: DR. ALICE LEDFORD

Undergraduate Programs

The undergraduate programs in the School of Education fulfill the mission of the University by providing a strong liberal arts foundation for each of its undergraduate degree programs. The graduate program in the School is the Master of Education degree. The School of Education is composed of one department—the Department of Education. The School of Education prepares a diverse clientele of students through a variety of programs in education which meets state, regional, and national accreditation standards. The School 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 six), middle grades (grades four through eight), high school (grades eight through twelve), all-level (grades early childhood through twelfth grade) art, physical education, music, 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 Teacher Education Advisory Board. 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 School of Education 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.

APPROVED TEACHER CERTIFICATION PROGRAMS

Early Childhood through Grade Four (EC-6) Generalist Certification

Undergraduate students seeking this certification complete the Multidisciplinary Studies major. Specializations are available in special education or English as a Second Language (ESL). Graduate students complete the MEd in Curriculum and Instruction with EC-4 certification.

Early Childhood through Grade Four (EC-6) 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-6 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-6 teaching certificate. In the undergraduate program, it may be obtained simultaneously with the EC-6 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 MEd 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 MEd 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 MEd 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 MEd 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).** In the undergraduate program, this requires completion of a major in special education and pedagogy. On the graduate level, completion of an MEd in Curriculum and Instruction with all-level special education certification and teaching field course work.

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 and Spring semesters. Graduates may begin the program during any semester.

1. Undergraduate applications should be submitted by the last week in February to begin the program in the Fall semester and by the last week in September to begin the program in the Spring semester. 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 School of Education office.
 2. An official documentation of required course work: If undergraduate, a degree plan on file in the Registrar's Office and in the School of Education office. If alternative certification or degree with certification program, a certification plan on file in the School of Education 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 45 hours completed before beginning the program.
 6. For bilingual education certification, a minimum overall score at the eightieth (80th) percentile on the MLA Cooperative Language Proficiency Test and a minimum score at the eightieth (80th) percentile in each of the four skill areas. Students who do not meet these minimums must successfully complete prescribed course work in each area where the minimum standard is not achieved.
 7. A genuine desire to enter and follow a career in teaching.
 8. A personal and social orientation which shows promise of contributing to success in the teaching profession.
 9. A physical and mental fitness which indicates potential classroom leadership.
 10. Application for a state criminal history review and documented criminal clearance is required prior to beginning some professional development course work and is required for state licensure.

II. Retention in the Program

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

- 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 School of Education office. If two such forms occur, a conference is held in which difficulties are identified and means for improvement are explored. [Sometimes specific interventions will be required.] A third form results in a committee hearing to review difficulties and means for improvement and to determine conditions for continuance in the program.

III. Approval for Student Teaching

- A. Student teaching is among the final requirements for a teaching certificate. It is part of the professional education requirements. It must be done during one of the last two semesters in the program.
- B. Undergraduates must complete EDUC 4290 Action Research during 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 School of Education office by the last week in February of the prior school year for Fall student teaching and by the last 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-6 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 all required ESL courses.
 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. Contact the Chair of the Education Department for approval to take the exam. If approved, registration may be completed online at <http://www.texas.ets.org/>.
- 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 School of Education 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 and registration information is available on the Web at <http://www.texas.ets.org/>.
3. Student must apply for certification online at the SBEC website: www.sbec.state.tx.us.

Professional Education Requirements

Students seeking EC-6 certification at the baccalaureate level must complete EDUC 4301, 4312, 4240, 4345, and student teaching in addition to the Multidisciplinary Major. For the student teaching requirement, those with a subject area specialization complete EDUC 4870. Those with an ESL Specialization complete EDUC 4470 and EDUC 4468. Those with a special education specialization complete EDUC 4470 and 4472. 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 4240, 4294, 4306, 4311, 4312, 4240, 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

Available majors include Interdisciplinary Studies, Multidisciplinary Studies, and Special Education. All emphasize a blend of theory and practice.

Interdisciplinary Studies

Faculty: Dr. Linda Brupbacher, Dr. Eloise Hughes, Dr. Alice Ledford, Dr. Sharon Lewis, Dr. Norene Lowery, Dr. Carol McGaughey, Dr. Verna Peterson, Dr. Dawn Wilson

This major, which is required for EC-6 Bilingual Generalist Certification (early childhood through grade six), requires completion of:

Interdisciplinary Studies	
Smith College (see page 84) – Must include the following:	54-55
HIST 2313 U. S. History to 1877	
HIST 2323 U. S. History from 1877	
POLS 2313 American and Texas Government	

PSYC 3313 Human Growth and Development	
SOCI 2311 Schools and Learning	
Writing	
Literature	
Required Courses	54
EDEC 4310 Preschool Curriculum and Instruction	
EDEC 4311 Kindergarten Curriculum and Instruction	
EDRE 4310 Reading for Preadolescents	
EDRE 4320 Children's Literature	
EDRE 4350 Reading and the Language Arts	
EDSP 4302 Survey of Exceptional Children	
INDC 3310 Essential Elements of Art OR INDC 3320 Essential Elements of Music	
INDC 4160 Wellness and Fitness for Children	
INDC 4330 Essential Elements of Math	
INDC 4331 Math for Pre-adolescents	
INDC 4340 Social Studies for Pre-adolescents	
INDC 4350 Essential Elements of Science	
Professional Education Requirements	
EDUC 4240 Action Research	
EDUC 4301 Curriculum and Instruction in the Elementary School	
EDUC 4312 The School in U.S. Society	
EDUC 4345 Evaluation and Accountability	
EDUC 4871 Student Teaching in the Bilingual EC-4 Classroom	
Senior Seminar	
INDC 4290 Classroom Management	

Multidisciplinary Studies

Faculty: Dr. Linda Brupbacher, Dr. Eloise Hughes, Dr. Alice Ledford, Dr. Sharon Lewis, Dr. Norene Lowery, Dr. Carol McGaughey, Dr. Verna Peterson, Dr. Dawn Wilson

This major, which is required for Early Childhood through Grade 6 (EC-6) Generalist Certification, requires completion of:

Multidisciplinary Studies	
Smith College (see page 84) – Must include the following:	54-58
HIST 2313 U. S. History to 1877	
HIST 2323 U. S. History from 1877	
POLS 2313 American and Texas Government	
PSYC 3313 Human Growth and Development	
SOCI 2311 Schools and Learning	
Writing	
Literature	
Required Courses	66
EDRE 4310 Reading for Preadolescents	

EDRE 4320 Children's Literature	
EDRE 4350 Reading and the Language Arts	
EDRE 4351 Emergent Literacy	
EDSP 4302 Survey of Exceptional Children	
INDC 3310 Essential Elements of Art OR INDC 3320 Essential Elements of Music	
INDC 4160 Wellness and Fitness for Children	
INDC 4330 Essential Elements of Math	
INDC 4331 Math for Pre-adolescents	
INDC 4340 Social Studies for Pre-adolescents	
INDC 4350 Essential Elements of Science	
EDEC 4306 Language and Concept Development in Young Children	
EDEC 4310 Preschool Curriculum and Instruction	
EDEC 4311 Kindergarten Curriculum and Instruction	
EDUC 4306 Educational Applications of Technology*	
Professional Education Requirements	
EDUC 4301 Curriculum and Instruction in the Elementary School	
EDUC 4312 The School in U.S. Society	
EDUC 4345 Evaluation and Accountability	
EDUC 4240 Action Research	
EDUC 4870 Student Teaching in the EC-4 Classroom	
Senior Seminar	
EDEC 4290 Practicum in Early Childhood	
INDC 4290 Classroom Management	
Additional Requirements	
Either an available specialization below (ESL or Special Education) or enough electives to total 125 hours	
*Note: Students pursuing supplemental certification in ESL or special education are not required to take EDUC 4306.	

Courses Required for Available Supplemental Certification

ESL	
EDBI 4304 Methods of Teaching ESL	
EDBI 4305 Second Language Acquisition	
EDBI 4307 ESL Theory & Practice	
EDBI 4314 Survey of Linguistics	
EDBI 4315 Integrating ESL with Content Areas	

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	

Teacher Certification

Faculty: Dr. Joseph Brown, Dr. Linda Brupbacher, Dr. Eloise Hughes, Dr. Alice Ledford, Dr. Sharon Lewis, Dr. Norene Lowery, Dr. Carol McGaughey, Dr. Verna Peterson, Dr. Dawn Wilson

Teacher Certification blends theory and practice. Students learn to effectively facilitate learning and prepare for careers as teaching professionals for all grades (EC-12), elementary grades (EC-6), middle grades (4-8) and high school grades (8-12) certifications.

Teacher Certification	
Smith College (see page 84) – Must include the following:	54-55
HIST 2313 U. S. History to 1877	
HIST 2323 U. S. History from 1877	
POLS 2313 American and Texas Government	
PSYC 3313 Human Growth and Development	
SOCI 2311 Schools and Learning	
Writing	
Literature	
Required Courses	33
EDUC 4240 Action Research (extensive research outside of class)	
EDRE 4330 Teaching Content Area Reading Skills*	
EDSP 4302 Survey of Exceptional Children	
EDUC 4306 Educational Applications of Technology	
EDUC 4311 Curriculum and Instruction in the Secondary School	
EDUC 4312 The School in US Society	
EDUC 4345 Evaluation and Accountability	
EDUC 4354 Advanced Applications of Curriculum and Instruction in Secondary Schools	
EDUC 4893 Student Teaching in Middle Grades OR EDUC 4894 Student Teaching in High School Grades	
Senior Seminar	
EDUC 4290 Classroom Management	
* Students seeking certification in all-level physical education (pedagogy) will complete KINE 3398 in lieu of EDRE 4330.	

Special Education

Faculty: Dr. Verna Peterson

Students selecting the Special Education major will be required to take teacher certification courses. Passage of the requisite certification exams will earn the student a Stand Alone (EC-12) Special Education certificate.

Special Education	
Smith College (see page 84) – Must include the following:	54-55
HIST 2313 U. S. History to 1877	
HIST 2323 U. S. History from 1877	
POLS 2313 American and Texas Government	
PSYC 3313 Human Growth and Development	

SOCI 2311 Schools and Learning	
Writing	
Literature	
Required Courses	32
EDRE 4310 Reading for Preadolescents	
EDRE 4350 Reading and Language Arts	
EDSP 4306 Language and Concept Development in Young Children	
EDSP 4311 Diagnostic and 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	
EDSP 4351 Emergent Literacy	
INDC 4330 Essential Elements of Math	
INDC 4331 Math for Pre-Adolescents	
Senior Seminar	
EDSP 4292 Senior Seminar: Clinical Experiences in Special Education	

Graduate Programs

MASTER OF EDUCATION DEGREE

The School of Education 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-6, 4-8, 8-12 or EC-12 (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 MEd 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 fully admitted to the MEd program may be approved to enroll for a maximum of six (6) hours as provisionally admitted students. They must achieve a GPA of 3.5 or above on the initial six (6) hours of course work and must meet all requirements for full admission before enrolling in additional coursework. Students enrolling in course work required in the MEd program must have met all requirements for MEd 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 MEd 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:

Grades Early Childhood – Grade 6

EC-6 Generalist
EC-6 with Bilingual

Grades 4-8

English, Language Arts & Reading 4-8
Mathematics 4-8
Social Studies Composite, 4-8
Science Composite 4-8

Grades 6-12

French
Spanish

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

All-level (Early Childhood - Grade 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, the student may apply those hours toward the requirements of a master’s degree in Curriculum and Instruction. The GRE test is required for admission to the MEd program. The MEd 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.

A state criminal history review and documented criminal clearance is required for state licensure.

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 School of Education 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”:

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

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

Supplemental Certification in Bilingual Education	12
EDBI 5304 Methods of Teaching ESL	
EDBI 5305 Second Language Acquisition	
EDBI 5350 Developing Literacy in the Bilingual Classroom	
EDBI 6307 Teaching of Math, Sciences and Social Studies in the Bilingual Classroom	

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 7 years of program admission. This requirement may be waived with permission of the Education Department Chair and Dean. This course must have been completed with a “B” or better within seven (7) years of program admission.
- B. To earn the MEd degree in Counselor Education, a student must complete the following thirty-seven (37) semester hours with no grade less than “C”:

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

The student is required to show satisfactory performance on a written 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 MEd 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 MEd 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

Master of Education in Curriculum and Instruction	36
EDUC 5306 Educational Applications of Technology	
EDUC 6304 Children, Adolescents, and Learning	
EDUC 6310 The School in a Multicultural Society	
EDUC 6322 Curriculum and Instruction: Grades K – 12	
EDUC 6330 Teaching Methodology for the Professional	
EDUC 6320 Research Techniques and Procedures	
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 School of Education office for current requirements.

This option leads to both the MEd 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”:

Master of Education in Curriculum and Instruction with Certification in All-level Music	36
EDUC 5306 Educational Applications of Technology	
EDUC 5354 Advanced Applications of Curriculum and Instruction in Secondary Schools	
EDUC 6301 Classroom Management	
EDUC 6302 Elementary School Curriculum and Instruction	
EDUC 6304 Children, Adolescents, and Learning	
EDUC 6310 The School in a Multicultural Society	
EDUC 6320 Research Techniques and Procedures	
EDSP 5302 Survey of Exceptional Children	
12 hrs of approved graduate electives in education; if seeking initial certification, graduate electives must include student teaching	

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

Master of Education in Curriculum and Instruction with Certification in All-level Art	36
EDUC 5306 Educational Applications of Technology	

EDUC 5354 Advanced Applications of Curriculum and Instruction in Secondary Schools	
EDUC 6301 Classroom Management	
EDUC 6302 Elementary School Curriculum and Instruction	
EDUC 6304 Children, Adolescents, and Learning	
EDUC 6310 The School in a Multicultural Society	
EDUC 6320 Research Techniques and Procedures	
EDSP 5302 Survey of Exceptional Children	
12 hrs of approved graduate electives in education; if seeking initial certification, graduate electives must include student teaching	

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

Master of Education in Curriculum and Instruction with Certification in All-level Physical Education	36
EDUC 5306 Educational Applications of Technology	
EDUC 5354 Advanced Applications of Curriculum and Instruction in Secondary Schools	
EDUC 6301 Classroom Management	
EDUC 6302 Elementary School Curriculum and Instruction	
EDUC 6304 Children, Adolescents, and Learning	
EDUC 6310 The School in a Multicultural Society	
EDUC 6320 Research Techniques and Procedures	
EDSP 5302 Survey of Exceptional Children	
EDRE 5330 Content Area Reading	
9 hrs of approved graduate electives in education; if seeking initial certification, graduate electives must include student teaching	

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, 6320) and 27 hours if physical education (EDSP 5302; EDUC 5306, 5354, 6301, 6302, 6304, 6310, 6320 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-6 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 School of Education office for current requirements.

This option leads to both the MEd degree in Curriculum and Instruction and state EC-6 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”:

Master of Education in Curriculum and Instruction with Early Childhood through Grade 6 Generalist Certification	36
EDSP 5302 Survey of Exceptional Children	
EDUC 6301 Classroom Management	
EDUC 6302 Elementary School Curriculum and Instruction	
EDUC 6304 Children, Adolescents, and Learning	
EDUC 5331 Math for Preadolescents	
EDUC 5340 Social Studies for Preadolescents	
EDUC 5350 Science for Preadolescents	
EDRE 5350 Reading and the Language Arts	
EDRE 5310 Reading for Preadolescents	
EDRE 5320 Teaching Reading through Children’s Literature	
EDEC 5306 Language and Concept Development in Young Children	
EDEC 5310 Preschool Curriculum and Instruction	

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-6 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 MEd 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”:

Master of Education in Curriculum and Instruction with Certification (Grades 8–12)	36
EDRE 5330 Content Area Reading	
EDSP 5302 Survey of Exceptional Children	
EDUC 5306 Educational Applications of Technology	
EDUC 5345 Student Evaluation Techniques	
EDUC 5354 Advanced Applications of Curriculum and Instruction in Secondary Schools	
EDUC 6301 Classroom Management	
EDUC 6304 Children, Adolescents, and Learning	
EDUC 6310 The School in a Multicultural Society	
EDUC 6312 Secondary School Curriculum and Instruction	
EDUC 6320 Research Techniques and Procedures	
For students with English/Language Arts as teaching field:	
EDRE 5352 Literacy in the Secondary Schools	
3 hrs of graduate electives	
For students with other teaching fields:	
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 School of Education office for current requirements.

This option leads to both the MEd 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”:

Master of Education in Curriculum and Instruction with Certification in English Language Arts and Reading (Grades 4 – 8)	36
EDUC 6312 Secondary School Curriculum and Instruction	

EDUC 5354 Advanced Applications of Curriculum and Instruction in Secondary Schools	
EDUC 6301 Classroom Management	
EDUC 6304 Children, Adolescents, and Learning	
EDSP 5302 Survey of Exceptional Children	
EDBI 5304 Methods of Teaching ESL	
EDEC 5306 Language and Concept Development	
EDRE 5310 Reading for Preadolescents	
EDRE 5320 Teaching Reading through Children's Literature	
EDRE 5330 Content Area Reading	
EDRE 5350 Reading and the Language Arts	
EDRE 5352 Literacy in the Secondary Schools	

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 twelve (12) 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 School of Education office for current requirements.

This option leads to both the MEd 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":

Master of Education in Curriculum and Instruction with Certification in Mathematics, Science or Social Studies (Grades 4 – 8)	36
EDUC 6312 Secondary School Curriculum and Instruction	
EDUC 5354 Advanced Applications of Curriculum and Instruction in Secondary Schools	
EDUC 6301 Classroom Management	
EDUC 6304 Children, Adolescents, and Learning	
EDUC 6320 Research Techniques and Procedures	
EDUC 5306 Educational Applications of Technology	

EDUC 6310 The School in a Multicultural Society	
EDRE 5352 Literacy in the Secondary Schools	
EDRE 5330 Content Area Reading	
EDSP 5302 Survey of Exceptional Children	
EDUC 5331 Math for Preadolescents (if teaching field is math) OR	
EDUC 5350 Science for Preadolescents (If teaching field is science) OR	
EDUC 5340 Social Studies for Preadolescents (if teaching field is social studies)	
Three (3) hours of graduate electives (EDUC 5345 recommended) may be fulfilled through student teaching	

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 twelve (12) 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 MEd 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:

Master of Education in Curriculum and Instruction with Specialization in Instructional Technology	36
EDAD 5319 Internet Resource Management	
EDAD 5320 Systems Thinking: Theory and Application	
EDSP 5336 Instructional Techniques and Assistive Technology for Physically Impaired Learners	
EDUC 5302 Multimedia Instructional Strategies	
EDUC 5305 Technology Enhanced Instructional Design	
EDUC 5306 Educational Applications of Technology	
EDUC 6304 Children, Adolescents, and Learning	
EDUC 6307 Design of Print Based Media	
EDUC 6308 Distance Learning	
EDUC 6310 School in a Multicultural Society	
EDUC 6320 Research Techniques and Procedures	
EDUC 6322 Curriculum and Instruction: K – 12	

Instructional Technology Specialization without MED	24
EDAD 5319 Internet Resource Management	
EDAD 5320 Systems Thinking: Theory and Application	
EDSP 5336 Instructional Techniques and Assistive Technology for Physically Impaired Learners	
EDUC 5302 Multimedia Instructional Strategies	
EDUC 5305 Technology Enhanced Instructional Design	
EDUC 5306 Educational Applications of Technology	
EDUC 6307 Design of Print Based Media	
EDUC 6308 Distance Learning	

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 School of Education office for current requirements.

This option leads to both the MEd 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 MEd programs.

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

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

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

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

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

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

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

To earn the Texas Standard Principal Certificate, the student must complete the thirty-seven (37) semester hours above, earn the MEd 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 MEd degree as an Educational Diagnostician, the student must complete the following thirty-six (36) semester hours with no grade less than “C”:

Master of Education, Educational Diagnostician	36
EDUC 5306 Educational Applications of Technology	
EDUC 6304 Children, Adolescents, and Learning	
EDRE 5351 Emergent Literacy	
EDSP 5306 Language and Concept Development in Young Children	
EDSP 5302 Survey of Exceptional Children	
EDSP 5311 Diagnostic and Prescriptive Teaching for Exceptional Children	
EDSP 5319 Teaching Strategies in Special Education	
EDSP 5335 Growth, Abnormalities, Identification, and Evaluation of Early Childhood	
EDSP 6305 Individual Psychological Evaluation	
EDSP 6315 Practicum in Diagnosis	
EDSP 6344 Educational Appraisal of Handicapped Students	
EDSP 6345 Advanced Assessment in Special Education	

To earn professional certification as an Educational Diagnostician, the student must complete the thirty-six (36) graduate hours listed above, earn the MEd 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.

SCHOOL OF NURSING AND ALLIED HEALTH

Undergraduate Programs

Kinesiology

Associate Degree in Nursing

Degrees with Distinction

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

Transfer Nursing Students

Bachelor of Science Degree in Nursing

BSN/Honors College

SCHOOL OF NURSING AND ALLIED HEALTH

ASSOCIATE DEAN: DR. MARGARET UGALDE

The School of Nursing and Allied Health provides professional learning experiences in kinesiology and nursing. The School's mission contributes to the University's mission by providing academic, spiritual, and professional excellence to prepare nurses and allied health professionals for professional service in the health care community.

UNDERGRADUATE MAJORS IN KINESIOLOGY

KINESIOLOGY

The kinesiology curriculum is designed to introduce the student to basic understandings and skills in the areas of human movement 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), Kinesiology: Specialization in Wellness Management (which does not lead to teacher certification), or Kinesiology: Specialization in Athletic Training (which does not lead to teacher certification). For a Bachelor of Science degree, eight (8) hours of science are required.

Kinesiology with Teacher Certification

This program requires courses in Pedagogy in addition to the Kinesiology and Smith College course work.

Kinesiology with Teacher Certification	
Smith College (see page 84) – Must include the following:	54-55
BIOL 2404 Human Anatomy and Physiology I	
POLS 2313 American and Texas Government	
PSYC 3313 Human Growth and Development	
SOCI 2311 Schools and Learning	
HIST 2313 U.S. History to 1877	
HIST 2323 U.S History from 1877	
Required Courses	72
EDUC 4240 Action research (must be taken during student teaching)	
EDRE 4330 Teaching Content Area Reading Skills	
EDSP 4302 Survey of Exceptional Child	
EDUC 4306 Educational Applications of Technology	
EDUC 4301 Curriculum & Instruction in Elementary School OR	
EDUC 4311 Curriculum & Instruction in Secondary School	
EDUC 4312 The School in U. S. Society (must be taken with EDUC 4301 or 4311)	
EDUC 4345 Evaluation & Accountability	
EDUC 4354 Advanced Application of Curriculum & Instruction in Secondary School	
EDUC 4484 Student Teaching in Elementary Physical Education	
EDUC 4485 Student Teaching in Secondary Physical Education	
EDUC 4290 Classroom Management (must be taken during student teaching)	

	Total hours in Education	33
KINE 2230 Foundations of Kinesiology		
KINE 2340 Psychology of Health		
KINE 2334 Tests and Measurement in Kinesiology		
KINE 2335 Sports and Fitness Activities (requires field experience)		
KINE 2336 Strategies & Principles of Coaching		
KINE 2337 Standard First Aid/ CPR		
KINE 3210 Exercise Prescription (must be taken with KINE 3393)		
KINE 3301 Prevention and Treatment of Sports Injuries		
KINE 3393 Physiology of Exercise (Pre. Req. BIOL 2404)		
KINE 3395 Kinesiology: Applied Biomechanics (Pre. Req. KINE 3393)		
KINE 3398 Foundations of Health Instruction		
KINE 4293 Advanced Wellness Programming		
KINE 4323 Motor Learning (Pre. Req. KINE 3393)		
KINE 4328 Wellness and Fitness in EC-12 Schools (requires field experience)		
	Total hours in Kinesiology	39

Kinesiology: Specialization in Wellness Management

(does not lead to teacher certification)

Kinesiology: Specialization in Wellness Management	
Smith College (see page 84) – Must include the following:	54-55
BIOL 2404 Human Anatomy and Physiology I	
Additional 4 hours of lab science for BS degree	
Required Courses	42
KINE 2230 Foundations of Kinesiology	
KINE 2232 Wellness for Special Populations	
KINE 2340 Health Psychology	
KINE 2236 Strategies & Principles of Coaching	
KINE 2337 Standard First Aid/ CPR	
KINE 3210 Exercise Prescription (taken with KINE 3393)	
KINE 3301 Prevention and Treatment of Sports Injuries	
KINE 3360 Administration in Sports and Kinesiology	
KINE 3393 Physiology of Exercise (Pre. Req. BIOL 2404)	
KINE 3395 Kinesiology: Applied Biomechanics (Pre. Req. KINE 3393)	
KINE 3398 Foundations for Health Instruction	
KINE 4323 Motor Learning (Prerequisite KINE 3393)	
KINE 4340 Wellness Internship	
KINE 4363 Sports Sociology	
KINE 4370 Research in Kinesiology (must complete 22 hours of Kinesiology courses [excluding activity courses] and have senior standing)	

Kinesiology: Specialization in Athletic Training	
Smith College (see page 84) – Must include the following:	55
BIOL 2404 & 2414 Anatomy and Physiology I & II	
Required Courses	62
KINE 1310 Basic Health Assessment and Terminology	
KINE 1350 Foundation of Athletic Training	
KINE 2334 Test and Measurements in Kinesiology	
KINE 2337 Standard First Aid/CPR	
KINE 2340 Psychology of Health	
KINE 3301 Prevention and Treatment of Sports Injuries	
KINE 3393 Physiology of Exercise (Prerequisite BIOL 2404)	
KINE 3395 Kinesiology: Applied Biomechanics (Prerequisite KINE 3393)	
KINE 4323 Motor Learning (Prerequisite KINE 3393)	
KINE 4363 Sports Sociology	
Electives – 8 hours of any upper level KINE courses	
Athletic Training Practicum: The following courses require Prerequisite: KINE 1310, 1350, 2337, BIOL 2404, & formal admission or instructor permission for enrollment:	
KINE 2410 Recognition/Evaluation of Sport Injuries & Lab: Lower Extremity	
KINE 2415 Recognition/Evaluation of Sport Injuries & Lab: Upper Extremity	
KINE 2420 Therapeutic Modalities & Lab	
KINE 3305 Nutrition for Health	
KINE 3320 Therapeutic Exercise Rehabilitation	
KINE 4310 Administration & Management of Athletic Training Programs	
KINE 4320 Pathology and Pharmacology of Injuries	
The following courses must be taken in succession:	
KINE 2104 Clinical Practicum I	
KINE 2105 Clinical Practicum II	
KINE 3104 Clinical Practicum III	
KINE 3105 Clinical Practicum IV	
KINE 4104 Clinical Practicum V	
KINE 4105 Clinical Practicum VI	
KINE 4275 Capstone in Athletic Training (Prerequisite: Senior status)	

Criteria for Admission:

1. Unconditional acceptance to HBU via Enrollment Services.
2. The student is required to enroll in the following courses the (freshman) first year: Foundations of Athletic Training, Basic Health Assessment and Terminology, and First Aid/CPR.
3. Completion of an athletic training education program application form, returned to the program director before April 1 of that academic year.
4. Three reference evaluation forms completed by certified/licensed athletic trainer, instructors, supervisors, etc. who are familiar with the student.
5. An interview with the HBU Athletic Training Education Program Director, Clinical Coordinator, Athletic Trainers, and supportive Faculty.

6. A minimum of a 2.75 cumulative GPA on a 4.0 scale for all high school and college work.
7. Contingent upon satisfactory grades, evaluation of technical standards and the interview outcomes, students will be offered appointment in the Athletic Training Education Program (ATEP) based on the number available openings per year. Those students receiving notification of acceptance into the HBU Athletic Training Education Program will then begin his/her three year Student Athletic Training Practicum (clinical education). Students not accepted into the program may re-apply in the fall or spring of their sophomore year.

Clinical Practicum Prerequisites:

Documentation of the following requirements is mandatory before the student can begin clinical observation.

1. Completion of blood borne pathogen training.
2. HIPAA Training
3. Proof of immunization against measles, rubella, diphtheria, varicella, tetanus, hepatitis B and tuberculosis screening.
 - The hepatitis B (HBV) series can be started upon arrival to HBU. The series requires 3 shots: one initially, a second one month later, and a third six months later.
 - Documentation of the first shot is required before placement in the clinical setting.

Selection into the ATEP is competitive and completion of the minimum requirements does not guarantee admission into the professional program. Admission to HBU does not mean the student has been accepted to the ATEP.

Undergraduate Programs in Nursing:

NURSING

Nursing Programs – Associate and Bachelor of Science Degrees in Nursing

The Nursing faculty developed an innovative curricula for undergraduate nursing programs that are designed to prepare nurses who function well within the acute care setting and in specialty and community settings and is differentiated for AD and BSN practice. The outcomes result from the inclusion of the Texas Board of Nursing (2002) *Differentiated Entry Level Competencies*, the number of clinical hours required, faculty supervision of clinical experiences, and limited observational experiences. The nursing programs are organized in a curriculum framework that addresses seven dimensions of health for promoting fullness in living. The logical sequencing of the curriculum includes:

- Studies in a Christian liberal arts core curriculum (AD and BSN: Composition & Literature; BSN only: Rhetoric, & Math);
- Prerequisites for scientific & behavioral science foundations for the study of nursing (AD and BSN: Microbiology, Anatomy & Physiology, Psychology, and Human Growth and Development; BSN only: Chemistry and Statistics)
- Development of basic knowledge, skills & values in nursing (Perspectives on the Health Care Delivery Systems, Care of Families, Assessment, Art & Science of Nursing) and BSN concepts (Epidemiology, Care of Populations based on Major Stratifications). The focus initially is broad and inclusive of communities, groups, families and the individual.
- The focus becomes narrow with growth in understanding major concepts in nursing with application of this understanding to Individuals and Families in courses on Care of Individuals with acute, chronic, and critical illnesses, and Specialty Care which includes Care of Families with Mental Health Problems, Childbearing Families, and Families with Children.
- The BSN level is developed in a) community health, b) pathophysiology; and c) research courses.
- Concurrently with studies in nursing, studies continue to develop in the core studies of Christianity (Old or New Testament for AD and 9 hours required for BSN).

- The liberal arts curriculum requires demonstration of competence in reading English, Writing English, and functional use of computer technology. The BSN students broaden their liberal arts core with studies in humanities, fine arts, and Wellness for Healthy Lifestyles.
- The graduating courses broaden to care of groups of people and families. The core Capstone course includes studies in Nursing Management. The BSN students also study Health Care Administration.

The goal of the College of Nursing and Allied Health 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. 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 (HESI Admission Assessment scores for grammar, reading comprehension, and math, 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's School of Nursing and Allied Health 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 School of Nursing and Allied Health 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 and Allied Health.

The nursing programs are accredited by the following agencies:

National League for Nursing Accrediting Commission,
3343 Peachtree Road, NE, Suite 500,
Atlanta, Georgia, 30326
P. 404.975.5000
F. 404.975.5020
Website: www.nlnac.org

Texas Board of Nursing,
333 Guadalupe #3-460, Austin, TX 78701
Telephone: (512) 305-6818.
Website: www.bon.state.tx.us

NOTE: RN licenses are issued by the Texas Board of Nursing, not the University. The Board of Nursing 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 Texas Board of Nursing 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

Nursing may be reached at: Texas Board of Nursing, 333 Guadalupe #3-460, Austin, TX 78701, (512) 305-6818, website: www.bon.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 Texas Board of Nursing.

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, 2323, and 3202), applicants are to have:

- A completed Undergraduate Admission application on file. A separate application to the nursing program is not required.
- Have scores of greater than or equal to 75 on the HESI Admission Assessment tests for Reading Comprehension, Grammar, and Math
- 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.
- Selected for program entry through the candidate ranking process.
- Demonstrate competence in writing English and have a satisfactory performance the Reading Proficiency.

* 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.

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.
- Complete hospital orientation modules, including any specific orientation requirements for assigned clinical agency.
- Current CPR for health care providers, including newborn, infant, pediatrics and adult and AED training.
- Updated required immunizations.
- Updated annual tuberculosis screening.
- Current statement of good health.

Graduation

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

- Complete a minimum of 69 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	
Prerequisite Courses	27
ENGL 1313 English Composition I	
ENGL 1323 English Composition II	

BIOL 2404 Human Anatomy and Physiology I	
BIOL 2414 Human Anatomy and Physiology II	
BIOL 1414 Introductory Microbiology	
PSYC 1313 General Psychology	
PSYC 3313 Human Growth and Development	
SOCI 1313 or POLS 2313 or ECON 2311 or 2312	
Smith College	3
CHRISTIANITY (3 hours)	
Demonstrate competency in computer applications or CISM 1321 Introduction to Computer Applications	
Nursing Courses – Core Curriculum	39
NURS 2222 Perspectives on Health Care Delivery Systems	
NURS 3202 Care of Families	
NURS 2323 Health Assessment	
NURS 2404 Art and Science of Nursing	
NURS 3404 Care of Individuals I	
NURS 3424 Care of Individuals II	
NURS 3434 Care of Individuals III	
NURS 4414 Care of Families with Mental Health Problems	
NURS 4434 Care of Childbearing Families	
NURS 4444 Care of Families with Children	
NURS 4454 Professional Issues and Nursing Management	
TOTAL SEMESTER HOURS REQUIRED FOR THE ADN DEGREE	72

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.

- RN to BSN
- LVN to ADN/BSN
- Generic Transfer Student in "good standing" from another nursing program
- Re-entry -- HBU nursing students who have been out of the program for more than 6 months

Eligibility Requirements:

- Have an unencumbered license to practice as a Licensed Vocational Nurse (LVN) or Registered Nurse (RN) from the Texas Board of Nursing or be eligible to return to the nursing program at HBU or the school from which the student transferred.
- Have a minimum of six (6) months of professional experience as a LVN or RN;
- Have an advising session with the Dean or designated advisor. The requirements for the degree completion will be viewed at this advising session.
- Give evidence of current CPR and AED training for health care provider, health insurance and completed physical exam within 3 months prior to entry or re-entry into the Nursing Program.
- Meet the additional eligibility requirements for the ADN/BSN program as required for the degree.
- Have a cumulative GPA of 3.0 or above and $\geq 75\%$ on the HESI Admission Assessment (A2) in Reading Comprehension, Grammar, and Math.
- Demonstrate strength in science courses and potential for success in the ADN or BSN program(s). Students whose transcripts reflect more than two (2) grades of "D" or "F" in the required science courses or more than

one (1) grade below a "C" in a nursing course are not eligible to be admitted or continue in the nursing program.

- Pass with a grade of 90% or higher the Math for Nurses test offered by the School of Nursing and Allied Health.
- Meet the Reading, Communication, Math, and Computer proficiency requirements for the University.
- For the generic transfer and reentry nursing students, successful completion of the background check process with the Board of Nursing is required.
- For transfer and reentry students must be admitted/readmitted to the University and the ADN or BSN program.
- All transfer students are required to present letters of good standing from the deans of all previous nursing programs.

The Challenge Process

The Challenge Process will include 3 components:

1. Test to validate knowledge.
2. Skills demonstration to assess competency.
3. Written assignments to validate that the student meets course objectives.

Unsuccessful Challenge

- **Theory**
Students who do not score a minimum of 75% on the "challenge" exam will be required to enroll in the course. The challenge will be considered a 1st nursing course failure. If students do not have a grade of "C" or above after taking the course, then the student is no longer eligible to continue in the nursing program.
- **Clinical**
All other challenge activities (clinical evaluation, written care plans, research papers, and written assignments) must be completed at or above the 75% level as well.

Summary

Students must be successful in both theory and clinical portions of the challenges to receive credit for the course. Otherwise, the student will need to enroll in the course.

Preparation for the Challenge

- Purchase textbooks and course materials for the course.
- Obtain a course syllabus from the faculty.
- Read the School of Nursing and Allied Health Student Handbook. The challenge student is subject to all policies outlined in the School of Nursing and Allied Health Student Handbook. The Student Handbook will be received during the new student orientation conducted for all entering students into the program.

RN to BSN

The purpose of the RN to BSN (Advanced Standing) program is to allow a registered nurse in the state of Texas who is a graduate of an accredited associate degree or diploma nursing program to attain a baccalaureate degree in nursing (BSN) by building on previous knowledge, skills, and experiences. The philosophy, curriculum framework, objectives, and the progression and graduation requirements for the RN to BSN Program are the same as for the non-RN students in the BSN program.

RN CREDITS

To receive credit for courses required for the BSN curriculum the RN's transcripts will be evaluated for course equivalencies. RNs may receive up to 35 semester hours of credit based on transcript and/or course syllabi evaluation and validation of prior knowledge through a challenge process and/or the HESI Exit Comprehensive Examination. The processes for validating prior knowledge of nursing are described below.

- Graduates of accredited Associate Degree or Diploma nursing programs must meet eligibility requirements for the RN to BSN Program.
- File a degree plan with the Registrar.
- Take the HESI Comprehensive Examination prior to enrolling in nursing courses and attain a score of at least 900 on the exam. Upon passing the HESI Comprehensive Examination, the RN will receive credit for the following courses:
 - NURS 2222 Perspectives on the Health Care System -- 2 semester hours
 - NURS 2323 Health Assessment -- 3 semester hours

- NURS 2404 Art and Science of Nursing -- 4 semester hours
- NURS 3202 Care of Families -- 2 semester hours
- NURS 3404, 3424 Care of Individuals I and II -- 8 semester hours
- NURS 4414 Care of Families with Mental Health Problems -- 4 semester hours
- NURS 4434 Care of Childbearing Families -- 4 semester hours
- NURS 4444 Care of Families with Children -- 4 semester hours
- NURS 4454 Professional Issues and Nursing Management -- 4 semester hours

Subtotal of hours credited 35 hours

- If an RN does not achieve a score of 900 on the HESI Exit Comprehensive Exam, the scores of 900 or above on the Specialty Scales (Medical-Surgical, Pediatric, Maternity, Psychiatric, and Geriatric Nursing) may be considered for credit for courses corresponding to the specialty tested. RNs will be required to enroll and complete courses for which no credit is awarded based on the HESI Exit Comprehensive Exam.
- RN's will enroll and take the following courses and achieve a grade of "C" or above:
 - NURS 3303 Epidemiologic Perspectives for Nurses -- 3 semester hours
 - NURS 3212 Care of Populations based on Major Stratifications -- 2 semester hours
 - NURS 3414 Pathophysiology for Health Care or BIOL 3433 Pathophysiology -- 4 semester hours
 - NURS 3434 Care of Individuals III*** -- 4 semester hours
 - NURS 4212 Care of Vulnerable Populations -- 2 semester hours
 - NURS 4424 Nurses in the Community and Nursing the Community -- 4 semester hours
 - NURS 4392 Professional Issues and Nursing Research -- 3 semester hours
 - NURS 4294 Applied Research and Externship -- 2 semester hours
 - NURS 4464 Health Administration for Nurses -- 4 semester hours

Subtotal of hours taken 28 hours

***NURS 3434 Care of Individuals III may be challenged if the RN has a minimum of one-year recent experience in critical care nursing. (Recent experience means within the past 5 years). The challenge process involves passing the teacher-made, comprehensive final exam with a grade of 75% or higher, demonstrating competent care and nursing skills during at least two days of clinical practice, and developing an acceptable plan of care for the client(s) served.

Summary of Credits

- Credit hours awarded based on a challenge process 35-39 hours
- Prerequisite and General Education course requirements 69 hours
- BSN course requirements 28-32 hours
- Upper division hours taken 28-32 hours
- Total Hours required for the BSN degree 132 hours

Rationale for the HESI Exit Exam Score

The score of 900 on the HESI Exit Comprehensive Examination is consistent with the performance of the generic BSN students who have successfully passed through the curriculum by attaining scores of 75% or above on exam averages and final exams, assignments and clinical performance criteria and thus have passed nursing courses with grades of "C" or above. ADN and BSN students must attain a score of 900 on the HESI Exit Comprehensive exam to be allowed to graduate from the programs.

Graduation Requirements

- Submit a passing Graduating Level Curriculum Checkpoint portfolio
- Candidates for the BSN are expected to have earned a prescribed number of points in the Nursing Student Association (NSA).

LVN to ADN/BSN

The challenge program for the Associate Degree and Bachelor's Degree Nursing Programs is designed to give LVN's a chance to document their knowledge base and nursing skills in specified courses of the ADN/BSN curriculum.

LVN's receive credit for NURS 2404 Art and Science of Nursing based on their transcripts for their nursing programs. The LVN students may also receive credit for NURS 3404 and 3424 Care of Individuals I and II based on their transcripts and a successful Challenge Process for these two courses.

The Challenge Process

The challenge process evaluates the student's knowledge base, skills, and clinical abilities to validate and document prior knowledge and competence in nursing. It is not designed to teach those students who have learning needs in those areas. The student will:

- be allowed to challenge NURS 3404 Care of Individuals I and NURS 3424 Care of Individuals II.
- be evaluated on an individual basis for eligibility to challenge specialty courses.

Graduation Requirements

In addition to meeting the university and nursing program requirements for graduation, the generic transfer or re-entry student must meet the following criteria:

- Complete the Advanced Beginner Level and Graduating Level Curriculum checkpoints.
- Attain the Nursing Student Association (NSA) required points.

GENERIC TRANSFER OR RE-ENTRY NURSING

The challenge program is designed to give previous HBU nursing students or transfer students a chance to document their knowledge base and nursing skills in specified courses of the ADN and BSN curricula.

HBU nursing students or transfer students will be allowed to challenge those nursing courses for which they have grades of "C" or above.

The Challenge Process

To be approved for the Challenge Program, the following steps need to be completed:

1. Get admitted/readmitted to the university.
2. Submit to the Dean the course descriptions and course syllabi for those courses to be challenged.
3. Upon the Dean's approval, the student may then proceed with the Challenge Program for each of the courses for which there is transcripted credit.

Graduation Requirements

In addition to meeting the university and nursing program requirements for graduation, the generic transfer or re-entry student must meet the following criteria:

- Complete the curriculum checkpoints.
- Attain the Nursing Student Association (NSA) required points.

Bachelor of Nursing (BSN)

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 Texas Board of Nursing.

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, 2323, 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.
- 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.

- Have scores of greater than or equal to 75 on the HESI Admission Assessment tests for Reading Comprehension, Grammar, and Math.
- Selected for program entry through the candidate ranking process.
- Demonstrate competence in writing English and have a satisfactory performance 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.
- Complete hospital orientation modules, including any specific orientation requirements for assigned clinical agency.
- Current CPR for health care providers, including newborn, infant, pediatrics and adult and AED training.
- Updated required immunizations.
- Updated annual tuberculosis screening.
- Current statement of good health.

Graduation

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

- Complete a minimum of 132-133 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	
Prerequisite Courses	37
ENGL 1313 English Composition I	
ENGL 1323 English Composition II	
COMM 1323 Rhetoric and Public Speaking	
BIOL 2404 Human Anatomy and Physiology I	
BIOL 2414 Human Anatomy and Physiology II	
BIOL 1414 Introductory Microbiology	
CHEM 1404 Introductory Chemistry	
MATH 1305 Math for Critical Thinking or higher	
PSYC 1313 General Psychology	
PSYC 2301 Introductory Statistics for the Behavioral Science	
PSYC 3313 Human Growth and Development	
SOCI 1313 or POLS 2313 or ECON 2311 or 2312	
Smith College	32
Demonstrate competency in computer applications or CISM 1321 Introduction to Computer Applications	
HUMANITIES (15 hrs)	
FINE ART (3 hrs)	
CHRISTIANITY (9 hrs)	

KINE 2202 Creating a Wellness Lifestyle	
Nursing Courses – Core Curriculum	39
NURS 2222 Perspectives on Health Care Delivery Systems	
NURS 3202 Care of Families	
NURS 2323 Health Assessment	
NURS 2404 Art and Science of Nursing	
NURS 3404 Care of Individuals I	
NURS 3424 Care of Individuals II	
NURS 3434 Care of Individuals III	
NURS 4414 Care of Families with Mental Health Problems	
NURS 4434 Care of Childbearing Families	
NURS 4444 Care of Families with Children	
NURS 4454 Professional Issues and Nursing Management	
BSN Courses	24
NURS 3303 Epidemiologic Perspectives for Nurses	
NURS 3212 Care of Populations Based on Major Stratifications	
NURS 3414 Pathophysiology for Health Care or BIOL 3433 Pathophysiology	
NURS 4212 Care of Vulnerable Populations	
NURS 4392 Professional Issues and Nursing Research	
NURS 4294 Applied Research and Externship	
NURS 4424 Nursing in the Community and Nursing the Community	
NURS 4464 Health Administration for Nurses	
TOTAL SEMESTER HOURS REQUIRED FOR THE BSN DEGREE	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.

Honors College and the BSN Curriculum

The School of Nursing and Allied Health embraces the Honors College philosophy of learning and the curriculum. The nursing faculty has adapted the BSN curriculum to be complementary to the HC Curriculum. The concepts of sociology and political science are covered in the Honors College courses. Thus students who complete the HC curriculum are not required to take SOCI 1313, POLS 2313, ECON 2311 or 2312 for 3 hours of behavioral sciences.

The project required for the Honors Capstone course will meet the objectives for the capstone nursing course, NURS 4294 Applied Research and Externship. The HC Capstone course projects are in the majors and will be collaborative projects between the Honors College and College of Nursing and Allied Health. Therefore, nursing students who take HNRS 4215 will not need to take NURS 4294.

Honors College and BSN Program Requirements	
Honors College Courses	36
HNRS 2301 The Christian Intellectual Tradition I	
HNRS 2302 The Christian Intellectual Tradition II	
HNRS 2310/ENGL 2310 Walking to Piraeus: Conversations with Great Minds of the Ancient Worlds	

HNRS 2320/ENGL 2320 Faith, Reason, & Romance: The Struggle for the Medieval Mind	
HNRS 4370 Visual & Performing Arts – Film and Theater	
HNRS 3350 The Last Fifty Years: Postmodern America	
HNRS 4350 The Last Fifty Years: The Emergence of the Global Village	
HNRS 3404 Imagining the Future: Themes and Ideas in Science	
HNRS 3330 The Rebirth of Man	
HNRS 3340 Enlightenment & Modernity	
HNRS 3370 Exploring cultures through Art & Music	
HNRS 4215 Honors Capstone	
Smith College Requirements and Prerequisites	26
MATH 1305 or higher – College Algebra or higher level math	
KINE 2202 Creating Healthy Lifestyles	
BIOL 1414 Microbiology	
BIOL 2404, 2414 Anatomy and Physiology I & II	
CHEM 1404 Introduction to Chemistry or higher level chemistry	
PSYC 1313 General Psychology	
PSYC 2301 Statistics	
PSYC 3313 Human Growth & Development	
Demonstrate competency in computer applications or CISM 1321 Introduction to Computer Applications	
Nursing Courses – Core Curriculum	39
NURS 2222 Perspectives on Health Care Delivery Systems	
NURS 3202 Care of Families	
NURS 2323 Health Assessment	
NURS 2404 Art and Science of Nursing	
NURS 3404 Care of Individuals I	
NURS 3424 Care of Individuals II	
NURS 3434 Care of Individuals III	
NURS 4414 Care of Families with Mental Health Problems	
NURS 4434 Care of Childbearing Families	
NURS 4444 Care of Families with Children	
NURS 4454 Professional Issues and Nursing Management	
BSN Courses	24
NURS 3303 Epidemiologic Perspectives for Nurses	
NURS 3212 Care of Populations Based on Major Stratifications	
NURS 3414 Pathophysiology for Health Care or BIOL 3433 Pathophysiology	
NURS 4212 Care of Vulnerable Populations	
NURS 4392 Professional Issues and Nursing Research	
NURS 4294 Applied Research and Externship	
NURS 4424 Nursing in the Community and Nursing the Community	
NURS 4464 Health Administration for Nurses	
TOTAL SEMESTER HOURS REQUIRED FOR THE HC & BSN DEGREE	132

COLLEGE OF SCIENCE AND MATHEMATICS

Undergraduate Programs

- Biology
- Biochemistry-Molecular Biology
- Chemistry
- Mathematics
- 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

DEAN: DR. DORIS C. WARREN

The College of Science and Mathematics offers a B.S. degree with options of majors in biology, biochemistry-molecular biology, chemistry, mathematics and physics. B.S. degree 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.

Department of Biology

Chair: Dr. Jacqueline Horn

Faculty: Dr. Avin Brownlee, Dr. Susan Cook, Dr. Curtis Henderson, Dr. Rachel Hopp, Dr. Nicole Pinaire, Dr. Betty Thompson, Dr. Brenda Whaley, Dr. Hannah Wingate

Major in Biology

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, industrial research settings, 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 related sales areas.

Departmental honors are available in Biology.

Biology Major	
Math and Science Core Requirements	52-55
Must Include:	
Biology (41-43 Hours)	
CHEM 2415 General Chemistry I (4 Hours)	
CHEM 2416 General Chemistry II (4 Hours)	
Mathematics (minimum 3 hours – MATH 1313 or higher)	
Biology Core Requirements	23
BIOL 2454 General Biology I*	
BIOL 2455 General Biology II*	
BIOL 3301 Cellular and Molecular Biology*	
BIOL 3414 Microbiology	
BIOL 3444 Genetics	
BIOL 4272 Integrating Biological Concepts	
BIOL 4297 Research in Biology	
Biology Electives	18-20
Select 5 electives from the 3 categories as indicated below. 3 of the 5 electives must contain labs.	

Systems category (Choose one from this category) BIOL 3433 Pathophysiology BIOL 3454 General Physiology BIOL 3456 Advanced Human Anatomy BIOL 3464 Comparative Vertebrate Anatomy	
Advanced Microbiology category (Choose one from this category) BIOL 4363 Medical Microbiology BIOL 4424 Molecular Biology BIOL 4444 Virology BIOL 4464 Immunology	
Biology Specialties category (Choose two from this category) BIOL 3335 Nutrition BIOL 3375 Human Genetics BIOL 3434 Ecology and Field Biology BIOL 4324 Advanced Cell Biology BIOL 4325 Endocrinology BIOL 4375 Cancer Biology BIOL 4423 Histology BIOL 4425 Drug Action BIOL 4433 Embryology BIOL 4443 Neuroscience	
You may choose one additional elective from any of the above 3 categories.	

Notes:

* BIOL 2454, 2455, 3301 are prerequisites for all 3000 and 4000 level biology courses.

Biology Minor	
Biology Core Requirements	19
BIOL 2454 General Biology I*	
BIOL 2455 General Biology II*	
BIOL 3301 Cellular and Molecular Biology*	
Biology Electives (Choose 2 of these 3 courses)	
BIOL 3404 Environmental Science	
BIOL 3414 Microbiology	
BIOL 3444 Genetics	

Major in Biochemistry-Molecular Biology

The College of Science and Mathematics provides the interdisciplinary training necessary to prepare students for success in careers in the biological and biochemical sciences. The Biochemistry and Molecular Biology (BCMB) 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.

Biochemistry – Molecular Biology Major	
Math and Science Core Requirements	66-67
Must Include:	
Biochemistry and Molecular Biology (20-21 Hours)	
Biology (15 Hours)	
Chemistry (19 Hours)	
Physics (8 Hours)	

Mathematics (4 Hours)	
Chemistry, Physics and Mathematics Core Requirements	35
CHEM 2415 General Chemistry I	
CHEM 2416 General Chemistry II	
CHEM 3131 Organic Chemistry I Lab	
CHEM 3132 Organic Chemistry II Lab	
CHEM 3313 Organic Chemistry I	
CHEM 3333 Organic Chemistry II	
CHEM 4373 Biochemistry	
MATH 1451 Calculus I (Previously offered as MATH 2434)	
PHYS 2413 Physics I	
PHYS 2423 Physics II	
Molecular Biology	26
BIOL 2454 General Biology I	
BIOL 2455 General Biology II	
BIOL 3301 Cellular and Molecular Biology	
BIOL 3444 Genetics	
BCMB 3414 Microbiology	
BCMB 4111 Bioanalytical Methods	
BCMB 4272 Integrating Biological Concepts	
BCMB 4424 Molecular Biology	
BCMB Electives	
BCMB Electives (Choose 7 or 8 hours) BCMB 3375 Human Genetics BCMB 4324 Advanced Cell Biology BCMB 4363 Medical Microbiology BCMB 4375 Cancer Biology BCMB 4444 Virology BCMB 4464 Immunology	
BCMB Lab Techniques (2 hrs – choose 1 of these) BCMB 4292 Bioinformatics BCMB 4294 Cell Culture Techniques BCMB 4297 Research in Biology/BCMB	

Department of Chemistry

Chair: Dr. Treacy Woods

Faculty: Dr. Taiya Fabre, Dr. Saul Trevino, Dr. Robert Towery

Dr. Eric VanCaemelbecke, Dr. Doris C. Warren

Major in Chemistry

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, inorganic, organic, and physical. This program prepares students for careers in the allied health professions, graduate school and industry.

Departmental honors are available in Chemistry.

Chemistry Major	
Math and Science Core Requirements	59
Must Include:	
Chemistry (43 Hours)	
Physics (8 Hours)	
Mathematics (8 Hours)	
Chemistry Program Requirements	16
MATH 1451 Calculus I (Previously offered as MATH 2434)	
MATH 1452 Calculus II (Previously offered as MATH 2444)	
PHYS 2413 Physics I	
PHYS 2423 Physics II	
Chemistry Major Requirements	43
<u>Foundational Courses (35 hours)</u>	
CHEM 2415 General Chemistry I	
CHEM 2416 General Chemistry II	
CHEM 2423 Quantitative Analysis	
CHEM 3131 Organic Chemistry I Laboratory	
CHEM 3132 Organic Chemistry II Laboratory	
CHEM 3313 Organic Chemistry I	
CHEM 3333 Organic Chemistry II	
CHEM 3351 Inorganic Chemistry	
CHEM 3443 Modern Analytical Techniques	
CHEM 4373 Biochemistry	
CHEM 4414 Introductory Physical Chemistry	
And choose between	
<p style="text-align: center;"><u>Either</u> CHEM 3151 Inorganic Chemistry Laboratory <u>Or</u> CHEM 4171 Biochemistry Laboratory</p>	
<u>In-depth Courses (6 hours – must have a foundational course as a prerequisite)</u>	
Choose 2 courses from:	
CHEM 4324 Physical Chemistry II	
CHEM 4351 Advanced Inorganic Chemistry	
CHEM 4361 Advanced Organic Chemistry	
CHEM 4374 Biochemistry II	
CHEM 4381 Special Topics in Chemistry	
<u>Professional Development (2 hours – required)</u>	
CHEM 4190 The Professional Chemist CHEM 4191 Senior Research Project	

Chemistry Minor	
Chemistry Core Requirements	23
CHEM 2415 General Chemistry I	
CHEM 2416 General Chemistry II	
CHEM 2423 Quantitative Analysis	
CHEM 3131 Organic Chemistry I Laboratory	
CHEM 3132 Organic Chemistry II Laboratory	
CHEM 3313 Organic Chemistry I	
CHEM 3333 Organic Chemistry II	

Department of Mathematics & Physics

Chair: Dr. Ernest Pyle

Faculty: Dr. Barbara Benitez-Gucciardi, Dr. Gardo Blado, Mr. Walter Bradley

Dr. James Claycomb, Dr. Evelyn Potter, Mr. Don Teltschik

Major in Mathematics

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

Students majoring in mathematics must complete all of the following courses in addition to courses in one of the tracks that follow. They must also complete PHYS 2413 and 2423. Students who do not maintain a 2.75 GPA in the major after completing the 12 hours in mathematics required for a degree will be counseled by their advisor as to whether this major is appropriate for their academic strength area.

Departmental honors are available in Mathematics.

Mathematics Major	48-49
Mathematics Core Requirements (33 Hours)	
MATH 1451 Calculus I (Previously offered as MATH 2434)	
MATH 1452 Calculus II (Previously offered as MATH 2444)	
MATH 2323 Linear Algebra (Previously offered as MATH 3323)	
MATH 2451 Calculus III (Previously offered as MATH 3414)	
MATH 3301 Foundations of Higher Mathematics	
MATH 3333 Ordinary Differential Equations	
MATH 3353 Introduction to Abstract Algebra	
MATH 3371 Introduction to Complex Variables (Previously offered as MATH 4333)	
MATH 4301 Real Variables I	
MATH 4302 Real Variables II	
<u>Track 1 Applied Mathematics Track (16 additional hours, Mathematics total = 49 hours)</u>	
MATH 3334 Partial Differential Equations	
MATH 3404 Probability and Statistics with Computer Applications	
or	
MATH 4401 Numerical Analysis	
MATH 4372 Advanced Complex Variables	
Also required:	
3 additional hours at the 4000 level plus 3 additional hours at the 3000 or 4000 level, not including MATH 3302 Foundations of Geometry or MATH 4201 Mathematical Topics in Education.	

<u>Track 2 Pure Mathematics Track (15 hours, Mathematics total = 48 hours)</u> MATH 4311 Topology I MATH 4353 Advanced Abstract Algebra MATH 4372 Advanced Complex Variables	
Also required:	
6 additional hours at the 3000 or 4000 level, not including MATH 3302 Foundations of Geometry OR MATH 4201 Mathematical Topics in Education.	
<u>Track 3 Pure and Applied Mathematics Track (15 additional hours, Mathematics total = 48 hours)</u> Any 2 courses required for track 1 or any 2 courses required for track 2, and 3 additional courses at the 3000-4000 level, not including MATH 3302 Foundations of Geometry or MATH 4201 Mathematical Topics in Education. At least 2 of these courses must be at the 4000 level.	
<u>Additional Courses to satisfy options for Tracks 1, 2, and 3:</u>	
MATH 3311 Introduction to Discrete Mathematics and Combinatorics	
MATH 3331 Nonlinear Dynamics and Chaos	
MATH 3364 Mathematical Computing	
MATH 3383 Mathematical Methods for Science and Engineering	
MATH 4310 Advanced Discrete Mathematics and Combinatorics	
MATH 4312 Topology II	
MATH 4332 Dynamics and Bifurcations	
MATH 4341 Mathematical Biology	
MATH 4380 Differential Geometry	

Mathematics Minor	
Mathematics Core Requirements	21
MATH 1451 Calculus I (Previously offered as MATH 2434)	
MATH 1452 Calculus II (Previously offered as MATH 2444)	
MATH 2451 Calculus III (Previously offered as MATH 3414)	
9 additional hours in mathematics at or above the 3000 level, not including 3302 (Foundations of Geometry), 4201 (Mathematical Topics in Education), or special topics courses, but including at least one course from either Track 1 or Track 2	

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. Currently, the faculty is involved in theoretical, experimental, and applied physics research. Areas of research include biophysics, supersymmetry, and methods of teaching physics.

Physics Major	
Physics Core Requirements	57
PHYSICS (42 Hours)	
MATHEMATICS (15 Hours)	
Physics Program Requirements (8 hours in Chemistry, 15 hours in Mathematics are required).	

CHEM 2415 General Chemistry I	
CHEM 2416 General Chemistry II	
MATH 1451 Calculus I (Previously offered as MATH 2434)	
MATH 1452 Calculus II (Previously offered as MATH 2444)	
MATH 2323 Linear Algebra (Previously offered as MATH 3323) OR MATH 3333 Ordinary Differential Equations	
MATH 2451 Calculus III (Previously offered as MATH 3414)	
Physics Major Requirements	42
PHYS 1411 Astronomy and The Universe	
PHYS 2343 Introductory Theoretical Physics	
PHYS 2413 Principles of Physics I	
PHYS 2423 Principles of Physics II	
PHYS 3313 Mechanics	
PHYS 3323 Electricity and Magnetism	
PHYS 3413 Modern Physics I	
PHYS 3433 The Art of Electronics OR PHYS 3443 Computational Physics	
PHYS 4221 Undergraduate Research Experience in Physics I	
PHYS 4222 Undergraduate Research Experience in Physics II	
PHYS 4323 Thermodynamics and Statistical Mechanics	
PHYS 4343 Introduction to Quantum Mechanics I	
PHYS 3000 – 4000 Elective, 3 hours	

Physics Minor	
Physics Core Requirements	21
PHYS 2343 Introductory Theoretical Physics	
PHYS 2413 Principles of Physics I	
PHYS 2423 Principles of Physics II	
PHYS 3313 Mechanics	
PHYS 3323 Electricity and Magnetism	
PHYS 3413 Modern Physics I	

Teacher Certification Majors

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).

Composite Science Major (4-8)

Students seeking a middle grades specialization are required to take 15 credit hours of biology including BIOL 2454, 2455, 3301, and 3404 or 3434. Students are also required to take 12 hours of chemistry including CHEM 1404, 2415, 3415 and 8 hours of physics including PHYS 1401 and 1411.

Composite Science Major (8-12)

Students seeking a high school specialization in composite science are required to take 19 credit hours of biology including BIOL 2454, 2455, 3301, 3404 or 3434, and 3444. Students must also take 12 hours of chemistry including CHEM 2415, 2416, and 3415, and 8 hours of physics including PHYS 1401 or 2413, and 1411.

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 27 credit hours of biology including BIOL 2404, 2414, 2454, 3301, 3404 or 3434, 3444, and 3414. Students must also take 8 hours of chemistry including 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).

Mathematical Studies Major (4-8)

Students seeking a middle grades specialization in mathematical studies are required to take 29 hours in mathematics including MATH 1313, 1323, 1434, 1451 (Previously offered as MATH 2434), 2323 (Previously offered as MATH 3323), 3302, 3311, 3404, and 4201. INDC 4330, 4331, and EDRE 4352 must also be taken. In addition, these students are strongly encouraged to take PHYS 1401 or 2413.

Mathematical Studies Major (8-12)

Students seeking a high school specialization in mathematical studies are required to take 36-37 hours in mathematics including MATH 1323, 1434, 1451 (Previously offered as MATH 2434), 1452 (Previously offered as MATH 2444), 2323 (Previously offered as MATH 3323), 3301, 3302, 3311, 3353 or 1451 (Previously offered as MATH 3414), 3404, and 4201. Students must also take PHYS 2413. In addition, these students are strongly encouraged to take PHYS 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 21 credit hours in chemistry including CHEM 2415, 2416, 2423, 3131, 3313, 3415, and 4191. Students must take 14 hours of physics including PHYS 1401, 2413, 2423, and 4221.

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	
First Year	
FYS 1100*	
CHEM 2415, 2416	
MATH 3364 Mathematical Computing	
ENGL 1313, 1323	
ENGR 1301, 1302	
MATH 1434**, 1451 (Previously offered as MATH 2434), 1452 (Previously offered as MATH 2444)	
Second Year	
KINE 2102, 2102 (two different activities)	
MATH 2323 (Previously offered as 3323), 2451 (Previously offered as MATH 3414) 3333, 3404	
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, MATH 1323, Trigonometry, and MATH 1434, Pre-Calculus, before taking MATH 1451, Calculus I (Previously offered as MATH 2434). 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 semester 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 2311 or 2312, 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 3423.

Pre-Medical/Pre-Dental Program

Director: Dr. Susan Cook
 Coordinator: Cathy Capes

The pre-med/pre-dental program is open to all HBU students interested in a career in medicine or dentistry. The program is not a major, rather it is a series of classes and activities designed to prepare students for entry into these schools. The coursework, show below, consists of the pre-requisite courses required by the majority of the public medical and dental schools in Texas prior to entry. Some professional schools, especially private schools, may have slightly different requirements. Activities in the program include membership in the appropriate pre-professional student organization. These are Alpha Epsilon Delta, Pre-Professional Honor Society (AED) and the American Student Dental Association (ASDA). Other activities include trips to medical and dental schools, community service events, and workshops offered by the Health Professions Office. Students should check the bulletin board on the second floor of the science building for information about scheduled activities. Students are also encouraged to seek shadowing opportunities with area health care professionals and to perform community service as individuals or in conjunction with AED and ASDA.

Entry into a health professions school is a competitive process. Successful students are encouraged to fulfill all course pre-requisites during their first 2 ½ years, take the MCAT during their junior year, and apply to medical/dental school the summer after their junior year. Students must also acquire a letter of evaluation as part of their application package. This letter can be in either of two forms.

- The first form is the **Composite Letter of Evaluation Package**. This type is the one preferred by the professional schools. This package contains comments by the science faculty, advisors, and evaluations performed by the Applicant Evaluation Committee. In order to obtain this letter, a student must:
 - 1) complete 30 semester hours of which 16 are science courses at HBU
 - 2) complete 13 of the 14 pre-requisite courses (46 hrs is the total required) listed below. If 13 classes have not been completed, the student will be

referred to the Medical Professions Advisory Committee, for evaluation and comments to be included in the Evaluation Package.

- 3) register with the Health Professions Office (room S219) to indicate their intention to apply to medical/dental school. This registration should occur between January 15 and March 1 of the application year.
- 4) attend a 30 minute scheduled interview with the Applicant Evaluation Committee during the spring semester prior to application.

In addition to these requirements, students are highly encouraged to attend the series of 3 workshops designed to acquaint students with the on-line Texas Medical and Dental Application Service, the format of a successful personal statement, and the expectations of the medical school faculty at the interview.

- The second form is the Individual Evaluation Letter Package. This type can be used in lieu of the Composite Package, if the student cannot attend the interview/ workshops or register in advance, as required above. This package consists of two individual recommendation letters from faculty members, a cover letter by the Health Professions Office and may also include a letter from a health care professional. To obtain this letter, a student must:
 - 1) complete 24 semester hours of which 16 are science courses
 - 2) register with the Health Professions Office and turn in the two recommendation letters, obtained from professors in your major. Include at least one science professor.

Students must realize that it often takes several weeks before an Evaluation Package of any type can be mailed to the various schools. Students applying to more than 10 schools, will be charged for mailing costs. The Health Professions Office does not include transcripts. Transcripts must be ordered by the student from the Office of the Registrar.

Core Requirements	
<u>English:</u> ENGL 1313 Grammar and Composition I and ENGL 1323 Grammar and Composition II	6
<u>Biology:</u> BIOL 2454 General Biology I BIOL 2455 General Biology II BIOL 3301 Cellular and Molecular Biology BIOL 3444 Genetics	15
<u>General Chemistry:</u> CHEM 2415 General Inorganic Chemistry I CHEM 2416 General Inorganic Chemistry II	8
<u>Organic Chemistry:</u> CHEM 3131 Organic Chemistry Laboratory I CHEM 3132 Organic Chemistry Laboratory II CHEM 3313 Organic Chemistry I CHEM 3333 Organic Chemistry II	8
<u>Biochemistry:</u> CHEM 4373 An Introduction to Biochemistry	3
<u>Mathematics:</u> MATH 1451 Calculus I (Previously offered as MATH 2434)	4
<u>Physics:</u> PHYS 2413 Physics I PHYS 2423 Physics II	8

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. Students are encouraged to participate in the activities of our Pre-Optometry Professional Society (POPS).

Science and Math Core	
BIOL 2454 General Biology I*	
BIOL 2455 General Biology II*	
BIOL 3301 Cellular and Molecular Biology*	
BIOL 3414 Microbiology	
BIOL 3454 General Physiology	
BIOL 3456 Advanced Human Anatomy or BIOL 3464 Comparative Vertebrate Anatomy	
CHEM 2415 General Chemistry I	
CHEM 2416 General Chemistry II	
CHEM 3131 Organic Chemistry Laboratory I	
CHEM 3132 Organic Chemistry Laboratory II	
CHEM 3313 Organic Chemistry I**	
CHEM 3333 Organic Chemistry II**	
CHEM 4373 Biochemistry	
MATH 1434 Precalculus Mathematics	
MATH 1451 Calculus I (previously offered as MATH 2434)	
PHYS 2413 Principles of Physics I	
PHYS 2423 Principles of Physics II	
PSYC 1313 General Psychology	
PSYC 2301 Introductory Statistics for the Behavioral Sciences	

Notes:

* BIOL 2454, 2455, 3301 are prerequisites for BIOL 3454, 3456, and 3464.

** CHEM 3313 and 3333 are prerequisites for CHEM 4373. CHEM 3313, 3131 and 3333 or concurrent enrollment in CHEM 3333 are prerequisites for CHEM 3132.

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.

Core Courses	
BIOL 2454 General Biology I*	
BIOL 2455 General Biology II*	
BIOL 3301 Cellular and Molecular Biology*	
BIOL 3414 Microbiology	
CHEM 2415 General Chemistry I	
CHEM 2416 General Chemistry II	
CHEM 3131 Organic Chemistry Laboratory I	
CHEM 3132 Organic Chemistry Laboratory II	
CHEM 3313 Organic Chemistry I	
CHEM 3333 Organic Chemistry II	
ENGL 1313 Composition and Literature	
ENGL 1323 Composition and Literature	
HIST 2313 U.S. History to 1877	
HIST 2323 U.S. History from 1877	
Humanities: 3 hours	
MATH 1451 Calculus I (previously offered as MATH 2434)	
Physics: 4-8 hours	
POLS 1313 Introduction to Political Science	
POLS 2313 American and Texas Government	
PSYC 1313 General Psychology	
PSYC 2301 Introductory Statistics for the Behavioral Sciences	
COMM 1323 Rhetoric and Public Speaking	
Fine Arts: 3 hours	

Notes:

* BIOL 2454, 2455 and 3301 are prerequisites for BIOL 3454, 3464 and 3433.

Pre-Physical Therapy 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 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.

Core Courses	
BIOL 2241 Medical Terminology	
BIOL 2454 General Biology I*	
BIOL 2455 General Biology II*	
BIOL 3301 Cellular and Molecular Biology*	

BIOL 3454 General Physiology**	
BIOL 3456 Advanced Human Anatomy** OR BIOL 3464 Comparative Vertebrate Anatomy**	
CHEM 2415 General Chemistry I	
CHEM 2416 General Chemistry II	
COMM 1323 Rhetoric and Public Speaking	
ENGL 1313 Composition and Literature	
ENGL 1323 Composition and Literature	
Three Additional hours in English	
MATH 1451 Calculus I (previously offered as MATH 2434)	
PHYS 2413 Physics I	
PHYS 2423 Physics II	
PSYC 1313 General Psychology	
PSYC 2301 Introductory Statistics for the Behavioral Sciences	
PSYC 2364 Abnormal Psychology OR PSYC 3313 Human Growth and Development	
SOCI 1313 Principles of Sociology	

Notes:

* BIOL 2454, 2444 and 3301 are prerequisites for BIOL 3454, 3456 and 3464.

** Some schools will accept BIOL 2404 and 2414 instead of BIOL 3454 and 3456 or 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.

Core Courses	
BIOL 2454 General Biology I*	
BIOL 2455 General Biology II*	
BIOL 3301 Cellular and Molecular Biology*	
BIOL 3414 Microbiology	
BIOL 3454 General Physiology**	
BIOL 3456 Advanced Human Anatomy** OR BIOL 3464 Comparative Vertebrate Anatomy**	
Four advanced hours (3000-4000) of Biology including Lab***	
CHEM 2415 General Chemistry I	
CHEM 2416 General Chemistry II	
CHEM 3131 Organic Chemistry Laboratory I	
CHEM 3313 Organic Chemistry I	

ENGL 1313 Composition and Literature	
ENGL 1323 Composition and Literature	
HIST 2313 U.S. History to 1877	
HIST 2323 U.S. History from 1877	
MATH 1313 College Algebra	
Statistics (3 hours)	
Social/Behavioral Science (3-6 hours)	

Notes

* BIOL 2454, 2455, and 3301 are prerequisites for BIOL 3433, 3454, 3456, and 3464.

** Some schools will accept BIOL 2404 and 2414 instead of BIOL 3456 or 3464.

*** Students should check with the professional schools to determine which advanced biology courses are required.

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 introducing 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 2311; BUSA 2311

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 2311; BUSA 2311

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, Intermediate Accounting I and II

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

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

Prerequisite: ACCT 3312

An active, hands-on class that equips the accountant 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 School of Business

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 3312

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 3312

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 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 4314 Taxation for Corporations and Other Entities

Prerequisite: ACCT 3304

Federal income tax determination for corporations and the impact of decisions on the corporation and shareholders; tax issues relating to “S corporations”, partnerships, estates and trusts.

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 5314 Taxation for Corporations and Other Entities

(See ACCT 4314.)

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 School of Business

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

Prerequisite: ACCT 5360

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

Prerequisite: ACCT 5360

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.

BIBLICAL ARAMAIC

ARAM 4310 Biblical Aramaic

Prerequisite: HEBR 2312/5301, HEBR 3311/3312/3313/6301/6302/6303 or permission of the instructor.

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

ARAM 6310 Biblical Aramaic

Prerequisite: HEBR 2312/5301, HEBR 3311/3312/3313/6301/6302/6303 or permission of the instructor.

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

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 2236, 3236, 4236 Water Media – Painting

Prerequisite: None

During this course there will be a concentration on the use and development of water media techniques, both transparent and opaque. These courses will serve as preparatory for upper level painting classes both advanced and experimental.

ART 2237 Introduction to Applied Arts

Prerequisite: ART 1313, 1323, preferred by not required.

Applied Arts procedures in fiber arts, paper-making / book arts, mosaic, metal-working, and experimental forms will be researched to give the student a broad understanding of the possibilities of applied arts in terms of functional media.

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 3237, 4237 Applied Art: Fiber Arts

Prerequisite: ART 1313, 1323, preferred but not required

Fiber Arts introduces students to natural textiles and the culturally driven techniques traditionally used to design, decorate and construct functional forms pertaining to fiber. Techniques in dyeing, printing, wax resist and bleaching will be explored, as well as procedures in assembling and embellishing. Further development of experimental forms will be probed and researched to encourage students to expand their awareness of the vast potential of fiber arts and the impact upon community culture

ART 3285 Experimental Drawing

Prerequisite: ART 2232, 2242, or 2252 Drawing I

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 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 3330, 3331, 3332 Gallery and Museum Practices

No pre-requisite course is required.

The course allows students a hands-on participation of fine arts gallery management and a formal study of museum operations. Students study major art facilities in Houston and collectively organize an art exhibition as part of their course of study. May be taken by art and non-art majors (with approval by the professor and art department chair).

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 3375 Art of the Renaissance

No pre-requisite course is required.

Michelangelo, Leonardo, and Raphael created art in one of the most fascinating historical and artistic periods in Western culture, the High Renaissance. From debunking the Da Vinci code to treasure hunting for Bruegel's proverbs, this course not only focuses on some of the world's greatest achievements in art and the individuals responsible for making them, it sets the stage for art in Western culture for centuries to come.

ART 3380 American Art

No pre-requisite course is required.

From New York to Los Angeles, from Native America to Jackson Pollock, this course traverses the US geographically, philosophically and socially in search of major influences on and developments in American art. Students will explore art made outside the European canon and develop an awareness and appreciation for the American heritage in artistic production.

ART 3383 – European Heritage in Art History

Art History 3383, European Heritage in Art History, will occur during Art study in Europe such as the Artis Study abroad in Florence. Students will be based in Florence where they will attend daily walking lectures at most of the churches, museums and galleries of Florence. On site lectures will be held five or more days a week and will vary each day depending on the site visited. Renaissance is the major area studied though students electing a side trip to Germany during the month stay in Florence will also encounter contemporary art. During this study abroad semester students will record detailed journal notes from each daily lecture.

ART 3385 Experimental Drawing

Prerequisite: ART 2232, 2242, or 2252 Drawing

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 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 4282, 4283, 4284 Apprenticeship I, II and III: Advanced Studio

Prerequisite: Advanced Studio Art (Ceramics, Drawing, Painting, Printmaking, Sculpture, or Water Media) course at either 3000 or 4000 level.

The HBU Art Apprenticeship Program is an art studio concentration for individual art students who are accepted on an individual basis to do academic work in an apprentice capacity with one of the artist-in-residence members of the faculty. The students will be accepted into the program by invitation from the department chairman upon a review of the student's portfolio and academic records by the department's artists-in-residence. Upon acceptance into the program the student will work toward individual semester hours designated as Apprenticeship credit hours.

ART 4285 Experimental Painting

Prerequisite: ART 3233, 3243, 3253, 4233, 4243 or 4253

Directed study of a minimum of thirty 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 3375 Human Genetics

Prerequisite: BIOL 3301, 3444

This course will introduce students to the basic concepts of human genetics and its molecular and clinical implications. Topics include the chromosomal, molecular, and biochemical basis of disease, prenatal diagnosis, and genetic counseling. (Also offered as BIOL 3375.)

BCMB 3414 Microbiology

Prerequisites: four semester hours of chemistry and BIOL 2454, 2455, and 3301.

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 BIOL 3414.)

BCMB 4111 Bioanalytical Methods

Prerequisites: twenty hours of biology, CHEM 2415, 2416, 3131, 3132, 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, all of which are widely used in research pertaining to the biological and biochemical sciences.

BCMB 4181, 4281, 4381, 4481 Special Topics

Prerequisites: BIOL 2454, 2455, and 3301

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 4292 Bioinformatics

Prerequisite: 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 Cell Culture Techniques

Prerequisites: 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 Readings in the Biological Sciences

Prerequisite: 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 4297 Research in Biochemistry/Molecular Biology

Prerequisite: BIOL 3414, 3444

Laboratory research is offered for a student majoring in Biochemistry/Molecular Biology. 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. (Also offered as BIOL 4297.)

BCMB 4324 Advanced Cell Biology

Prerequisites: BIOL 2454, 2455, 3301, 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 2454, 2455, 3301, 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 2454, 2455, 3301, 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 2454, 2455, 3301, 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 2454, 2455, 3301, 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 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 2454 General Biology I

This course is required of all biology majors. Topics include cell structure and function, biological diversity, plant biology, and ecology. This course includes one semester hour credit for laboratory sessions.

BIOL 2455 General Biology II

Prerequisite: BIOL 2454

This course is required of all biology majors. Topics include animal tissues and organ systems, animal structure and function, life processes, biological diversity and the theory of evolution. This course includes one semester hour credit for laboratory sessions.

BIOL 3301 Cellular and Molecular Biology

Prerequisite: BIOL 2454, CHEM 2415, and completion of or concurrent enrollment in BIOL 2455

This course is required of all biology majors. Topics include; biological chemistry, cellular structure and function, energy transformations, DNA, RNA, and protein synthesis.

BIOL 3335 Nutrition and Metabolism

Prerequisites: BIOL 2454, 3301 and either BIOL 2455 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 3375 Human Genetics

Prerequisite: BIOL 3301, 3444

This course will introduce students to the basic concepts of human genetics and its molecular and clinical implications. Topics include the chromosomal, molecular, and biochemical basis of disease, prenatal diagnosis, and genetic counseling. (Also offered as BCMB 3375.)

BIOL 3404 Environmental Science

This course is a study of the interrelationships of the natural world and the interactions of organisms with their environment. Analysis of populations, both natural and human, in their communities and the impact of the physical factors will be explored. Current environmental issues will also be discussed. Sampling techniques and field studies will be emphasized. This course includes one semester hour credit for laboratory sessions. This course cannot be counted for credit toward the biology major.

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 2454, 2455, 3301

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 2454, 2455, and BIOL 3301 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 2454, 2455, and BIOL 3301 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 2454, 2455, and 3301. 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 3456 Advanced Human Anatomy

Prerequisite: BIOL 2455, 3301

This is an advanced study of the anatomical structure of the human body. Body structure will be studied by organ systems and will involve a balance between gross anatomical study and histology. Form-function relationships will be emphasized. This course includes one semester hour credit for laboratory sessions.

BIOL 3464 Comparative Vertebrate Anatomy

Prerequisites: BIOL 2454, 2455, and 3301

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 2454, 2455, and 3301

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, 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 4272 Integrating Biological Concepts

Prerequisite: Biology Core courses (BIOL 2454, 2455, 3301, 3414, and 3444)

This course will integrate the knowledge, theories, and skills expected of a Biologist. Topics will encompass and reinforce the material found in the courses of the Biology Core.

BIOL 4297 Research in Biology

Prerequisite: BIOL 3414, 3444

Laboratory research is offered for a student majoring in Biology. 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.

BIOL 4324 Advanced Cell Biology

Prerequisites: BIOL 2454, 2455, 3301, 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 2454, 2455, 3301, 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 2454, 2455, 3301, 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 2454, 2455, and 3301

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 2454, 2455, 3301, 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 2454, 2455, and 3301

This course presents the basic concepts and principles of pharmacology as related to the anatomy and physiology of certain body systems. Specific topics include principles of drug receptors; pharmacodynamics and pharmacokinetics; the actions of cholinergic-activating, cholinesterase-blocking, and cholinesterase-inhibiting drugs; adrenoceptor-activating and adrenoceptor-blocking drugs; and antihypertensive, antidepressant, and chemotherapeutic drugs. This course includes one semester hour credit for laboratory sessions.

BIOL 4433 Embryology

Prerequisites: BIOL 2454, 2455, and 3301

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 2454, 2455, and 3301

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 2454, 2455, 3301, 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 2454, 2455, 3301, 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 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 3330 Career Development Strategies

Prerequisite: completion of 64 hours

This course is designed to introduce students to the principles, methods, and practices of achieving career goals with emphasis on the exploration of career opportunities and paths, identification of strengths, resume development, cover letter composition, interviewing, networking, professional image, employment law (including workplace harassment and workplace privacy), financial security benefits and health care benefits, and the use of technology in achieving career goals.

BUSA 4181, 4281, 4381 Special Topics

Prerequisite: approval of the Dean of the School of Business

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

Prerequisites: FINA 3320, MGMT 2341, MKTG 3301, and completion of 80 semester hours

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

Prerequisites: FINA 3320, MGMT 2341, MKTG 3301, and completion of 80 semester hours

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 semester 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.

BUSA 4350 Business Consulting Field Experience

Open to students from all business majors, the business consulting field experience provides students the opportunity to apply principles and concepts learned in the classroom to an actual business problem. Teams of undergraduate students under the supervision of a faculty member will meet with the client, assess problems and opportunities, and make recommendations to the sponsoring business client. The project includes a formal presentation and a detailed written report to the client.

BUSA 4399 Global Business Strategy

Prerequisites: FINA 3320, MGMT 3302, MKTG 3301, and completion of 90 semester hours

Global Business Strategy is a capstone course in business designed to integrate concepts and knowledge from a broad range of core business courses. The course considers the increasingly global context in which firms operate and develops a strategic view of the firm through a variety of management tools, models, and current debates. The capstone experience encourages significant group-based work through use of case studies and a computer simulation with global participants.

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 3131 Organic Chemistry Laboratory I

Prerequisite: CHEM 3313 or concurrent

This course provides instruction in rudimentary organic laboratory techniques, simple organic syntheses, and basic identification of organic compounds by spectroscopy.

CHEM 3132 Organic Chemistry Laboratory II

Prerequisite: CHEM 3131 completed. CHEM 3333 or concurrent

This course extends the instruction in organic laboratory techniques, organic syntheses, and the identification of organic compounds by spectroscopy begun in CHEM 3131.

CHEM 3151 Inorganic Chemistry Laboratory

Prerequisites: CHEM 2415, and 2416

Students conduct experiments with the main group elements, the transition metals, organometallic materials, and bioinorganic compounds.

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 3351 Inorganic Chemistry

Prerequisites: CHEM 2415, and 2416

This course provides a survey of the chemistry of the main group elements, transition metals, and organometallic compounds in the context of periodic law.

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 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.)

CHEM 3443 Modern Analytical Techniques

Prerequisites: CHEM 2423, 3132 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 4141 Advanced Chemistry: Topic To Be Announced

Prerequisite: Permission of the instructor.

This course provides in-depth coverage of one topic in chemistry.

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 4171 Biochemistry Laboratory

Prerequisites: Completion of or concurrent enrollment in CHEM 4373 Biochemistry I

This is an upper level laboratory course which exposes students to the principles and experimental techniques underlying common biochemistry methods such as buffer preparation, ultraviolet-visible spectroscopy, protein and nucleic acid purification, enzyme kinetics, protein and nucleic acid electrophoresis, and polymerase chain reactions which are widely used in research pertaining to the biochemical sciences.

CHEM 4190 The Professional Chemist

Prerequisites: Completion of thirty semester hours of chemistry courses.

Discussion of topics from the current chemical literature and the ethical behavior expected of chemists.

CHEM 4191 Senior Research Project

Prerequisites: Completion of thirty semester hours of chemistry courses.

Students conduct a laboratory research project, write a research report, and give an oral presentation to the class.

CHEM 4324 Physical Chemistry II

Prerequisite: CHEM 4414.

This course is a survey of the fundamental aspects of thermodynamics including, the First and Second Laws as well as Gibbs and Helmholtz Energy and their applications. Acids and bases, basic quantum mechanics, spectroscopy, photochemical reactions, and macromolecules are also discussed. A working knowledge of calculus is necessary.

CHEM 4351 Advanced Inorganic Chemistry

Prerequisites: CHEM 3131, 3132, 3313, 3333, 3351.

This course is an introduction to the structure, bonding, and reactivity of organotransition metal compounds. The focus is on physical organometallic chemistry, with an emphasis on the mechanisms of organometallic transformations and methods for their elucidation. The fundamental reaction types of organotransition metal complexes will be covered including: oxidative addition/reductive elimination, migratory insertion, attack on coordinated ligands, and the reactivity of metallocycles, carbenes, and carbynes. Some applications of organotransition metal complexes in catalysis and in organic chemistry will be featured.

CHEM 4361 Advanced Organic Chemistry

Prerequisites: CHEM 3131, 3132, 3313, and 3333.

Study of advanced topics in organic chemistry.

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 4374 Biochemistry II

Prerequisites: CHEM 4373.

This course is a study of the principles of gene expression, replication, and metabolic pathways. Emphasis is placed on replication, transcription, translation and carbohydrate metabolism. Additional topics will include the citric acid cycle, lipid metabolism, electron transport and oxidative phosphorylation.

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.

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.

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 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 Christianity and 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 3301 Old Testament Theology

Prerequisites: CHRI 1313, 1323.

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

Prerequisites: CHRI 1313, 1323.

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

CHRI 3303 Spiritual 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 3310 Introduction to Judaism

Prerequisites: CHRI 1313, 1323.

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

CHRI 3311 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 3311.)

CHRI 3314 History of Christianity

Prerequisites: CHRI 1313, 1323.

A course designed to introduce Christianity in its historical development.

CHRI 3325 The Christian Vocation

Prerequisites; CHRI 1313, 1323.

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 vocation student.

CHRI 3333 Jesus and His Teachings

Prerequisites: CHRI 1313, 1323.

An intensive study of the life and teachings of Jesus.

CHRI 3336 Christian Leadership

Prerequisites: CHRI 1313, 1323.

This course reviews theories and literature concerning leadership from a Christian perspective. Students will study the theological and ecclesiological objectives of Christian leadership, the spiritual preparation required of leaders, and core practices for leading faithfully and effectively.

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 3377 Supervised Ministry Practicum-Hospital

Prerequisites: CHRI 1313, 1323, 3325.

A field-based course in which the Christian vocations student functions in a ministry role under the supervision of both an experienced hospital professional and a university professor. Permission of instructor required.

CHRI 3378 Supervised Ministry Practicum-Church

Prerequisites: CHRI 1313, 1323, 3325.

A field-based course in which the Christian vocations student functions in a ministry role under the supervision of an experienced minister and a university professor. Permission of instructor required.

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 Dunham Bible Museum 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 4345 Christian Ethics

Prerequisites: CHRI 1313, 1323.

This course provides a comprehensive study of Christian Ethics including biblical and theological foundations, historical developments, and contemporary issues of moral concern. The central role of faith communities in moral development and the importance of church engagement with culture will be emphasized.

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 and PHIL 1313.

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 5311 Hermeneutics

A course designed to introduce a student to the basic issues, methods and history of biblical interpretation.

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 5360 Old Testament Theology

The study concentrates on the theological message of the Old Testament as communicated by the various Old Testament documents and literature in the discipline of Old Testament studies.

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 6334 Christian Moral Studies

This course engages students in a study of the biblical and theological foundations of Christian ethics and our cultural context. A wide range of current moral concerns will be studied in light of these foundations.

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 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 1323 Rhetoric and Public Speaking

This course improves communication skills in a variety of contexts and develops an understanding and appreciation of the importance of public rhetoric in a democratic society. Since ancient Greek and Roman times, rhetoric has been taught both as the foundation of a liberal arts education and as an essential skill of democratic citizenship.

COMM 2313 Public Speaking

Prerequisite: COMM 1313 or COMM 1323

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

COMM 3323 Communication Theory

Prerequisite: COMM 1313 or COMM 1323

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

COMM 3324 Legal Communication

Prerequisite: COMM 1313 or COMM 1323

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 or COMM 1323

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 or COMM 1323

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 3336 Crisis Communication

Prerequisite: COMM 1313 or COMM 1323.

A critical examination of public response to crisis and criticism from a communication perspective. A rhetorical framework is used to critique and construct responses to corporate, governmental, and personal public relations crises. Theories from Aristotle to contemporary public relations professionals are considered and applied.

COMM 3345 Small Group Communication

Prerequisite: COMM 1313 or COMM 1323

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 or COMM 1323

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 Social Movement Rhetoric

Prerequisite: COMM 1313 or COMM 1323

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 or COMM 1323

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 4304 Interpersonal Communication

Prerequisite: COMM 1313 or COMM 1323

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 Great American Speeches

Prerequisite: COMM 1313 or COMM 1323

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 or COMM 1323

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 or COMM 1323

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 4343 New Communication Technologies and Society

Prerequisite: COMM 1313 or COMM 1323

A study of new communication technologies and their impact on communication processes, access, regulation in personal, political, and organizational contexts within society.

COMM 4353 Persuasion and Propaganda

Prerequisite: COMM 1313 or COMM 1323

Propaganda is a deliberate, systematic attempt to manipulate beliefs and emotions, usually through methods considered deceitful and unethical. Persuasion, on the other hand, is an everyday activity in our personal, social, and civic lives. This course will explore the distinction between propaganda and persuasion, with an emphasis on developing the critical skills necessary to distinguish between the two.

COMM 4363 Freedom of Speech

Prerequisite: COMM 1313 or COMM 1323

A study of the major issues surrounding roles of speech, press, and electronic media in society. It includes the history of free speech and press issues in society, government's role in regulating marketplace of ideas, and the responsibility of individual in free society.

COMM 4373 Internship in Speech Communication or Rhetoric Studies

Prerequisite: Permission of instructor prior to the beginning of the semester 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 2311 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 2312 Principles of Macroeconomics

Prerequisite: ECON 2311

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 3302 Economic Theory- Intermediate

Prerequisites: ACCT 2301; BUSA 2311; ECON 2311, 2312

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 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 4307 Investment Principles

(See FINA 4307.)

ECON 4181, 4281, 4381 Special Topics

Prerequisite: Approval of the Dean of the School of Business

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 2341; ECON 2311; ECON 2312

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 2311

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 2311, 2312

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 authoritative, behavior-modification, group-process, instructional, and socio-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 4290 Practicum in Early Childhood

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

EDEC 4302 Survey of Exceptional Children

Prerequisites: EDUC 4301 or 4311

(Offered also as EDEC 5302, EDSP 4302/5302, and EDUC 5304.)

EDEC 4306 Language and Concept Development in Young Children

Prerequisite: Admission to Teacher Education

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

EDEC 4310 Preschool Curriculum and Instruction

Prerequisites: Admission to Teacher Education

(Offered also as EDEC 5310.)

EDEC 4311 Kindergarten Curriculum and Instruction

Prerequisites: EDEC 4306, Admission to Teacher Education

(Also offered as EDEC 5311.)

EDEC 4351 Emergent Literacy

Prerequisite: Admission to Teacher Education

(Offered also as 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 EDEC 4302, EDSP 4302/5302, and EDUC 5304.)

EDEC 5306 Language and Concept Development in Young Children

Prerequisite: Permission of the instructor

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

EDEC 5310 Preschool Curriculum and Instruction

Prerequisites: EDEC 5306 or permission of the instructor

(Offered also as EDEC 4310.)

EDEC 5311 Kindergarten Curriculum and Instruction

Prerequisites: EDEC 5306 or permission of the instructor

(Offered also as EDEC 4311.)

EDEC 5351 Emergent Literacy
Prerequisite: Admission to Teacher Education
(Offered also as 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: Admission to Teacher Education

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: Admission to the Teacher Education program

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: Admission to Teacher Education

(Offered also as 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: Admission to the Teacher Education program

(Offered also as EDRE 4350.)

EDRE 5351 Emergent Literacy

Prerequisite: Admission to Teacher Education

(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 EDEC 4302/5302, EDSP 5302, and EDUC 5304.)

EDSP 4306 Language and Concept Development in Young Children

(Offered also as 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: Admission to Teacher Education

(Offered also as 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 EDEC 4302/5302, EDSP 4302, and EDUC 5304.)

EDSP 5306 Language and Concept Development in Young Children

(Offered also as 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 5351 Emergent Literacy

Prerequisite: EDUC 5313 or 6302 (or teacher certification)

(Offered also as 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 for a total of 160 hours.

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

(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.)

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 4290 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. (Offered also as INDC **4290**.)

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 semester.

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 4470 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 semester. (Offered also as EDUC 5370.)

EDUC 4472 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 4484 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 semester. (Offered also as EDUC 5384.)

EDUC 4485 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 semester. (Offered also as EDUC 5385.)

EDUC 4486 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 semester. (Offered also as EDUC 5386.)

EDUC 4487 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 semester. (Offered also as EDUC 5387.)

EDUC 4489 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 semester.

EDUC 4493 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 semester. (Offered also as EDUC 5393.)

EDUC 4494 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 semester. (Offered also as EDUC 5394.)

EDUC 4495 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 semester.

EDUC 4496 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 semester. (Offered also as EDUC 5396.)

EDUC 4497 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 semester. (Offered also as EDUC 5397.)

EDUC 4498 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 semester. (Offered also as EDUC 5398.)

EDUC 4870 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 semester. (Offered also as EDUC 5670.)

EDUC 4871 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 4891 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 4892 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 4893 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 4894 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 semester to assist the student in becoming a successful and effective teacher. This course must be taken for three consecutive academic semesters (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 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 5332 Essential Elements of Mathematics

Prerequisite: a curriculum and instruction course and EDUC 5331 or permission of the instructor.

The focus of this course is the teaching of the content of basic mathematics. Concepts and skills related to fractions, decimals, ratio, proportion, percent, probability, statistics, geometry, number theory, integers, functions, and algebraic thinking are included.

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 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. Fieldwork is required.

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 6310 The School in a Multicultural Society
(Offered also as EDAD 6315.)

EDUC 6312 Secondary School Curriculum and Instruction

Students will develop 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. Fieldwork is required.

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 500 on the SAT writing section or receiving less than a combined score of 8 (4 or more from each of the two graders) on the SAT Essay. Students with no available test scores will also be enrolled in ENGL 1303. ENGL 1303 is an introduction to the principles of composition accomplished through the study of grammar, standard English usage, and rhetorical techniques and strategies. This course emphasizes basic grammar and composition and focuses on sentence structure and on organizing and developing the short essay. ENGL 1303 does not meet the Smith College requirements for either the BA or the BS degree but does carry elective credit.

ENGL 1313, 1323 Composition and Literature

Prerequisite for ENGL 1313: A combined score of at least 8 (4 or more from each of the two graders) on the SAT Essay or a score of at least 500 on the SAT Writing Section or a grade of C or better in ENGL 1303 Basic Grammar and Composition at HBU or transfer credit for the equivalent.

Prerequisite for ENGL 1323: 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. In ENGL 1313 students will be required to complete a diagnostic essay the first week of class. Those who do not successfully complete the essay will be required to drop ENGL 1313 and complete ENGL 1303 with a grade of C or better before enrolling in ENGL 1313.

ENGL 2310 Walking to Piraeus: Conversations with Great Minds of the Ancient World

Prerequisite: Admission to the Honors College

This course is fundamental to the Honors College Curriculum. By focusing on the intellectual contributions of the Ancient world, it provides the foundation by which we can understand and evaluate the evolution and growth of human thought, identify the major ideas that influenced Western Civilization, and become familiar with some of the most frequently cited great thinkers of the Ancient world. The course draws on a variety of great works from science, literature, history, ethics, philosophy, and politics. Each course will allow students to discover ancient conceptions of broad themes such as love, war, politics, ethics, leadership, truth, race, and community and compare those conceptions with modern conceptions of the same theme. In the end, students will discuss the extent to which modern man has evolved from the conceptions of the Ancient world, or how similar we really are. (Also offered as HNRS 2310.)

ENGL 2315 – Great Works of Literature I

A reading course in the literary heritage of western civilization. This course includes readings from the Greeks and Romans, the Middle ages and the Renaissance.

ENGL 2320 Faith, Reason and Romance: The Struggle for the Medieval Mind

Prerequisite: Admission to the Honors College

This course is fundamental to the Honors College Curriculum. By focusing on the intellectual contributions of the Medieval world, it provides the foundation by which we can understand and evaluate the evolution and growth of human thought, identify the major ideas that influenced Western Civilization, and become familiar with some of the most frequently cited great thinkers of the “Dark Ages.” In particular, this course focuses on the tension among the forces of faith, reason, and human desire that permeate medieval thought. The course draws on a variety of great works from science, literature, history, ethics, philosophy, and politics. Each course will allow students to discover medieval conceptions of broad themes such as love, war, politics, ethics, leadership, truth, race, and community and compare those conceptions with modern conceptions of the same theme. In the end, students will discuss the extent to which the

medieval mind embraces or divests itself of the Ancient world, and the extent to which modern man has evolved or embraced the ideals of the medieval world. (Also offered as HNRS 2320.)

ENGL 2325 – Great Works of Literature II

A reading course in the literary heritage of western civilization. This course includes readings from the 18th century to the present.

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 3346 Austen and the Brontes.

Prerequisites: ENGL 1313 and 1323.

This course covers selected novels of Jane Austen and Charlotte, Emily, and Anne Bronte, influential 19th century writers who wrote of affairs of the heart with insight and passion. Students will study the authors' social and intellectual milieu, discuss their works, and compare them to some of the film adaptations.

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. S. 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: Native American, 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 3377 Lord of the Rings

Students complete readings from Beowulf and selected Arthurian romances and a close reading of *The Hobbit* and *The Lord of the Rings*. The course also includes an overview of *The Silmarillion* and a discussion of how Tolkien was influenced by Norse mythology, Beowulf, Arthurian Romances, his Catholic faith, and his friendship with C. S. Lewis.

ENGL 3378 The Legacy of Greece

This course takes students on an exciting journey through the great literary works of Ancient Greece: Homer's *Iliad* and *Odyssey*; Aeschylus' *Oresteia* (*Agamemnon*, *Libation Bearers*, *Eumenides*), Sophocles' *Oedipus*, *Antigone*, *Women of Trachis*, and *Philoctetes*; Euripides' *Medea*, *Hippolytus*, and *Bacchae*. The course examines the nature of the epic and tragic 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? The course will also offer an overview of ancient Greek history and consider Greece's legacy for Western civilization.

ENGL 3379 The Legacy of Rome

This course takes students on an exciting journey through the great literary works of Ancient Rome and Medieval Italy: Virgil's *Aeneid*; Ovid's *Metamorphoses*; Dante's *Divine Comedy*: *Inferno*, *Purgatorio*, *Paradiso*. The course examines the nature of the classical and medieval 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? The course will also offer an overview of ancient Roman history, consider Rome's legacy for Western civilization, and discuss how Dante, while imitating pagan writers, was able to fashion a Christian epic.

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 20th 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 19th and 20th century works. Students end the semester by exploring a new literary genre, hypertext fiction and analyze the works using selected 20th century critical theories.

ENGL 3384 Religion in American Literature and Film
Prerequisites: ENGL 1313 and 1323

Students read novels, including Flannery O'Connor's *Wise Blood*, Davis Grubb's *Night of the Hunter* (screenplay by James Agee), Sinclair Lewis's *Elmer Gantry*, and Marilynne Robinson's *Gilead*. Students also view films based on these and other novels that portray religion in 20th century American society, and learn to analyze both genres for plot, characterization, metaphors, themes, and other literary elements.

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.

ENGL 4392, 4393 Senior Seminar
Intensive analytical study of one or two major authors, a genre, or a movement in English or American literature. Flexibility of seminar format allows for combinations of lecture-discussion, preparation and presentation of formal papers, and independent research projects. Students must have completed ENGL 3313, 3323, 3331, and 3332 before enrolling in a Senior Seminar for the English major.

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.

ENGR 1302 Introduction to Engineering II
Prerequisite: ENGR 1301

A continuation of ENGR 1301. Topics include: explorations of basic mechanics, acoustics, optics, thermodynamics, analog and digital electronics, and computer systems. This course also covers additional mathematical skills required for engineering: numerical techniques, statistics, nonlinear systems, iterative systems, and chaotic behavior. 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 3327 Social Entrepreneurship
Prerequisite: Completion of at least 64 credit hours or permission of the instructor
This course assists students in developing their entrepreneurial skills to help solve social problems and make a difference in the lives of others. Many organizations lack the management expertise to adequately address the social concerns of society. In this course, students will be called upon to use their creativity and management skills as they prepare for leadership roles in their communities.

ENTR 3328 Family Business

Prerequisite: Completion of at least 64 credit hours or permission of instructor

Students will examine the unique aspects and challenges of family-owned business including personal development and career planning, family relationships and conflicts, and managing family structure. Course topics also include issues relating to the business venture such as succession and estate planning, strategic planning, and developing an organizational structure. This course is designed for those students who are already part of a family-owned business or expect to start a business in the future which they can leave to their children. Students will examine the best practices in new business ventures to assist them in developing a business venture with a greater chance of success. Students will actively participate in the learning process through case studies, readings, and lively class discussions that focus on practical methods of handling the challenges unique to family business ventures.

ENTR 3311 Entrepreneurship and New Venture Management

Prerequisite: ACCT 2301

This course brings together key activities in management, marketing, accounting and finance toward the development of a new business venture. The course centers on the development and presentation of a business plan for a proposed business venture.

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 2311

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 School of Business

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 4330 Financial Analysis and Modeling

Prerequisite: FINA 4318

This course will introduce students to the fundamentals of financial modeling using the theories, concepts, and tools covered in FINA 3320, Corporate Finance, and FINA 4318, Corporate Financial Management. Extensive application of spreadsheet models incorporating real life financial data is used to familiarize students with the methodology in financial analysis and financial decision making. Specific emphasis is on the interpretation of financial statements and their forecasts in support of planning, budgeting, and asset, as well as corporate, valuation objectives.

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.

FINA 6337 Sports Finance

Prerequisite: FINA 6330

An examination of the basic financial and accounting problems facing the operation of a sports enterprise is examined. The course concentrates on the unique characteristics of sports organizations and programs and provides the student with the skills necessary to effectively manage values, resources, and revenue streams. Students will develop skill in financial analysis and an appreciation of the financial decision-making process in the administration of sports enterprises.

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 is on achieving increased proficiency in communication in the language using the skills of listening, speaking, reading, writing, viewing, and showing in the interpersonal, interpretive and presentational communicative modes and on increasing knowledge and understanding of the cultures. Students develop the cultural knowledge and the advanced language skills necessary to function in a broad variety of social, leisure, and work situations which occur in the fields of medicine, commerce, business, government, travel, and translation/interpretation. They study the professional language of the workplace and the institutions and culture of France.

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 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 semester 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.

FREN 4392, 4393 Senior Seminar

Focus is 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.

FRESHMAN YEAR SEMINAR

FYS 1100 Freshman Year Seminar

This course is designed to help the first-semester 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 3302 World Geography

This course acquaints students with the breadth of geography by examining the physical environment, environmental issues, and the cultural, economic, and political factors that influence human activities and societies.

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.

GREEK

GREK 2312, 2322 Greek Grammar

Prerequisite: GREK 2312 or the permission of the instructor is the prerequisite for GREK 2322.

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, Greek Syntax and Reading

Prerequisites: GREK 2312, 2322 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 4351, 4352, 4353 Greek Reading and Syntax II

Prerequisite: GREK 2312, 2322 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 4393 Senior Seminar

Prerequisites: GREK 2312, 2322, 331x and 431x, or permission of the instructor.

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

Prerequisite: GREK 5301 or permission of the instructor.

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

Prerequisites: For GREK 6301 the prerequisite is GREK 5301 or permission of the instructor. For GREK 6302 the prerequisite is GREK 5301, 5302 or permission of the instructor.

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

GREK 6303, 6304, 6305 Advanced Greek Studies
Prerequisites: GREK 5301, 5302 and 6301 or 6302; or permission of the instructor.
Advanced studies in Greek grammar, syntax and literature of the Koine period.

GREK 6351, 6352, 6353 Advanced Hebrew Reading and Syntax II
Prerequisite: GREK 3311/3312/3313 or permission of the instructor.
Advanced studies in Greek grammar, syntax and literature of the Koine Period.

HEBREW

HEBR 2312, 2322 Hebrew Grammar
Prerequisite: HEBR 2312 or the permission of the instructor is the prerequisite for HEBR 2322.
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, Hebrew Reading and Syntax
Prerequisites: HEBR 2312 and 2322 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 4351, 4352, 4353 Hebrew Reading and Syntax II
Prerequisites: HEBR 2312 and 2322 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 4393 Senior Seminar
Prerequisites: HEBR 2312, 2322, 331x, 435x or permission of the instructor.
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
Prerequisite: HEBR 5301 or permission of the instructor.
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
Prerequisites: HEBR 5301 and 5302 or permission of the instructor.
Advanced studies in Hebrew grammar, syntax, and literature of the Second Temple period.

HEBR 6303, 6304, 6305 Advanced Hebrew Studies
Prerequisites: HEBR 5301, 5302 and 6301 or 6302 or permission of the instructor.
Advanced studies in the Hebrew grammar, syntax, and literature of the Second Temple period.

HEBR 6351/ 6352/ 6353, 6354, Hebrew Reading and Syntax II
Prerequisite: HEBR 3311/ 3312/ 3313/ 6301/ 6302/ 6303 or permission of the instructor.
Advanced studies in Hebrew grammar, syntax, and literature of the Hebrew Bible and other Second Temple literature.

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 2311 Western Civilization to 1500
A survey of Western Civilization from the Ancient World to the end of the Middle Ages in Europe.

HIST 2312 Western Civilization from 1500
A survey of Western Civilization from the Renaissance and Reformation to the present.

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 3313 Colonial America

This course covers the history of colonial North America, from the first European settlements in the sixteenth century to the end of Spanish rule in northern New Spain in 1821. The primary focus is on the regions that later become part of the United States.

HIST 3314 Revolutionary America

A study of the causes and consequences of the American Revolution and the development of the United

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 3341 The Old South

This course covers the history of the American South (the "Old South") from the pre-contact period to the beginning of the Civil War.

HIST 3342 The New South

A study of southern history from the end of the Civil War to the present.

HIST 3344 Women in American History

This course covers the history of American women from the pre-contact era to the present.

HIST 3354 History of Britain I-to 1688

This class focuses on the origins and development of the political, social, and cultural institutions in the British Isles and extends from the Roman era to 1688.

HIST 3364 History of Britain II-from 1688

This class focuses on the development of the political, social, and cultural institutions in the British Isles and from the Glorious Revolution to the present.

HIST 3374 United States Military History Since the Civil War

A study of American military history from the late 19th century to the present.

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 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 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 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 4330 United States Legal History

This course provides an introduction to the history of American law from the Declaration of Independence in 1776 to the establishment of women's suffrage in 1920.

HIST 4333 United States Foreign Relations

A study of American foreign policy from the colonial period to the present, with an emphasis on the twentieth century.

HIST 4340 Unborn Life in the Western Tradition and American History

This course explores the history of American ideas and practices regarding unborn human life within the context of the philosophical and religious traditions of the West.

HIST 4357 American Experience in Vietnam

A study of American military experience in Vietnam, 1950-1975.

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.

HIST 4392 Independent Research Projects and Directed Readings

Prerequisites: HIST 1314, 1324, 2313, 2323, and at least five (15 hours) upper level history courses or permission from the instructor.

A research intensive capstone history course involving important historical terminology, source materials, documentation formats, historiography, and investigative methodologies, with a rigorous emphasis on the analytical proficiencies and advanced

HONORS COLLEGE

HNRS 2301 The Christian Intellectual Tradition I

Prerequisite: Admission into the Honors College

This course will introduce students to the composition, formation and writings of the Christian Scriptures in English translation. Students will gain an understanding of the history of the Jewish people, the origins of the Christian faith and methods used in the reading and interpretation of the Scriptures. Students will read major selections of the Christian Scriptures and compare those with other sacred texts from the ancient world.

HNRS 2302 The Christian Intellectual Tradition II

Prerequisite: Admission into the Honors College and HNRS 2301

This course will introduce students to the basic beliefs and central developments in the history of the Christian tradition. Through the examination of primary texts in the Christian intellectual tradition, students will be encouraged to develop and put into practice their own theology. Students will read from a collection of Christian writings including The Bible, Clement, Ignatius, Irenaeus, John Chrysostom, Augustine, Thomas Aquinas, Martin Luther, John Calvin, and Dietrich Bonhoeffer.

HNRS 2310 Walking to Piraeus: Conversations with Great Minds of the Ancient World

Prerequisite: Admission into the Honors College

This course will explore the human intellectual tradition during the Classical Age. Students will examine themes that underscore human experience during a particular historical period from various academic perspectives. The themes may be chosen from leadership, war, race, ethics, globalization and community. Students will gain a critical understanding of the literary, philosophical, historical, and socio-cultural traditions that shape our world. (Also offered as ENGL 2310)

HNRS 2320 Faith, Reason and Romance: The Struggle for the Medieval Mind

Prerequisite: Admission into the Honors College and HNRS 2310

This course will explore the human intellectual tradition during the Medieval period. Students will examine themes that underscore human experience during a particular historical period from various academic perspectives. The themes may be chosen from leadership, war, race, ethics, globalization and community. Students will gain a critical understanding of the literary, philosophical, historical, and socio-cultural traditions that shape our world. (Also offered as ENGL 2320)

HNRS 3330 The Rebirth of Man

Prerequisite: Admission into the Honors College and HNRS 2320

This course will explore the human intellectual tradition during the Renaissance. Students will examine themes that underscore human experience during a particular historical period from various academic perspectives. The themes

may be chosen from leadership, war, race, ethics, globalization and community. Students will gain a critical understanding of the literary, philosophical, historical, and socio-cultural traditions that shape our world.

HNRS 3340 Enlightenment and Modernity

Prerequisite: Admission into the Honors College and HNRS 3330

This course will explore the human intellectual tradition during the Enlightenment and the Modern period. Students will examine themes that underscore human experience during a particular historical period from various academic perspectives. The themes may be chosen from leadership, war, race, ethics, globalization and community. Students will gain a critical understanding of the literary, philosophical, historical, and socio-cultural traditions that shape our world.

HNRS 3404 Imagining the Future: Themes and Ideas in Science

Prerequisite: Admission into the Honors College

This course will examine scientific theory using a thematic approach. Students will read original scientific articles and use both observation and experimental techniques to understand scientific principles. Themes may include Nobel Prize Winners in the sciences, man and the environment, or biological warfare throughout Time. This course includes one semester hour credit for laboratory sessions.

HNRS 3370 Exploring Cultures through Art and Music

Prerequisite: Admission into the Honors College

This survey course introduces the student to art and music throughout history. The student will explore the fine arts through observation and experience. The student will learn the basic theories of each fine art form. Examination of art and music throughout history will allow the student to appreciate the fine arts. Emphasis is placed on recognizing the styles and genres by studying original works. Active participation allows the student to experience the arts on a personal level.

HNRS 4370 Visual and Performing Arts – Film and Theater

Prerequisite: Admission into the Honors College

This survey course introduces the student to theater and film throughout history. Using observation and experience, the student will learn the basic theories and ideas of each. Examination of original works in theater and film will allow the student to appreciate the performing arts. Emphasis is placed on recognizing the styles and genres that have influenced American and global cultures. Active participation allows the student to experience the arts on a personal level.

HNRS 3350 The Last Fifty Years: Postmodern America

Prerequisite: Admission into the Honors College

This course will examine important dimensions of social experience that have created the environment of change and development that has occurred during the last fifty years in the United States. Dimensions reviewed will include such areas as: family, economy, politics, social class, ethics, health care, religion, technology, sex/gender, race relations, transcultural competence, mass culture and education. This course will help students synthesize aspects of United States trends within a broad context to make learning more meaningful in specialty and career areas.

HNRS 4350 The Last Fifty Years: The Emergence of the Global Village

Prerequisite: Admission into the Honors College and HNRS 3350

This course will explore important dimensions of global human experience during the last fifty years. This contextual learning experience will include dominant events and ideas within the social, economic, political and historical categories. Important events and ideas that will be covered in this course include: the Cold War, modern revolutions, globalization, African genocide, Asian economic boom, global terrorism, and religious conflict. The larger objectives of this course are to help students gain a degree of transcultural competence and build an important context within which to make learning more meaningful. After taking this series of courses, students will be able to make important connections between their learning from the classical texts and their lived experiences in today's world.

HNRS 4215 Honors Capstone Experience

Prerequisite: Admission into the Honors College and completion of 27 hours of Honors courses.

This course is designed to provide an opportunity for integration of the ideas and themes of the Honors curriculum with the courses of the student's major. The course is an intensive research study designed to broaden the student's perspectives and knowledge. The course culminates in the completion of a Senior Project to be presented at an Honors Symposium.

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 EDUC 4160.)

INDC 4290 Classroom Management

(Offered also as EDUC 4290.)

INDC 4302 Multimedia Instructional Strategies

(Offered also as EDUC 5302.)

INDC 4305 Technology Enhanced Instructional Design

(Offered also as EDUC 5305.)

INDC 4319 Internet Resource Management

(Offered also as EDAD 5319.)

INDC 4330 Essential Elements of Math

Prerequisites: Admission to Teacher Education, EDUC 4301 or 4311 and INDC 4331

The focus of this course is the content of basic mathematics. Concepts and skills related to fractions, decimals, patterns and functions, algebraic thinking, geometry, and probability and statistics are included. Field work in an elementary or middle school included when completed during the school year.

INDC 4331 Mathematics for Pre-Adolescents

Prerequisite: Admission to Teacher Education Program

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. Concepts related to problem solving, operations with whole numbers and place value are emphasized.

INDC 4340 Social Studies for Pre-Adolescents

Prerequisites: Admission to Teacher Education Program. EDUC 4301 or 4311, 5313 or 6302, or 6312

This course provides an exploration of social studies content and skills as well as teaching/learning materials and strategies for developing concepts and skills at preschool through grade 6 levels. Integration of technology and interactive learning are integral aspects of this course. (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 AND MASS COMMUNICATIONS

JMC 1313 History of American Journalism

A study of the development of American Journalism, from colonial days to the present in context of social, economic, and political change.

JMC 1323 History of Modern American Journalism

Examination of the principles, concepts, theories, and functions of journalism in American society including significant 20th and 21st century journalists.

JMC 1324 Fundamentals of Broadcasting

The course acquaints the student with the equipment, terminology, and operation of a production studio and field production.

JMC 2301 Publication Production – Newspaper

Prerequisite: Permission of instructor.

This course offers the student the opportunity to prepare news, feature, entertainment, religion, and sports articles for publication in The Collegian. The Collegian newsroom offers students the opportunity to develop desktop publishing skills and to become familiar with software programs such as InDesign, PhotoShop, and Illustrator that are commonly used in multimedia productions. The student serves on the newspaper staff under the direction of The Collegian editor and faculty advisor.

JMC 2302 Publication Production - Video

Prerequisite: Permission of instructor.

This course offers the student the opportunity to develop video production techniques by preparing videos for a variety of HBU venues including possible publication on The Collegian Web site or the HBU Website. Students will digitally shoot, edit using industry-standard software, render in a variety of digital formats, and upload their videos to a website for grading. The student works under the direction of the course instructor. External hard drive required.

JMC 2324 Editing News Copy

Introduces the fundamentals of news media copyediting for grammar, punctuation, style rules, condensing, rewriting, and headline writing.

JMC 2414 Reporting and Writing I

Prerequisites: ENGL 1313 and ENGL 1323

Teaches the fundamentals of news reporting and writing. Lectures, discussions and laboratory work provide training in the development and organization of basic news stories and in meeting deadlines. This course includes one semester hour credit for laboratory sessions.

JMC 3302 Multimedia Production

Prerequisite: JMC 2414 (JOUR 2303)

This course will emphasize both traditional journalistic values and skills, while also preparing students to function in a dynamic and evolving multimedia environment. Assignments are designed to help students to work across multiple-media platforms, including broadcast, print, and online journalism. The goal is to develop a range of techniques that includes research, writing, editing, and presentation for news, corporate and strategic communication in print, audio, video and online. Students produce projects that may be distributed and/or entered in competitions.

JMC 3325 Principals 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.

JMC 3365 Video Production I

Introduces fundamental single camera/film style production concepts to the Multimedia Production students. This course teaches the theory and practices relative to professional video standards and introduces practical hands-on applications. Studio/Field applications will include cameras, microphones, lighting, audio, graphics, non-linear editing, and switching. Additional lab fee and external hard drive required.

JMC 3366 Video Production II

Introduces multi - camera studio and field production concepts to the Multimedia Production students. This course teaches the theory and practices relative to professional video standards and introduces practical hands-on applications in situations requiring more than one camera. Advanced applications of video production including scriptwriting, directing and production of live events on campus ranging from operas to athletic activities.

JMC 3414 Reporting and Writing II

Prerequisite: JMC 2414

This course is designed to enhance the reporting and writing skills developed in JMC (24XX). Interviewing techniques are emphasized. This course includes one semester hour credit for laboratory sessions.

JMC 4181, 4281, 4381 Special Topics

Prerequisite: permission of the instructor

JMC 4314 Feature Writing

Prerequisite: JMC 2414 or permission of the instructor

This course helps students learn the effective use of dialogue, development of narrative techniques, including vivid description and detail, and comparison and contrast in developing the feature story. Exercises in this course are designed to help students develop techniques to involve the reader emotionally through human interest including drama, pathos, empathy, humor, and curiosity.

JMC 4315 Public Affairs Reporting

Prerequisite: JMC 2414 or permission of the instructor

This course emphasizes public affairs reporting in its traditional role as the staple of American journalism while stressing the increased and evolving role of journalists, working in the age of information, to go beyond gathering, organizing, and presenting facts, to finding ways to present increasingly complicated information in ways that help the public to better understand and manage 21st century issues that dominate the news. Public affairs issues discussed in this course include, but are not limited to, public agencies, law enforcement, courts, local, state, and national government, education, science, the environment, medicine, health, and business, and the global issues of energy, hunger, health, war and terrorism.

JMC 4336 Principals of Advertising

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

JMC 4367 Non-Linear editing

This advanced course in video production will offer students experience in non-linear editing using both PC and MAC editing suites. Students will develop projects to be used in a variety of applications from tape to multimedia.

JMC 4373, 4374, 4375 Internship in Journalism and Mass Communication

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

Directed work experience at newspaper, radio and television, advertising agencies, public relations firms, and production houses. Students are encouraged to intern in more than one area. A professional portfolio is required.

JMC 4392 Media Law

Prerequisite: JMC 1313 and JMC 1323

Examines legal concepts, including prior restraint, libel, privacy, obscenity, contempt, and access as they relate to print and electronic media.

JMC 4393 Media Ethics

Prerequisite: JMC 1313 and JMC 1323

Examines ethical issues that challenge media professionals by interpreting and applying ethical theory — from the classicists to the contemporary — students will analyze ethical challenges inherent in modern media.

KINESIOLOGY

KINE 1310, Basic Health Assessment and Terminology

This course is a study of the basic structure of medical terms, including prefixes, suffixes, roots, and general rules and guidelines. Emphasis is placed on pronunciation, spelling, and application of general rules for translation and composition of medical terms. Commonly used medical terms are presented for each body system. This course also provides the basic knowledge and skills necessary to obtain a detailed health assessment of individuals across the age continuum. Emphasis is placed on obtaining a systematic health history and physical exam using the techniques of inspection, palpation, percussion, and auscultation.

KINE 1350, Foundations of Athletic Training

An examination of scientific foundations in the field of athletic training. Emphasis will be placed on examination of the body's response to trauma, injury management, applied medical terminology, and rehabilitation.

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 2104, Clinical Practicum I

Practical experience supervised by an Approved Clinical Instructor in an athletic training setting. A minimum of 200 clock hours are required. Emphasis on clinical proficiencies of basic first aid, wound care, preventative taping and wrapping, and general observation assignment during spring athletic season with emphasis on upper and lower extremities.

KINE 2105, Clinical Practicum II

Prerequisites: formal retention within the ATEP.

Practical experience supervised by an Approved Clinical Instructor in an athletic training setting. A minimum of 200 clock hours are required. Continued emphasis on clinical proficiencies of basic emergency care, assessment and evaluation, record-keeping and team assignment during fall athletic season with emphasis on general medical considerations.

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 2320, Sport Psychology

Prerequisite: PSYC 1313

An introduction to the field of health psychology, which is devoted to understanding how people stay healthy, why they become ill, and how they respond to illness and disease. Topics will be discussed from local, national, and global perspectives and will include the behavioral aspects of the health care system, exercise and nutrition, health-compromising behaviors, stress, AIDS, and the etiology and correlates of health, disease and dysfunction.

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/AED

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, administer one person CPR on an infant, child, and adult, and use the AED. Role-playing, and outside class and in class assignments are used to demonstrate and teach the necessary skills. Certification is received in CPR, AED, and first-aid from the American Red Cross.

KINE 2340, Health Psychology

Health Psychology is an introductory course dealing with the major content areas of health psychology. Topics include an overview of the field of health psychology, major body systems, important theoretical models for explaining, promoting, and changing health behaviors, moderators for stress and coping, and an introduction to health services including patient provider relations. The psychosocial aspects of pain, coronary heart disease, hypertension, stroke, diabetes, and other chronic health conditions will be introduced. (Also offered as PSYC 2340)

KINE 2410, Evaluation of Sports Injuries: Lower Extremity Recognition

Prerequisite: KINE 1310, 1350, 2337, BIO 1414 or CHEM 1404, and BIO 2404 and formal admission to the Athletic Training Education program or instructor's permission

This course includes an in-depth inquiry into the anatomical and physiological process associated with the occurrence of injuries to athletes and physically active individuals.† By recognizing the signs and symptoms and then interpreting results of special tests, the student will develop techniques and methods with which to accurately evaluate and determine the extent of the injury sustained.† This course focuses on the evaluation process for injuries and conditions to the thorax, abdomen, lumbar spine, hip and lower extremities. This course includes one semester hour credit for laboratory sessions.

KINE 2415, Evaluation of Sports Injuries: Upper Extremity Recognition

Prerequisite: KINE 1310, 1350, 2337, BIO 1414 or CHEM 1404, and BIO 2404 and formal admission to the Athletic Training Education program or instructor's permission

This course includes an in-depth inquiry into the anatomical and physiological process associated with the occurrence of injuries to athletes and physically active individuals.† By recognizing the signs and symptoms and then interpreting results of special tests, the student will develop techniques and methods with which to accurately evaluate and determine the extent of the injury sustained.† This course focuses on the evaluation process for injuries and conditions to the head, face, cervical spine, and upper extremities. This course includes one semester hour credit for laboratory sessions.

KINE 2420, Therapeutic Modalities & Lab

Prerequisites: KINE 1310, 1350, 2337, BIO 1414 or CHEM 1404, and BIO 2404 and formal admission to the Athletic Training Education program or instructor's permission

This course is designed to focus on the theory, principles, and physiological effects of various therapeutic modalities used in treatment of orthopedic injuries and athletic conditions. The indications, contraindications, and operational protocols of electrical stimulating currents, infrared modalities, ultrasound, short wave and microwave diathermy, ultraviolet therapy, traction, intermittent compression devices and therapeutic massage will be addressed. This course includes one semester hour credit for laboratory sessions.

KINE 3104, Clinical Practicum III

Prerequisite: KINE 1350, formal retention within the ATEP.

Practical experience supervised by an Approved Clinical Instructor in an athletic training setting. A minimum of 200 clock hours are required. Continued emphasis on clinical proficiencies of assessment and evaluation, new emphasis on clinical proficiencies of risk management and injury, therapeutic exercise, and therapeutic modalities, and team assignment during spring athletic season with emphasis on general medical conditions and disabilities, equipment intensive, and upper and lower extremities.

KINE 3105, Clinical Practicum IV

Prerequisite: KINE 1350, formal retention within the ATEP.

Practical experience supervised by an Approved Clinical Instructor in an athletic training setting. A minimum of 200 clock hours is required. Emphasis on clinical proficiencies of general medical conditions and disabilities, continued development of previous clinical proficiencies, and team assignment during fall athletic season with emphasis on general medical, upper and lower extremities, and equipment intensive.

KINE 3210, Exercise Prescription

Prerequisite: KINE 2230 or KINE 1350; Co-requisite: Must be taken concurrently with KINE 3393

An upper level required class designed to enhance the student's ability to develop wellness activities appropriate for specific populations, such as senior citizens, preschool students, fitness classes, day care students, or other individuals with special needs.

KINE 3301 Prevention and Treatment of Sports Injuries

Prerequisite: KINE 2230 or KINE 1350

Basic instruction in the prevention, care, and evaluation of athletic injuries through lectures, discussions, and laboratories, for the future athletic trainer, coach, or physical education instructor.

KINE 3305, Nutrition for Health

Prerequisites: KINE 1310, 1350, 2337, BIOL 2404 and formal admission to the Athletic Training Education program or instructor's permission

A course designed to develop to study foods and their effects upon health, development, and performance of the individual. The student will be introduced to concepts of health nutrition, sports nutrition, basic essential nutrients, and body composition relative to both exercise and nutrition for optimal health and physical performance.

KINE 3320, Therapeutic Exercise and Rehabilitation

Prerequisite: KINE 1310, 1350, 2337, BIOL 2404 and formal admission to the Athletic Training Education program or instructor's permission

This course will focus on the theoretical basis of exercise, exercise techniques and specific rehabilitative programs to give the student a basic competency level in designing and implementation of therapeutic exercise programs for the injured athlete. An understanding of the concepts of range of motion, strength, power, endurance and return to activity will be obtained in this course.

KINE 3360 Administration in Sports and Kinesiology

Prerequisite: KINE 1350 or KINE 2230

Students will learn leadership, management, communication, and motivation skills necessary for dealing with sports and kinesiology programs. In addition, the course will cover human resource issues, public relation opportunities, how to develop partnerships and market wellness and sport programs. Other areas also covered are risk management, facility management, finances, transportation, and law issues.

KINE 3393 Physiology of Exercise

Prerequisite: KINE 2230 or KINE 1350 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 3210.

KINE 3395 Kinesiology: Applied Biomechanics

Prerequisites: KINE 3393 or KINE 1350 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 or KINE 1350

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 4104, Clinical Practicum V

Prerequisite: KINE 1350, formal retention within the ATEP.

Practical experience supervised by an Approved Clinical Instructor in an athletic training setting. A minimum of 200 clock hours is required. Emphasis on clinical proficiencies of pharmacology, nutritional aspects of injury and illness, psychosocial intervention and referral, health care administration and team assignment during spring athletic season with emphasis on upper and lower extremities.

KINE 4105, Clinical Practicum VI

Prerequisite: KINE 1350, formal retention within the ATEP.

Practical experience supervised by an Approved Clinical Instructor in an athletic training environment. A minimum of 200 clock hours is required. This course is designed as a capstone experience. Emphasis is on competence of the proficiencies as set forth by the NATA Athletic Training Educational Competencies (4th Edition). Students will be assigned to a team sport within the fall athletic season with emphasis on upper and lower extremities, general medical conditions, and equipment intensive situations.

KINE 4181, 4281, 4381 Special Topics

Prerequisite: KINE 2230 or KINE 1350

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 4275 Capstone in Athletic Training

Prerequisites; Senior level status and either formal admission to the Athletic Training Education Program (ATEP) or permission of the instructor.

This is a capstone course for senior majors in the Athletic Training Education Program, to be taken their last semester. This course is designed to document learning over time and will prepare students for the NATA-BOC and/ or the Texas licensure examination by a comprehensive review of each of the twelve content areas in athletic training. The course material will be composed of material that has been covered in the previous athletic training courses. In addition, the student will complete the following assignments: a comprehensive knowledge examination, position papers on current professional issues, a formal personal resume, investigate jobs and graduate school opportunities, and do an exit interview with KINE faculty.

KINE 4310, Administration and Management of Athletic Training Programs

Prerequisites: KINE 1310, 1350, 2337, BIOL 2404 and formal admission to the Athletic Training Education program or instructor's permission

This course addresses the organizational and administrative aspects of athletic training program management for various employment settings.† Course topics include athletic health care administration and guidelines, human resource management, legal and ethical issues, financial and fiscal management, facility design, information management, professional development, and promotion of the athletic training profession.†

KINE 4320, Pathology and Pharmacology of Injuries

Prerequisites: KINE 1310, 1350, 2337, BIOL 2404 and formal admission to the Athletic Training Education program or instructor's permission

The student will gain knowledge on pharmacological applications including indications, contraindications, precautions, interactions, and governing regulations relevant to the treatment of injuries to and illnesses of the physically active. Students will also gain knowledge in the pathology of injury and disease.

KINE 4323 Motor Learning

Prerequisites: BIOL 2404; KINE 2230 or KINE 1350; 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

Prerequisite: KINE 2230

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. (12-hour practicum included.)

KINE 4340 Wellness Internship

Prerequisite: KINE 2230 or KINE 1350, KINE 4370, 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 setting that must be approved by the Kinesiology Department. The student will be required to complete 200 field experience hours. In addition, the class will complete a portfolio of work assigned by the professor. Completion of 22 hours of Kinesiology courses (excluding activity courses) and senior standing.

KINE 4363 Sports Sociology

Prerequisite: KINE 2230 or KINE 1350

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.

KINE 4370 Research in Kinesiology

Prerequisite: KINE 2230 or KINE 1350 and completion of 22 hours of Kinesiology courses (excluding activity courses) and senior standing

Research in current issues of kinesiology will be addressed to provide information regarding the field of kinesiology. Students will write a research paper and give a presentation addressing the issues. Additional research projects will be assigned.

GENERAL LINGUISTICS

LING 3310 General Linguistics

Prerequisite: GREK 2312/5301, GREK 2322/5302 or permission of the instructor.

An introduction to basic linguistic concepts and applications for biblical languages students as applied to biblical texts.

MATHEMATICS

MATH 1301 Introductory Algebra

Prerequisite: A satisfactory score on a departmental placement examination.

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 1302 Intermediate Algebra

Prerequisite: MATH 1301, a satisfactory score on a departmental placement examination, or consent of the instructor.

This course is intended for students who have had some previous exposure to algebra, either an introductory algebra course or two years of high school algebra. Topics include: linear equations and inequalities, absolute value, quadratic equations, polynomials, rational functions, algebraic fractions, exponentials and radicals, systems of linear equations, and applications. Students who already have credit for a higher-level mathematics course will not be given credit for this course. This course may not be counted as part of the mathematics major or the mathematical studies major.

MATH 1305 Math for Critical Thinking

Prerequisite: MATH 1302 or equivalent, or a satisfactory score on a departmental placement examination.

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 1302 or a satisfactory score on a departmental placement examination.

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 1302 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 departmental placement examination

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 departmental placement examination

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 departmental placement examination

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 1451 Calculus I (Previously offered as MATH 2434)

Prerequisite: MATH 1434 or a satisfactory score on a departmental placement examination

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 1452 Calculus II (Previously offered as MATH 2444)

Prerequisite: MATH 1451

A continuation of Mathematics 1451. 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 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 2323 Linear Algebra (Previously offered as MATH 3323)

Prerequisites: MATH 1451

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 2451 Calculus III (Previously offered as MATH 3414)

Prerequisite: MATH 1452

A continuation of MATH 1452. 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 3301 Foundations of Higher Mathematics

Prerequisite: MATH 1451 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 1451 or consent of the instructor; MATH 1452 is strongly recommended.

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 3311 Introduction to Discrete Mathematics and Combinatorics

Prerequisites: MATH 1451; MATH 3301 is highly recommended.

This course introduces students to elements of combinatorics, number theory, and discrete structures. Topics covered include permutations, combinations, prime factorizations, the Euclidean Algorithm, relations, the pigeonhole principle, inclusion and exclusion, and finite state machines. It exposes students to areas of mathematics of current practical interest and involves the use of proof and algorithmic thinking.

MATH 3331 Nonlinear Dynamics and Chaos

Prerequisites: MATH 3333

An introduction to dynamical systems. This course develops the theory for normal forms, structural stability of solutions, robust behavior, transversality, and local bifurcations.

MATH 3333 Ordinary Differential Equations

Prerequisite: MATH 1452 and MATH 2323. Math 2323 may be taken concurrently.

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 3334 Partial Differential Equations

Prerequisites: MATH 3333

An introduction to the basic properties of partial differential equations, including ideas and techniques that have proven useful in analyzing and solving them. Topics include vibrations of solids, fluid flow, molecular structure, photon and electron interactions, and radiation of electromagnetic waves, with emphasis on the role of partial differential equations in modern mathematics, especially in geometry and analysis.

MATH 3353 Introduction to Abstract Algebra

Prerequisite: MATH 1452, 3301, and 3323

An introduction to algebraic structures. Topics include sets, operations, relations, groups, subgroups, equivalence classes, Lagrange's Theorem, homomorphisms, rings, and ideals.

MATH 3364 Mathematical Computing

Prerequisite: MATH 2444 or consent of the instructor

An introductory course in computer programming with applications to mathematics. The programming language used will vary; possible choices include but are not restricted to Java, C++, C#, Maple, and Matlab. Topics include: design of algorithms, structured programming, data types, control structures, functions and procedures, and mathematical problem solving.

MATH 3371 Introduction to Complex Variables (Previously offered as MATH 4333)

Prerequisites: MATH 2451

An introduction to complex analysis and the study of complex-valued functions of a single complex variable. Topics include the complex number system, the Cauchy-Riemann conditions, analytic functions including linear, exponential, logarithmic, and trigonometric transformations, differentiation and integration of complex-valued functions, line integrals, and Taylor and Laurent Series expansions.

MATH 3383 Mathematical Methods for Science and Engineering

Prerequisites: MATH 2451 and 3333

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 1451

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 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 4201 Mathematical Topics for Teachers

Prerequisites: 15 hours of mathematics and junior or senior standing

A review of mathematical topics of special interest to students obtaining teacher certification in mathematics, including material from algebra, geometry, probability, statistics, linear algebra, discrete math, and others. This course includes instruction on technology used in teaching mathematics, both graphing calculators and computer software. Required for the mathematical studies major but may not be counted as part of a mathematics major.

MATH 4301 Real Variables I

Prerequisites: MATH 2451 and MATH 3301

A rigorous introduction to mathematical analysis. Topics covered include the real and complex number systems, basic topology, numerical sequences and series, continuity of functions, and differentiation.

MATH 4302 Real Variables II

Prerequisites: MATH 4301

A continuation of MATH 4301. Further study of mathematical analysis. Topics covered include Riemann integration, sequences and series of functions, functions of several variables, and integration of differential forms.

MATH 4310 Advanced Discrete Mathematics and Combinatorics

Prerequisites: MATH 3311

Further study of enumerative techniques and discrete structures including generating functions, recurrence relations, graph theory, spanning trees, optimization, and Boolean Algebras.

MATH 4311 Topology I

Prerequisites: MATH 3353

An introduction to topology and its applications. Topics include a review of basic abstract algebra; the definition of a topological space; interior, closure, and boundary of sets; subspace, product, and quotient topologies; continuity and homeomorphisms; metrics and metric spaces; connectedness; and compactness.

MATH 4312 Topology II

Prerequisites: MATH 4311

A continuation of MATH 4311. Topics include dynamical systems and chaos, homotopy and degree theory, fixed point theorems, embeddings, knots, graphs, and manifolds.

MATH 4332 Dynamics and Bifurcations

Prerequisite: MATH 3301, and 2451

Introduction to the theory of equilibrium solutions of nonlinear equations. Presentation of the theory of bifurcations includes the analysis of the nonlinear ordinary and algebraic equations that arise from the methods of reduction by projections.

MATH 3371 Introduction to Complex Variables

Prerequisites: MATH 2323 and 2451, 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, and conformal mapping.

MATH 4341 Mathematical Biology

Prerequisites: MATH 3333

Introduction to modeling in biology and genetics. Some of the models covered include population models, host-parasite models, and gene spread models as described by difference equations, differential equations, and partial differential equations. The emphasis of this course will be to familiarize students with the selection of models and predictions based on the models chosen.

MATH 4353 Advanced Abstract Algebra

Prerequisites: MATH 3353

A continuation of MATH 3353. The focus of this course is on rings, domains, fields, polynomials, Galois theory, Boolean algebra, and modules. Other topics may be covered if time permits.

MATH 4372 Advanced Complex Variables

Prerequisites: MATH 3371

Further study of differentiable complex-valued functions of a single complex variable. Topics include residue theory and contour integrals, z-transforms, conformal mapping, harmonic functions and their applications, Fourier Series, and Laplace transforms.

MATH 4380 Differential Geometry

Prerequisites: MATH 2451 and 3301

An introduction to diffeomorphisms and smooth manifolds. Topics covered include tangent spaces, orientation of manifolds, vector fields, homotopy, and the index of a map.

MATH 4401 Introduction to Numerical Analysis

Prerequisites: MATH 2451 and either MATH 3364 or consent of the instructor.

An introduction to modern approximation techniques. This course shows how, why, and when numerical techniques can be expected to work and fail. It demonstrates the relevance of numerical analysis to a variety of disciplines and provides ample practice for students. Topics covered include approximating solutions to equation in one variable, interpolation and approximation of polynomials, numerical differentiation and integration, applications to differential equations, and solutions of both linear and nonlinear systems of equations.

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 newsladders.

MCOM 4373, 4374, 4375 Internship in Mass Communication

Prerequisite: Permission of the instructor prior to the beginning of the semester 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 2341 Principles of Management

This course is centrally concerned with the theory and principles of organization and management, with particular emphasis on the process of managerial roles performed in the workplace and the management functions of panning, organizing, leading, controlling and decision-making.

MGMT 3302 Principles of Management

This course provides background in the theory and practice of management principles centered around leading, controlling, planning and organizing for a more effective workplace. Students will learn the historical underpinnings of current management practice in the areas of organization design, theory, strategy and planning, team building, motivation, leadership and decision-making, among others. Heavy emphasis is placed upon application in the modern organization.

MGMT 3305 Organization Behavior and Management

Prerequisites: MGMT 2341

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 2341 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 2341 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 3338 Organizational Theory, Development and Change

Organizational theory is the study of how organizations work and how they impact and are impacted by the environment. This course brings theory together with the interrelated subjects of organizational design and change to better appreciate how theories can be applied to analyze and transform organizations.

MGMT 4181, 4281, 4381 Special Topics

Prerequisite: Approval of the Dean of the School of Business

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 4312 Human Resources Management

Prerequisite: MGMT 2341 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 4315 Power and Negotiation

Prerequisite: MGMT 2341

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 4316 Innovation and New Offering Development

Prerequisite: MGMT 2341

This course deals with the critical issues in the management of highly innovative enterprises and the way they create value through innovation. Innovation can be applied at all levels of the value chain and in the areas of research and development, manufacturing, marketing, and new offering development and support. The concept of innovation in the area of new offering development will be examined in great detail and the students will become familiar with how some of the best-in-class companies create products and services much more quickly and effectively than the rest of the industry.

MGMT 4318 Production and Operations Management

Prerequisites: BUSA 2311; MGMT 2341

Operations Management is the field of study that seeks to understand, explain, and predict the organizational and strategic effects of the corporate transformation from a manufacturing to a service economy. Operations Management deals with the effective and efficient management of the transformation process and the impact on customers, companies, and employees. The transformation process is functionally the same whether or not the output is a tangible product or an intangible service. Issues associated with delivering service excellence with a particular focus on integrating advanced technologies will be addressed. Emphasis will be placed on creating value for all stakeholders, i.e., employees, suppliers, customers, shareholders, and the community.

MGMT 4360 Leadership in the 21st Century

Prerequisite: MGMT 3333

This course aims to develop a deep understanding of the demands on leaders and their organizations for sustained performance in the 21st century. Current and seminal articles as well as presentations by business leaders will provide theories and practices associated with state-of-the-art, high performance organizations including leading non-profits and corporations in crisis.

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 School of Business 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 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 6347 Sports Law

An analysis of contract law, tort law, antitrust law, labor law, collective bargaining, and administrative law as they apply to sports. The course will provide sports managers with the fundamental legal knowledge necessary to operate in the increasingly complex sports environment. Graduate Business programs only.

MGMT 6348 Sports Management

The course emphasizes the major management principles that are needed to operate a sports business. Legal issues, risk management, financial structures, and human resource management of sports organizations are emphasized. An overview of career possibilities in the field is examined. Graduate Business programs only.

MGMT 6357 Project Management

The course will introduce students to project management by providing an overview of project management activities. The focus of the course is to execute a standardized body of knowledge that can be used to handle projects in various industries and institutions including engineering, construction, business, and education. Additionally, the students will obtain knowledge and skills necessary to manage the challenges of human resources. 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

Prerequisites: ACCT 5360, ECON 5360, MGMT 5349 and MGMT 5360

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

Prerequisites: ACCT 5360, ECON 5360, MGMT 5349 and MGMT 5360

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.

MGMT 6397 Active Project Learning Experience Part I

Prerequisites: Faculty approval following completion of a personal interview; ACCT 5360, ECON 5360, FINA 6330, MGMT 5349, 5360, 6341, 6376 and MKTG 6310

This course is the first of a two-course sequence. It prepares the students to deliver value to themselves and the customer when they undertake a "real life" project during the second course sequence. Students are introduced to the client and the project. Faculty coach students to enhance their critical thinking and analysis, and skills in decision making, communication, project management, and teamwork. This knowledge becomes essential in maximizing the probability for successful outcome with the client.

MGMT 6398 Active Project Learning Experience Part II

Prerequisites: Approval of APLE faculty and MGMT 6397

This course is the second of a two-course sequence. This course provides the opportunity for students to demonstrate how they combine the theoretical rigor of a classroom with the successful delivery of a solution that resolves customers' "real life" issues. Students must understand a customer's problems, fully take into consideration the

underlying assumptions, constraints, critical success factors and pitfalls to avoid, analyze the situation, and provide a solution that meets the customer's expectations. Students also become the recipients of new knowledge that further enhances their personal mastery.

MANAGEMENT INFORMATION SYSTEMS

MIS 2330 Principles of Business Technology

Prerequisite: ACCT 2301

This course teaches the fundamental concepts of information systems from the perspective of the business end-user. It explains the value and uses of information systems for business operation, management decision-making and strategic management. The methods, principles, and activities of information systems are related to the working environment of all non-technical business managers.

MIS 3310 Applied Business Technology

Prerequisites: CISM 1321, MIS 2330

This course introduces the business end-user to concepts and techniques for extending the functionality of desktop software. Students will apply analytical and decision-making tools and methodologies that complement the desktop software. Students conduct flexible projects in their individual major areas, which provide them with practical hands-on application of analytical and decision making technologies.

MIS 3320 Business Programming

Prerequisite: MIS 3310 or approval of instructor

This course builds on the concepts introduced in MIS 3310 Applied Business Technology, to present formal methods and tools for developing business software. Students conduct projects to define requirements for their individual major areas, turn them into program specifications, and write small business applications. A variety of current programming tools will be used.

MIS 3340 Business Communication Technologies

Prerequisite: MIS 2330

This course provides the business end-user with a basic understanding of the management issues of network technologies, emphasizing the transformational capabilities of networks on organizations, their markets, and their operations. It presents networking terms and concepts from the end-user perspective. It also examines collaborative and data sharing technologies.

MIS 3350 Business Data and Information Management

Prerequisite: MIS 2330

This course provides the business end-user with an understanding of the management issues regarding the use of data and knowledge as a corporate asset independent of technology. It presents tools and techniques for making business decisions with databases and data warehouses. It examines the issues of knowledge management in a global environment. It also discusses the policies and procedures needed to manage data as a corporate-wide asset.

MIS 3360 Business Project Management

Prerequisite: MIS 2330

This course presents a set of tools and techniques that all end-users can apply to the management of projects in their area, whatever the COBE discipline. It exposes students to the problems that all end users face when they participate in an information systems project. Students will utilize current project management technologies while working in project teams.

MIS 4310 Business Information Analysis and Modeling

Prerequisite: MIS 2330

This course presents the tools and techniques required for redesigning business processes so that they fit with integrated information systems and the emerging global environment. Students examine the interrelationships of the data and processes across the functional areas. Students model both front-office and back-office processes. Students examine the role that networks and integrated databases play in the redesign of business processes.

MIS 4330 Managing the Information Systems of a Business

Prerequisite: MIS 2330

This course presents the end-user perspective on the management of corporate information systems. It examines the major activities of the Information Systems department and how they impact the functional managers. The topics include planning for growth, budgeting and charging for information systems, training and supporting of end-users, security, privacy, the impact of outsourcing, measuring the benefits of information systems, and others.

MIS 4340 Business Technology Strategies

Prerequisite: Five MIS courses beyond MIS 2330. This course is not an option for BA/BS majors

This course presents models and methods for using information systems to achieve strategic advantage. Students apply these models and methods to specific technologies, individual companies, and entire industries. The course examines

techniques for evaluating technology and managing innovation. It also examines the impact of technology implementations on both business strategy and processes.

MARKETING

MKTG 3301 Principles of Marketing

Prerequisite: ECON 2311

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 School of Business

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

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 6350 Sports Marketing

Prerequisite: MKTG 6310

The course presents a comprehensive examination of basic marketing functions and concepts as applied to sport-related enterprises. The course helps to analyze and make recommendations about sports business problems that involve the creation, distribution and sale of sporting goods and services. The course will emphasize the resolution of sports marketing problems. 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 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 5328 Holocaust Literature

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 20th century. Students also consider subsequent genocides and discuss whether or not the hope "Never again" can ever be realized.

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 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 5344 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 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 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.

MLA 5356 Politics and Film: Power, Trust and War

This course examines classic American films from different parts of the 20th 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 5362 American Wars, American Generals: Fact, Film, and Literature

A look at the iconic military figures in American history, and the conflicts they participated in, through the prism of American historiography, literature, and popular culture. Each class session gives us an opportunity to read, view, and discuss memoirs, novels, histories, movies, and TV programs that illuminate these figures and the American military experience

MLA 5364 Chaucer and the Fourteenth Century

MLA 5364 examines the fourteenth century as a turning point in English and European culture: the end of the High Middle Ages and the beginnings of the "pre-Renaissance." The course emphasizes the rise of vernacular languages as literary languages, particularly in Italy and England, and the role of Geoffrey Chaucer as "the father of English poetry."

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 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 6354 Cowboys, Lawmen, Gunslingers: The Myth and the Movies

This course is a study of cinematic interpretations of the American West from the mythic beginnings to the disintegration of the myth as revealed in the metamorphosis of the hero into the anti-hero. Films studied will be grouped according to the major types of western heroes: cowboy, lawman, and gunfighter, with particular emphasis on such components of the western myth as landscape, character, action, and underlying assumptions.

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 6363 Men's Visions in Literature and Art

This course will examine a variety of 20th century male perceptions, values, visions, and art forms. Western world literature celebrates the courage, competitions, and conquests of men in conflict with one another, nature, God, and themselves. Men who lose such conflicts consider themselves failures, and the literature about them is tragic. But when a man wins those conflicts, he often destroys, damages, or diminishes his antagonists, the natural world, his God and his own humanity, dignity, satisfaction and joy.

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 6368 Power in the Middle Ages

The question of what power is and who should wield it became particularly acute in the disorder of the Middle Ages. After the collapse of the Roman Empire kings, nobles, and the church all attempted to maintain or expand their authority. Women and intellectuals carved their own niche in the life of the time. We will examine how their battles for power and the solutions they worked out in the heat of the moment not only built their institutions of government but also laid the foundations for our own government and some of the ideas of liberty we hold most dear today.

MLA 6369 The World of Charles Dickens

This course will provide an overview of the life, world, and work of Charles Dickens, the "Shakespeare of the English novel." His development as a writer will be traced through his major novels: *Oliver Twist*, *David Copperfield*, *Dombey and Son*, *Little Dorrit*.

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 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 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 3111 Studio Accompanying

Prerequisites: must be a piano major, have permission of the instructor, and completed MUAP 3311 or 3321. Guided practical experience in Collaborative Arts for Piano Majors through assigned studio accompaniment and 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 3311 Vocal Accompanying

Prerequisite: must have passed piano performance Upper Divisional Exam. Through the exploration of repertoire for piano and voice, this course teaches techniques for collaboration with singers. Additionally, through performance and individualized instruction in a performance class setting, the student will learn rehearsal and vocal coaching techniques.

MUAP 3321 Instrumental Accompanying

Prerequisite: must have passed piano performance Upper Divisional Exam. Through the exploration of repertoire for piano and other instruments, this course teaches techniques for collaboration with instrumentalists. Additionally, through performance and individualized instruction in a performance class setting, the student will learn rehearsal and instrumental coaching techniques.

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: Five semesters 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 4311 Piano Literature

Prerequisite: approval of instructor if not a piano performance major.

This course is a general survey of music written for the piano and its predecessors, through the use of the text, supplementary articles, and musical examples.

MUAP 4312 Organ Literature

Survey of solo organ literature from the Middle Ages through the present. Each of the major organ schools will be examined.

MUAP 4321 Piano Pedagogy

Prerequisite: approval of instructor if not a piano performance major.

This course covers aspects of piano pedagogy including instruction for beginning and advanced students, as well as business considerations needed for private studio instruction.

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 semester deals with English and Italian (1146); the second, German (1166); and the third, French (2146). Permission of the instructor required.

MUAP 1216 English/Italian Diction

This course is an introduction to the speech sounds and rhythms of the English and Italian languages as applied to solo vocal literature.

MUAP 1226 French/German Diction

This course is an introduction to the speech sounds and rhythms of German and French languages as applied to solo vocal literature.

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 semester of study is devoted to Italian and English songs; the second semester to German lieder; and the third semester to French art songs. (Offered also as MUHL 4292.)

MUAP 3316 Vocal Literature I

Prerequisite: completion of the Upper divisional Exam.

This is a survey study of British and American solo song literature from approximately 1600 to the present day.

MUAP 3326 Vocal Literature II

Prerequisite: completion of the Upper Divisional Exam.

This is a survey study of Italian, German and French solo song literature from 1400 to the present day.

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 semester 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: Five semesters 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 4336 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 semester involves some student teaching as directed by the instructor. Admission is by permission of the instructor.

MUSIC: COGNATE COURSES — INSTRUMENTAL

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 semesters of enrollment are required for BM-Instrumental Performance majors.

MUAP 3242 Instrumental Chamber Music

Prerequisite: Upper Divisional Exam passed.

Focusing on the literature of the master-composers of the post-1900 era, all instrumental students participate in faculty-coached, regularly-scheduled, unconduted ensembles. Participation in these ensembles improves the student's

musical perception, technical facility and expressive capabilities. In addition to broadening the students' knowledge of repertoire for small combinations of instruments, they learn how to work together with and without supervision. The course will include an In-depth study of selected topics in instrumental literature, concentrating on problems of performance through analysis, historical and comparative studies, and actual performances by participants. Students must be at an advanced level of their instrument to participate. The course requires applied study of performance practices of literature appropriate to the students' instrument as it relates to the success of the ensemble.

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 3359 Instrumental Pedagogy

Study of the art of teaching a musical instrument in a studio setting (as opposed to school classroom). Includes discussions of philosophies of teaching, learning processes, and the teaching of musical interpretation. Analysis of the sequential skills, strategies and diagnostic skills necessary to implement effective teaching in a private studio. Individualized study of various aspects such as physical/technical aspects and pedagogical repertoire peculiar to the teaching of the music major's primary instrument. Topics to include: teaching children and adult beginners; teaching advanced students. (May be repeated for credit as long as the instrument changes with the instrument "family" remaining the same.)

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: Five semesters 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 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.

MUHL 3352 World Music

An introductory study of non-Western musical cultures of the world. The course includes an introduction to basic music terminology and style traits. Emphasis is placed on the unique musical characteristics, instruments and performance practices of each ethnic group studied, as well as cultural factors that impact the music. The course will include attendance of live performance

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.)

MUSA 1100

One half hour private lesson per week. A minimum of one hour per day of individual practice is required.

MUSA 1200

One hour private lesson per week. A minimum of two hours per day of individual practice and solo performance on Music Forum once during the year is required.

MUSA 1300

One hour private lesson per week. A minimum of three hours per day of individual practice and solo performance on Music Forum once during the year is required.

MUSA 3100

One half hour private lesson per week. This course is eligible only for elective credit for students majoring in music, or for degree requirements only with permission of the Director of the School of Music. A minimum of one hour per day of individual practice is required.

MUSA 3200

One hour private lesson per week. A minimum of two hours per day of individual practice and solo performance of a required recital before graduation is required.

MUSA 3300

One hour private lesson per week. A minimum of three hours per day of individual practice and solo performance of a required recital before graduation is required.

*See School of Music Handbook for specific repertoire and performance requirements.

Woodwinds

MUSA 1110, 1210, 1310, 3110, 3210, 3310 Private Flute
MUSA 1111, 1211, 1311, 3111, 3211, 3311 Private Oboe
MUSA 1112, 1212, 1312, 3112, 3212, 3312 Private Clarinet
MUSA 1113, 1213, 1313, 3113, 3213, 3313 Private Bassoon
MUSA 1114, 1214, 1314, 3114, 3214, 3314 Private Saxophone

Brass

MUSA 1121, 1221, 1321, 3121, 3221, 3321 Private Horn
MUSA 1122, 1222, 1322, 3122, 3222, 3322 Private Trumpet
MUSA 1123, 1223, 1323, 3123, 3223, 3323 Private Trombone
MUSA 1124, 1224, 1324, 3124, 3224, 3324 Private Euphonium
MUSA 1125, 1225, 1325, 3125, 3225, 3325 Private Tuba

Percussion

MUSA 1131, 1231, 1331, 3131, 3231, 3331 Private Percussion
MUSA 1132, 1232, 1332, 3132, 3232, 3332 Private Harp

Keyboard

MUSA 1141, 1241, 1341, 3141, 3241, 3341 Private Piano
MUSA 1142, 1242, 1342, 3142, 3242, 3342 Private Organ
MUSA 1143, 1243, 1343, 3143, 3243, 3343 Private Harpsichord

Strings

MUSA 1151, 1251, 1351, 3151, 3251, 3351 Private Violin
MUSA 1152, 1252, 1352, 3152, 3252, 3352 Private Viola
MUSA 1153, 1253, 1353, 3153, 3253, 3353 Private Cello
MUSA 1154, 1254, 1354, 3154, 3254, 3354 Private Double Bass
MUSA 1155, 1255, 1355, 3155, 3255, 3355 Private Classical Guitar
MUSA 1156, 1256, 1356, 3156, 3256, 3356 Private Jazz Guitar

Voice

MUSA 1161, 1261, 1361, 3161, 3261, 3361 Private Voice

Composition

MUSA 2171, 2371, 3171, 3371 Private Composition

MUSA 3000 Performance Recital

Prerequisites: at least five consecutive semesters of study.

A solo recital of at least thirty minutes of music but not more than forty minutes, usually performed at the end of the sixth semester of study. Required of all students majoring in music. A pre-recital hearing must be passed at least two weeks prior to the performance date.

MUSA 3001 Lecture/Conducting Recital

Prerequisites: completion of or enrollment in MUSC 4372/73.

A required recital for students on the BM Church Music and the BM Theory/Composition degrees. The recital involves rehearsal and performance of a work or works conducted by the student and commentary for the audience about the work(s). The student will prepare written program notes as well. A pre-recital hearing must be passed at least two weeks prior to the performance date.

MUSA 3257 Orchestra Repertory I

During the first semester of study, the student examines and prepares excerpts as determined by an exhaustive study of those excerpts required by the major ensembles of the students' interest (i.e. orchestras and other ensembles important to the future success of the student). Successful completion of studies will be evidenced by the preparation and performance of excerpts and/or typical required audition pieces. Additionally, students will compile notebooks containing copies of the most popular excerpts used by the major symphony orchestras in their audition processes.

MUSA 3258 Orchestra Repertory II

The second semester of studying "Orchestra Repertory" will reinforce the formal audition process by providing "mock" auditions simulating appropriate "rites-of-passage." For orchestral aspirants – mock orchestral auditions; for jazz musicians – mock on-call rides, riffs, etc. for employment. Where possible – auditions to be adjudicated by practicing musicians and/or union contractors responsible for "real" auditions. Successful completion of studies will be evidenced by the preparation and performance of excerpts and/or typical required audition pieces. Additionally, students will compile notebooks containing copies of the most popular excerpts used by the major symphony orchestras in their audition processes.

MUSA 4000 Senior Recital

Prerequisites: at least seven consecutive semesters of applied study; pre-recital hearing.

A solo recital of at least fifty minutes of music, usually performed at the end of the eighth semester of study. A pre-recital hearing must be passed at least two weeks prior to the performance date.

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

Prerequisite: Successful completion of the piano proficiency or permission of the instructor

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.

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 3333 Congregational Song

An historical survey of the development of congregational song from the early ages to the present. Prerequisite: Successful completion of the piano proficiency or permission of the instructor

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

The Church Music Internship is a comprehensive, field-based experience designed to involve the student in the ongoing music ministry of a local congregation. This course helps students to discover, develop, and evaluate skills for future ministry. The experience is supervised by a University faculty member and the cooperating Minister of Music.

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 4111, 4112 Church Music Internship

The Church Music Internship is a comprehensive, field-based experience designed to involve the student in the on-going music ministry of a local congregation. This course helps students to discover, develop, and evaluate skills for future ministry. The experience is supervised by a University faculty member and the cooperating Minister of Music.

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-mediacomputer technology including music notation and sequencing software, sound reinforcement systems, microphone techniques. 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 4292 Senior Seminar in Psychological Foundations of Musical Behaviors

Prerequisite: Junior level standing and successful completion of the Upper Divisional Exam.

An examination of both traditional and contemporary domains of the psychological foundations of musical behaviors from a research perspective.

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 4311 Business of Music

An overview of sociological, psychological and philosophical foundations of music and music professions. Explores the relationships of these foundations to individual and group characteristics, vocational issues and concerns of musicians working as performers, teachers, administrators and business owners. Survey of the music industry: Merchandising, manufacturing, purchasing, recording, performance management and promotion.

MUSC 4312 Elementary Music Methods

Prerequisite: Junior level standing and successful completion of the Upper Divisional Exam.

A course for music teacher certification candidates designed to develop competencies necessary for implementing musical learning and skill development for per-adolescents. The course will survey important methodologies used in elementary general music teaching for the music specialist.

MUSC 4322 Secondary Music Methods

Prerequisite: Junior level standing and successful completion of the Upper Divisional Exam.

A course for music teacher certification candidates and church music majors designed to develop competencies necessary for implementing musical learning and skill development for students at the secondary school level. The course will examine principles and strategies relevant to successful music production in the junior and senior high student in schools. Observation and practical experiences in teaching required.

MUSC 4332 Church Music Leadership

This course is a study of biblical models of ministry and their application to church music, including an emphasis on how to plan and lead a comprehensive music ministry that is pastoral in nature.

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 semester 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 2313 Music Theory III
Prerequisite: MUTH 1322.

Music Theory III examines the rudiments of analysis of larger 17th-19th Century forms, Chromatic Harmony (altered and borrowed harmony in particular) integrated with analysis and basic composition techniques. Theme and Variations (Cantus Firmus or Continuous Variations) and Sectional Theme and Variations.

MUTH 2323 Theory IV
Prerequisite: MUTH 2313

Study of Chromatic harmony/Remote modulation techniques, Large-scale form analysis (Sonata-Allegro and Sonata-Rondo), Comprehensive analysis with attention to thematic growth processes.

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 20th 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 20th 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 2311 or 2312, 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, and the Reading Proficiency Exam. Co-requisite: Math for Nurses Exam.

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. Pre or 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 2311 or 2312

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 2311 or 2312; GPA of 3.0 or higher. Pre- or 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 2311 or 2312

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. Pre- or 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 adult 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 adult 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-semester of the semester 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-semester of the semester 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-semester of the semester 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-semester of the semester 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 3311 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 CHRI 3311.)

PHIL 3313 Logic

This course introduces students to the elementary principles of inductive and deductive reasoning, including formal and informal fallacies, formal rules of deduction, and basic rules of syllogistic propositional and symbolic logic.

PHIL 3323 Ancient and Medieval Philosophy

Prerequisite: PHIL 1313.

A study of the historical development of Western philosophy from its early beginnings in Greece to the end of the Middle Ages.

PHIL 3334 Philosophical Foundations for a Christian Worldview (Apologetics)

An in-depth study of the philosophical foundations for Christian belief and practice, including engaging philosophical criticisms of basic Christian beliefs and teaching.

PHIL 3335 Hermeneutics: Philosophy of Interpretation

An exploration of the assumptions and principles involved in hermeneutical theories, with an emphasis upon theories of interpretation since Schleiermacher. (Note: Not the same as biblical hermeneutics)

PHIL 3344 Modern and Contemporary Philosophy

Prerequisite: PHIL 1313.

A continuation of PHIL 3323, beginning with the Renaissance and ending with the more important philosophers of recent times.

PHIL 4181, 4182, 4381, 4382, 4383, 4384, 4385 Special Topics in Philosophy

Careful study of a few topics in the history of philosophy—either one philosopher's treatment of several philosophical problems or several philosophers' treatments of one or two closely related problems. Examples: selected topics in Aristotle, theories of causation in early modern philosophy, and Kant's reaction to Hume.

PHIL 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.

PHIL 4335 Epistemology

Considers questions such as the following: Can I have knowledge of anything outside my own mind—for example, physical objects or other minds? Or is the skeptic's attack on my commonplace claims to know unanswerable? What is knowledge?

PHIL 4336 Philosophy of Science

Examination of the philosophical foundations for the natural sciences, as well as conceptual issues surrounding the nature and extent of scientific inquiry.

PHIL 4353 World Religions

(Offered also as CHRI 4353.)

PHIL 4363 Philosophy of Religion

Prerequisites: PHIL 1313, CHRI 1313, 1323

A critical examination of the nature & 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 humanity, the origin and nature of evil. (cross-listed as CHRI 4363)

POLS 4392 Independent Research Projects

Prerequisites: Permission of the instructor and department chair

This course is designed to provide a mentoring experience for students interested in producing a research paper related to government/political science. The instructor will help students develop their research question and then will meet with them periodically throughout the semester to supervise the progress of their papers.

POLS 4393 Empirical Research Methods

Prerequisites: Permission of the instructor

An introduction to the basic research methods of political science including research design, data collection, and statistical analysis. This course is designed primarily for students considering graduate school in the social sciences or a career in government.

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.

PHILOSOPHY: ETHICS

PHLE 3371 Ethics: History & Methods

Study of basic principles of the moral life, with critical examination of traditional and contemporary theories of the nature of goodness, happiness, duty, and freedom. Survey of ethical theories from ancient times through the nineteenth century.

PHLE 3372 Ethics: Major Philosophical Texts

A course designed to introduce students to some of the most influential philosophical texts related to ethical reasoning, including works of Aristotle, Aquinas, Kant, etc. through important 20th century reflections on ethics.

PHILOSOPHY: HISTORY

PHLH 3351 Plato & Aristotle

Prerequisite: PHIL 3323

A readings course in the major texts of Plato & Aristotle, with attention to 20th century interpretations of both philosophers and their works.

PHLH 3352 Greco/Roman Philosophy after Aristotle

Prerequisite: PHIL 3323

A readings course in the major texts of later Greco-Roman philosophies like Epicureanism, Stoicism, and Skepticism, including works by Cicero, Lucretius, Epictetus, Marcus Aurelius and Sextus Empiricus, among others.

PHLH 3353 12th–14th Century Philosophy

Prerequisite: PHIL 3323

A study of major philosophical texts of the 12th through 14th centuries, paying special attention to Platonic versus Aristotelian approaches, the renewal of deductive logic, the debate over the problem of universals (realism, anti-realism and nominalism), etc. Readings in the works of Thomas Aquinas, William of Ockham, Moses Maimonides, Ibn Sina and Averroes are covered.

PHLH 3354 17th/18th Century Philosophy

Prerequisite: PHIL 3344

A study of the major developments in philosophy during the 17th and 18th centuries, with particular attention to the demise of late Scholasticism, the rise of modern science, the philosophies of the Continental Rationalists and the British Empiricists. Philosophers studied include Descartes, Leibniz, Spinoza, Hobbes, Locke, Berkeley, Hume, and Kant.

PHLH 3355 19th Century Philosophy

Prerequisite: PHIL 3344

Major figures in nineteenth-century European philosophy, including Fichte, Schelling, Hegel, Schopenhauer, Kierkegaard, Nietzsche, and Mill, among others.

PHLH 3356 20th Century Philosophy

Prerequisite: PHIL 3344

A critical study of philosophical movements in Europe during the 20th Century. Philosophers studied may include Husserl, Adorno, Heidegger, Merleau-Ponty, Sartre, de Beauvoir, Wittgenstein, Russell, Carnap, Gadamer, Habermas, Lyotard, Foucault, and Derrida. Movements studied may include phenomenology, positivism, naturalism, critical theory, existentialism, structuralism, deconstructionism, and postmodernism.

PHLH 4357 Existentialism

Prerequisite: PHIL 3344

An examination of philosophical themes and methods in existentialist writings. Themes such as freedom, anxiety, despair, nothingness, alienation, death, God, the impotence of reason, the conflict between individuality and the dehumanizing tendencies of mass society, and the conflict between authentic self and inauthentic self are considered.

Attention is focused upon the work of such thinkers as Kierkegaard, Nietzsche, Jaspers, Heidegger, Marcel, Sartre, and Camus.

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.

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 1452 (Previously offered as 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 1451 (Previously offered as 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, multi-pole 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 2451 (Previously offered as MATH 3414), 3333

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. (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.)

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 3433 The Art of Electronics

Prerequisite: PHYS 2423, 3413, or consent of instructor.

The Art of Electronics consists of basic electronics and solid state physics theories and experiments. Topics include the fundamentals of direct and alternating current circuits involving applications of Ohm's Law and Kirchhoff's Laws. Students learn semiconductor physics to understand the operation of diodes, transistors and op amps. In the laboratory section, students build and test circuits while developing skills in the operation of power supplies, function generators, oscilloscopes and spectrum analyzers.

PHYS 3443 Computational Physics

Prerequisites: PHYS 3313, 3413, 3323 (or concurrent enrollment), or consent of instructor.

Students learn computational techniques useful for solving problems in advanced dynamics, electromagnetism and quantum mechanics. Advanced dynamics topics include the study of deterministic chaos solving systems of ordinary

differential equations. Students apply finite element method electromagnetic modeling to calculate static electric and magnetic fields, solve time dependent magnetic problems, and calculate current flow. Quantum dynamics problems are analyzed by solving the time dependent Schrödinger equation. In the laboratory, students gain hands on experience using mathematical software to solve problems in advanced dynamics, electromagnetism and quantum mechanics.

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 4221 Undergraduate Research Experience in Physics I

Prerequisite: at least 29 hours of Physics completed.

Senior physics majors will investigate a topic of current research interest with physics faculty. The course will involve problem identification, literature search, and start of research (building the necessary background or setting up the necessary experiment(s) to solve the research problem, development of the solution of the problem). All students will meet with faculty twice a week for instruction, guidance and exploration of the topic.

PHYS 4222 Undergraduate Research Experience in Physics II

Prerequisite: PHYS 4221

This course is a continuation of PHYS 4221. The course will involve the further development of the solution of the research problem; finding applications; acquisition of new results; completion of research; writing of research paper; preparation and delivery of oral presentation; application, preparation and presentation at the annual HBU Celebration of Scholarship Symposium. All students will meet with faculty twice a week for instruction, guidance and exploration of the topic.

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, Schroedinger'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 3394 Law and Religion in the United States

This course provides the historical background to the development of religious liberty in the United States and exhaustively covers the Supreme Court decisions regarding controversies of church and states.

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 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

Prerequisite: POLS 4353

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 the discipline and contemporary international political conditions. Along with the analysis of the forces and pressures behind contemporary events, the course is divided into two segments: international politics and international political economy. It focuses also on the principles, origin, and development of international law and international organizations.

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 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 2301 and WRIT 2306 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 and WRIT 2306 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, 2301, and WRIT 2306

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 2301, 3343, WRIT 2306, 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 and WRIT 2306

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, WRIT 2306 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 WRIT 2306, 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: WRIT 2306 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: WRIT 2306

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 BIOL 1404, 2404, 2475, or 2414 and WRIT 2306

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

This survey course is a study of the nature of social relations, social institutions, social processes, and the products of these relationships. The nature of culture, communications, socialization, mobility, social control and other sociological concepts are considered.

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 1313, 2301, WRIT 2306

This course is designed to introduce students to basic research techniques, methods and field experiences in the social and behavioral sciences. The course emphasizes how researchers collect and analyze information from the conception of a scientific question to the analysis and interpretation of data. Students will gain practical exposure to current literature, field observation techniques, interview and survey strategies. The approach of this course is designed to provide students with analytical skills and experiences with both qualitative and quantitative orientations to research. (Offered also as PSYC 3303.)

SOCI 3320 Social Change

Prerequisites: SOCI 1313, WRIT 2306

This course critically examines the most contemporary social issues related to the practice of medicine, educational reform, and social structures such as mass media, religion, and the political process within a framework of historical change. This course is designed to develop an awareness, appreciation and critical evaluation of cultural transformations influencing the social world.

SOCI 3324 Race, Class, and Gender

Prerequisite: WRIT 2306

This course helps students to critically examine 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

Prerequisite: WRIT 2306

This course helps students to critically examine 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, WRIT 2306

This course is a study of the development of social theories, beginning with the Enlightenment and ending with the early 20th century American sociologists. The course focuses on political and social contexts and forces which led to the development of sociology as a discipline. Another focus of the course will be to understand the various paradigms which make up the theoretical aspects of the discipline.

SOCI 3350: Gender Studies

Prerequisites: WRIT 2306

This course is an examination of the various ways that the social construct of gender has been shaped by history, culture, work and everyday interactions. Students will learn about the ways that gender is socially constructed, maintained, and perpetuated over time. This course will help students to develop a critical perspective on the current taken for granted cultural realities about gender and human social arrangements.

SOCI 3360: Race in America

Prerequisites: WRIT 2306

This course is an examination of the various ways that the social construct of race has shaped American history and culture. Students will learn about the ways that race is socially constructed, maintained, and historically perpetuated. We will explore theory and research that helps us to understand some of the ways that the idea of race can be both functional and dysfunctional for human social arrangements. This course will help students to develop a critical perspective on the current taken for granted cultural realities about race and ethnicity.

SOCI 3374 Urban Sociology

Prerequisites: WRIT 2306

This course incorporates 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. Urban geography, ecology, and lifestyles are examined in light of classical and new urban sociological perspectives.

SOCI 3385 Social Deviance

Prerequisites: WRIT 2306

This course is 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 contexts of divorce, sex, crime, suicide and other social phenomena.

SOCI 3393: Childhood and Adolescence

Prerequisites: WRIT 2306

This course is the scientific study of issues related to early human development and socialization. Students are introduced to classical and emerging theories, current research and developing trends in fields related to children and adolescents. While the course will address a variety of issues related to human growth and development the primary focus will be on the social components of these age categories. Students will develop a depth of understanding about the ways that roles associated with childhood and adolescence are socially constructed.

SOCI 4181, 4281, 4381 Special Topics

This service course is designed to permit the offering of topics of current interest. It 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 2306, SOCI 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: WRIT 2306

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: WRIT 2306

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: SOCI 1313, WRIT 2306

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 2306

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, 3330, and WRIT 2306

This course explores the roots of social theory and its development in the late 20th and 21st century. It also examines a variety of contemporary theoretical explanations for the transformation of the social world.

SOCI 4345 Sociology of Aging

Prerequisites: WRIT 2306

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: WRIT 2306

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.

SOCI 4390: Senior Capstone

Prerequisites: SOCI 3303, 3330, WRIT 2306 and Senior Standing

This course is the culminating experience in the sociology major. Students will review the essential core knowledge in the discipline and focus on a serious review of the research and theoretical tools used to do the science of sociology. An important component of the course will be career and/or graduate school preparation.

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 3374 Hispanic Popular Music

Students study the text of lyrics to important Hispanic popular music. They analyze the structure and various levels of meaning and learn to recognize the literary complexity. Students are introduced to the music that accompanies the lyrics. Vocabulary acquisition is emphasized. Class discussions and all written work will be in Spanish. At the end of the semester the students will be able to comprehend and appreciate the Spanish language in lyrics and have knowledge of the major musical trends and cultural traditions in Latin-American countries.

SPAN 3376 Hispanic Women Writers

Students study significant literature by women writers in the form of narrative and poetry and explore the issues facing contemporary women. Discussions, readings and writing practice center on major historical periods and authors, with a view toward preparation for the Spanish majors. Further development of language proficiency in understanding, speaking, reading and writing is emphasized.

SPAN 3378 Hispanic Fantastic Literature

Discussions, readings and writing practices center on masterpieces of the narrative of fantastic literature from Spain and Latin America. Students explore the emergence of magical realism in Latin America and the use of fantastic and supernatural elements. They also study the history, politics and culture of Hispanic countries to analyze the use of the fantastic elements in the text and compare societal conflicts of the present with those expressed in the readings. Further development of language proficiency in understanding, speaking, reading and writing is emphasized.

SPAN 3380 Contemporary Drama

Prerequisites: SPAN 1314, 1324, 2314, 2324, 3314, 3324 or the equivalent.

This course focuses on masterpieces of twentieth century dramatic texts from Spain and Latin American. The students dramatize the texts in class and interchange characters to do readings in a role-playing format. Deep literary analysis is an integral part of the course. Students learn to interpret the dramatic texts and understand the culture, history and politics of the time. The students compare societal conflicts embedded in the dramatic text with modern day troubles. The students will be exposed to audio and video of live theater performances. At the end of the class the students give a live theater performance of one of the plays.

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 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 semester 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.

SPAN 4392, 4393 Senior Seminar

Surveys of the literature of Spain and Hispanic America. Students demonstrate knowledge of the material and proficiency in Spanish through discussion of reading, written analyses, oral presentations, and a research project in Spanish.

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 semester covers the Greek period to closing of the English theatre in 1642. The second semester 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 2306 Writing in the Social Sciences

Prerequisites: ENGL 1313, 1323.

This course is a pre-requisite to all upper-level psychology and sociology courses. A grade of a C or better in this course is required for psychology and sociology majors. Students may use this course to fulfill Smith College requirements in writing. Students may also 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

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 3310 Effective Writing in the Corporate World

Prerequisites: ENGL 1313, 1323.

Students review models of effective writing for business and write an outline and a researched report on a relevant business topic using APA documentation. Students learn how to use electronic resources, to do research in business periodicals, and to use government and industry databases. Students review the definition and ethics of plagiarism. Students review formatting techniques in Word. Students review and demonstrate mastery of correct grammar, punctuation, and sentence structure. Students also improve their critical thinking and general communication skills. Knowledge and skills developed in this course are required in upper-level COBE courses.

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 3350 Creative Writing Non-Fiction

This course explores non-fiction prose and its rhetorical elements. Students both read and write creative non-fiction, compiling a reading journal and a writing portfolio of their own essays.

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 3356: Playwriting and Screenwriting

Prerequisites: ENGL 1313 and 1323

An introduction to writing for the stage and screen, accomplished through the study and analysis of appropriate models, followed by production of original works and discussion of those works in a workshop format. NOTE: WRIT 4356 fulfills Smith College credit under Humanities. Students may also select this course for credit toward the Professional Writing Specialization, the Writing Major, or the English Major.

WRIT 3383 Advanced Grammar and Writing

Prerequisites: ENGL 1313 and 1323.

The course includes and 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, and 3345, at least a 3.0 GPA in English, an application, and two letters of recommendation to the Intern Selection Committee at least one semester in advance.

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 4353, 4354, 4355, 4356, 4357, 4358 Advanced Creative Writing Workshop

These courses are designed for advanced students of creative writing and will stress individual instruction and work on creative manuscripts such as a collection of poems or short stories, a novel or full-length play, screenplays, and radio and television scripts. 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 hands-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 20th 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.

WRIT 4392: Senior Seminar: Creative Writing in Poetry

Prerequisite: WRIT 3354 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 model-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 4392: Senior Seminar: Creative Writing in Fiction

Prerequisite: WRIT 3355 or permission of the instructor

This seminar 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 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 4393: Senior Seminar: Professional Editing and Proofreading

This course offers student 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 on his or her work and a research project.

WRIT 4393: Senior Seminar: Technical Writing

This course offers students advanced study in audience and 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.

DEANS OF THE ACADEMIC COLLEGES AND
SCHOOLS
UNIVERSITY FACULTY

Deans of the Colleges

MICHAEL BOURKE (1989)

Associate Dean, Graduate Programs, School of Business
BA, Boston College; MA, Brown University; MBA, University of California, Los Angeles;
PhD, Brown University

JOHN R. BROOKS, JR. (1987)

Associate Dean, Undergraduate Programs, School of Business
BBA, Texas Tech College; MBA, DBA, Texas Tech University

MOHAN KURUVILLA, PhD (1997)

Dean, School of Business
BComm, Kerala University, India; MBA, University of Houston;
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Interim Dean, School of Education
BA, BA, University of North Carolina at Chapel Hill; MEd, University of North Carolina at Greensboro;
EdD, Regent University

DIANE LOVELL MARTIN (2005)

Dean, College of Arts and Humanities
BA, Baylor University; MA, PhD, University of Houston

ROBERT STACEY, PhD (2009)

Dean, Honors College
BA, University of Pennsylvania; MA, PhD, University of Virginia

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BSN, University of the Incarnate Word; MSN, University of Colorado Health Science Center; DrPH,
University of Texas Health Science Center

DORIS C. WARREN, PhD (1967)

Dean, College of Science and Mathematics
BS, MS, Baylor University; PhD, University of Houston

RANDALL WILSON (1996)

Associate Dean, College of Arts and Humanities
BA, Baylor University; MA, University of Texas, San Antonio;
PhD, University of North Texas

(Date denotes year of employment.)

Faculty Members

(Date indicates year of initial appointment).

YOUSEF (JOE) BALAT (2009)

Assistant Professor in Art
BA, Houston Baptist University; MFA, Texas Christian University

BARBARA BENITEZ-GUCCIARDI (2008)

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ENCARNA BERMEJO (2008)

Assistant Professor in Spanish
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JONATHAN BLACKMON (2008)

Assistant Professor in Church Music
BM, Howard Payne University; MM, PhD, Southwestern Baptist Theological Seminary

GARDO BLADO (1997)

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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MICHAEL BORDELON (1987)

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MICHAEL BOURKE (1989)

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JOHN R. BROOKS, JR. (1987)

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BBA, Texas Tech College; MBA, DBA, Texas Tech University

KELLYE BROOKS (1992)

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 Professor in Education
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