Graduate Bulletin

The following degrees are available from Southeast Missouri State University:

Master of Arts
Master of Business Administration
Master of Music Education
Master of Natural Science
Master of Public Administration
Master of Science Specialist
Doctor of Education - Cooperative Degree with University of Missouri

2008-2009
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INTRODUCTION

Recognizing its responsibilities regarding Section 504 of the Rehabilitation Act of 1973, Southeast Missouri State University is committed to providing all students equal access to its educational opportunities. If you have a disability, contact the Dean of Students' office for assistance with class scheduling, parking, transportation, study aids, etc. To allow us to anticipate your special needs, contact us prior to arrival.

Southeast Missouri State University is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to sex, disability, race or other legally protected classification. This policy is included in this document in accordance with state and federal laws, including Title IX of the Educational Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973. This policy extends to disabled veterans of the Vietnam era. Please direct equal opportunity inquiries to the Assistant to the President for Equity Issues, Southeast Missouri State University, One University Plaza, Cape Girardeau, MO 63701-4799; (573) 651-2524.
General Information
Southeast Missouri State University was established in 1873 as the Southeast Normal School. The first session was held in the fall of 1873. By legislative enactment in 1919, the name was changed to the Southeast Missouri State Teachers College and authorization was given for the granting of degrees. The name was changed to Southeast Missouri State College on September 21, 1946. The present name was adopted on August 24, 1972 under permission granted by the state legislature, in recognition of changes in the basic objectives and programs of the University.

The services and facilities of the University are available to every student enrolled regardless of race, color, religion, sex or national origin. The Southeast Missouri State University is located in Cape Girardeau, a growing city of over 38,000 inhabitants and a place of genuine historic interest. It is one of the oldest towns in the state, having been founded in 1793 by Don Louis Lorimier. Under Spanish dominion it was an important military and trading post. For over a century it has been an education center. Its civic and industrial development makes Cape Girardeau one of the progressive cities in the state.

MISSION STATEMENT
Southeast Missouri State University provides professional education grounded in the liberal arts and sciences and in practical experience.

The University, through teaching and scholarship, challenges students to extend their intellectual capacities, interests, and creative abilities; develop their talents; and acquire a lifelong enthusiasm for learning. Students benefit from a relevant, extensive, and thorough general education; professional and liberal arts and sciences curricula; co-curricular opportunities; and real-world experiences. By emphasizing student-centered and experiential learning, the University prepares individuals to participate responsibly in a diverse and technologically-advanced world and in this and other ways contributes to the development of the social, cultural, and economic life of the region, state and nation.

Institutional Priorities and Goals

PRIORITY ONE:
Providing excellent academic programs with a liberal arts and sciences core.

Central to the University's mission are academic programs that prepare students to become active citizens of a diverse, democratic society in a technologically advanced world.

The University Studies program, required of all undergraduate students, provides a broad liberal arts and sciences curriculum that develops students' intellectual skills, broadens their educational horizons, and helps them function effectively as educated citizens. A wide range of high-quality undergraduate and graduate programs enable students to achieve their career goals in the liberal arts and sciences, visual and performing arts, and professional and technical fields.

GOAL 1: Excellent Teaching and Learning. The University will provide all students with knowledge and skills in their fields of inquiry, including the opportunity for meaningful experiential learning that links their programs of study to the practice in their chosen careers.

GOAL 2: Highly Qualified Faculty and Staff. The University will recruit, develop, and retain diverse, well-prepared faculty who are skillful teachers and active scholars committed to serving the University and the community at large. The University also will recruit, develop, and retain diverse, high-quality staff members who use their talents, commitment, and professional knowledge and skills to support the work of the University community.

GOAL 3: Superb Programs and Services. All academic, support, technological, and administrative processes and programs will be regularly and systematically subjected to internal or external review and assessment in the interest of continuous improvement. All units will regularly assess students’ achievement and the degree to which they are satisfied with their education and use the results to evaluate and improve the quality of programs and services.

PRIORITY TWO:
Offering access to educational programs throughout our service region.

Improving access includes identifying and successfully recruiting students, offering an appropriate variety of programs, delivery methods, and support activities, as well as programs at an affordable cost, to better support our students’ potential for success.

GOAL 1: Enrollment Management. Recruit and retain diverse, qualified, and committed students and provide support services and activities that increase their academic success.
GOAL 2: **Affordability.** Provide affordable high-quality undergraduate, graduate, and noncredit programs that serve the needs of the region.

GOAL 3: **Accessibility.** Provide the capability to deliver programs through traditional, face-to-face, web-based, ITV, and blended delivery methods.

**PRIORITY THREE:**
**Serving the social, cultural, and economic life of the region, state, and nation.**

To be a good citizen of the local and global communities, the University is committed to engaging in activities that enrich not only our students but also our employees and neighbors. As a natural setting for interaction in small and large groups, physical and virtual campuses serve as a resource for people, places, and things in our immediate and distant surroundings. This includes, but is not limited to, the cultivation of events and environments that encourage collaboration in the development, dissemination, and sharing of information and opportunities for the good of all.

GOAL 1: **Regional Social, Economic, Educational, and Professional Development.** The University will develop networks of people, organizations, and funding sources to expand our scope and reach and enhance the economic development of the region. This includes the cultivation and development of intellectual property and nurturing of ideas, individuals, and institutions.

GOAL 2: **Regional Information Center.** The University will continue to serve as a primary source of information and educational services as well as to provide opportunities for collaborative work in applied and basic scholarly research.

GOAL 3: **Regional Cultural Centre.** The University will maintain and expand existing venues as well as develop and construct new ones to showcase the contemporary trends, cultural heritage, and historical foundations of the region.

**PRIORITY FOUR:**
**Enhancing the University community.**

The University continues to promote an environment and community conducive to anticipating, understanding, and meeting the needs of our students. Additionally, the institution is committed to maintaining a diverse community that supports excellence in education and personal growth in the endeavors of students, faculty, and staff consistent with the Mission of the University.

GOAL 1: **Meeting the needs of students, faculty, and staff.** Provide a community in which all students have a positive learning/personal growth experience supported by caring faculty and staff, and in which faculty and staff enjoy a positive, fulfilling work environment.

GOAL 2: **Diversity and Leadership.** The University will continue to promote a campus environment in which the richness of human difference is recognized and affirmed in our institutional standards, communication processes, and curriculum; will continue to demonstrate for our service region the best practices in the area of diversity; and will strive toward a leadership position as a diverse educational community in our state and nation.

GOAL 3: **Community Building.** The University will continue to cultivate an environment that encourages civility, mutual respect, open communication, inclusive decision-making, difference of opinion, and appreciation for a broad definition of human diversity.

**PRIORITY FIVE:**
**Practicing wise stewardship of the University’s human and financial resources and providing high-quality facilities and infrastructure that support the educational mission.**

To attract and retain students and to serve the region, the University must foster and maintain a human, financial, physical, and technological infrastructure that supports high-quality academic programs, campus life, and regional service. Given that the resources of the University are finite, the internal and external development and management of resources are central to the ability of the University to fulfill its mission. Wise stewardship of resources involves a constant effort to allocate limited resources effectively among competing goals.

GOAL 1: **Information Technology in Support of University Community and Productivity.** The University will develop and maintain information systems and provide high-quality training and support that result in optimal use of technology to enhance teaching and learning, community, and productivity of students, faculty, and staff.

GOAL 2: **Resource Management.** The University will demonstrate appropriate stewardship in developing and
maintaining academic and non-academic programs through the proper balancing of financial revenues and expenditures to effectively enable the accomplishment of the University’s mission, strategic priorities, and goals.

GOAL 3: Effective Management of University Facilities and Physical Assets. The University will develop and maintain high-quality facilities through a balanced program of preventive maintenance, construction and repair.

Approved by the Board of Regents June 30, 2004

ACCREDITATIONS AND AFFILIATIONS
Southeast Missouri State University is fully accredited by:

North Central Association Of Colleges And Schools
30 N. LaSalle Street, Suite 2400
Chicago, IL 60602-2504
(312) 263-0456; (800) 621-7440;
Fax (312) 263-7462

The University holds specific program accreditations from:
- AACSB - The International Association For Management Education
- American Chemical Society
- American Parks And Recreation Society
- American Speech-Language-Hearing Association
- Commission On Accreditation For Dietetics Education
- Commission On Accreditation Of Allied Health Education Programs - Athletic Training
- Commission On Collegiate Nursing Education
- Council For The Accreditation Of Counseling And Related Educational Programs
- Council On Social Work Education
- Engineering Accreditation Commission Of The Accreditation Board For Engineering And Technology
- National Association For The Education Of Young Children
- National Association Of Industrial Technology
- National Association Of Schools And Colleges Of Music
- National Council For The Accreditation Of Teacher Education
- National League For Nursing
- National Recreation And Park Association

BOARD OF REGENTS
Donald “Brad” Bedell, Sikeston
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Leni R. Fluegge, Student Representative

GRADUATE STUDY OBJECTIVES
Southeast Missouri State University offers excellent opportunities for graduate study in both traditional and online programs.

The objectives of the graduate program at Southeast Missouri State University include the provision of:
- intensive academic specialization in selected areas of interest.
- breadth of understanding in selected fields of study.
- professional competence in selected fields.
- opportunities for applied and basic research.

The following degrees are available from Southeast Missouri State University:

GRADUATE DEGREES

Master of Arts
- Communication Disorders
- Community Counseling
- School Counseling
- School Administration
- Elementary Education
- Exceptional Child Education
- Secondary Education
- Higher Education Administration
- English
- Teaching English to Speakers of Other Languages (TESOL)
- History
- Human Environmental Studies

Master of Business Administration
- Accounting
- Environmental Management
- Financial Management
- General Management
- Health Administration
- Industrial Management
- International Business

Master of Music Education

Master of Natural Science
- Biology
- Chemistry
- Mathematics
- Science Education
Master of Public Administration
- Community Wellness and Leisure Services
- Public Administration

Master of Science
- Criminal Justice
- Industrial Management
- Nutrition and Exercise Science

Master of Science in Nursing Specialist
- Counseling Education
- Educational Administration
- Educational Leadership Development

Doctor of Education - Cooperative Degree with University of Missouri

STUDENT RESPONSIBILITY
Graduate students are responsible for knowing and complying with the policies and procedures contained in this bulletin which govern all graduate students.

ADMISSION REQUIREMENTS FOR GRADUATE PROGRAMS
A student will be admitted to graduate study when he/she has satisfied the following admission requirements:
1. Holds a baccalaureate degree from a regionally accredited college or university.
2. Has an undergraduate grade point average of at least 2.5 on a 4.0 scale (except when superseded by specific program requirements which require a higher g.p.a.).
3. Has met the specific requirements for the applicable program.
   - The applicant for the Master of Arts with a major in elementary or secondary school teaching or administration must hold a valid elementary or secondary teaching certificate appropriate to the major or area of concentration.
   - The applicant for the Master of Arts with a major in English or history must have 24 semester hours of undergraduate credit in the field.
   - The applicant for the Master of Arts with a major in human environmental studies must have 15 semester hours of undergraduate credit in the field.
   - The applicant for the Master of Arts with a major in communication disorders must meet the program admission requirements listed elsewhere in the Bulletin (See “Admission Requirements” on page 49).
   - The applicant for the Master of Arts with a major in community counseling must have either 24 semester hours of undergraduate credit in psychology, counseling, and/or sociology; or psychology, counseling and/or sociology focused university studies courses including courses in behavioral statistics and psychological testing along with one letter of recommendation.
   - The applicant for the Master of Arts with a major in school counseling must submit one letter of recommendation as well as a valid teaching certificate or provide evidence of competency or willingness to enroll in the Department of Elementary and Secondary Education's required areas of teaching methods, teaching practices, classroom management and psychology of the exceptional child.
   - The applicant for the Master of Music Education must have a Bachelor of Science in Education degree with a major in music or a Bachelor of Music Education degree or the equivalent.
   - The applicant for admission to the Master of Public Administration degree must submit a 2-5 page statement outlining the applicant's objectives, resume and 2 letters of evaluation.
   - The applicant for admission to the Master of Natural Science degree must meet the program admission requirements listed elsewhere in the Bulletin (See “M.N.S. Admission Requirements on page 68).
   - The applicant for the Master of Business Administration must hold a B.S.B.A. and submit GMAT scores of no less than 400 or meet the other requirements found in the program section of this bulletin.
   - The applicant for admission to the Master of Science in Nursing must hold a baccalaureate degree in nursing from a program accredited by the National League for Nursing (NLN) and/or the Commission on Collegiate Nursing Education (CCNE), and have completed a course in statistics and a course in health assessment. See the program listing for other requirements.

ADMISSION CLASSIFICATIONS
Students will be admitted to graduate study in one of six admissions categories:
1. **Regular Admission** - The student meets both the School of Graduate Studies and departmental standards for admission.
2. **Provisional Admission** - The student holds a baccalaureate degree but does not meet the course prerequisites for the program, or is a senior in her/his last semester who is seeking admission for a subsequent
semester, or an international student who does not meet the TOEFL requirement. Provisional admission will normally be granted for ONE SEMESTER ONLY except in the case of an international student with a TOEFL score less than 550, whose provisional admission will continue until a score of 550 is attained. Upon recommendation of the student's advisor, the provisional period may be extended. [Note: Students admitted provisionally to the School of Graduate Studies and who have undergraduate prerequisite courses to complete will be charged graduate fees for their coursework. If students have undergraduate coursework to complete prior to formal admission to a graduate program, they may wish to enroll as a second-degree-seeking undergraduate student until this coursework is completed and then formally apply for graduate admission].

3. **Academic Probationary Admission**-Persons with at least a 2.25 undergraduate g.p.a. and a 2.75 in the last 60 hours may be admitted on a probationary basis pending completion of 9 hours of 600-level work with a grade of 'B' or better. Persons with less than a 2.75 in the last 60 hours or less than 2.25 overall must present a combined GRE score on the three parts of the general exam of no less than 1300. (See specific program requirements which may supersede these minimum standards.)

4. **Non-degree-seeking Admission**-Students who do not wish to pursue a degree but who are eligible for graduate study may take courses for graduate credit as a non-degree-seeking student. This includes international students who participate in approved exchange programs at Southeast Missouri State University, and whose educational levels in their respective countries of origin are commensurate with graduate students at this institution. International students who are not participating in an approved exchange program will be required to sign a disclaimer form which verifies their eligibility for the course and their understanding that the course will not necessarily transfer to a degree program at this or other institutions.

5. **Senior Admission/Dual Enrollment**-A senior in the last term, not counting the student teaching or internship semester, may enroll for graduate work as a dually-enrolled student if:
   - The total number of hours taken does not exceed 16 semester hours.
   - The student has at least a 2.75 g.p.a.
   - The student completes the bachelor's degree at the end of the term, or the following semester if it is the student teaching/internship semester.
   - The student has enrolled through the School of Graduate Studies.

6. **Admission to Certification Programs**-Students wishing certification only in remedial reading, gifted education, adult basic education, or Teaching English to Speakers of Other Languages must seek admission to the certification program. Admission requirements include initial teaching certification and either a 2.75 undergraduate g.p.a. or a master's degree. Applicants should submit a letter of application, non-degree admission form and transcripts of all graduate and undergraduate work completed. Certification students are expected to maintain a level of academic achievement consistent with the standards of the School of Graduate Studies.

### PROCEDURES FOR ADMISSION

#### REGULAR ADMISSION

The prospective student must make application on appropriate forms to the School of Graduate Studies. All transcripts must be sent directly to the School of Graduate Studies not later than: May 15 for the summer session; August 1 for the fall semester; November 21 for the spring semester. The applicant must also satisfy the following requirements:

1. Remit a nonrefundable application fee of $25 with the application.
2. Request that an official transcript showing graduation from an accredited college and complete individual transcripts from all colleges attended be sent directly to the School of Graduate Studies. (Southeast graduates need not request transcripts.)
3. Obtain the approval of the Dean of the School of Graduate Studies and the department chairperson in the area of concentration (the School of Graduate Studies will request approval of the department chairperson for the applicant).
4. Comply with any program specific requirements.

#### ADMISSION OF INTERNATIONAL STUDENTS

All international students who wish to enter Southeast Missouri State University are required to:

1. Demonstrate adequate English proficiency to successfully pursue graduate level coursework by either:
   - Completing the Test of English as a Foreign Language (TOEFL) with a score of 550 or better OR the International English Language Testing System
APPLICATIONS
Applications for admission may be obtained by contacting:
Dean of the School of Graduate Studies
MS 4400
Southeast Missouri State University
Cape Girardeau, MO 63701
(573) 651-2192
E-mail: graduateschool@semo.edu

or can be obtained from the School of Graduate Studies web site at http://www.semo.edu/gradschool

Applications for admission and transcripts from all colleges attended must be on file in the School of Graduate Studies not later than:
Summer Session May 15
Fall Semester August 1
Spring Semester November 21

LIBRARY
Kent Library's holdings total over 380,000 bound volumes, an additional 800,000 items in microforms, and a subscription list of over 2,600 periodicals and newspapers. In addition, the Government Depository, established in 1916, contains over 270,000 bound and unbound items. On-line bibliographic searching is provided as well.

Kent Library also houses the Charles L. Harrison Library, the Center for Faulkner Studies, the AudioVisual and Education Media Center, the Instructional Materials Center, Textbook Services, the Center for Scholarship in Teaching and Learning, and the Information Commons.

TEXTBOOKS
Textbooks are available for purchase through Southeast Bookstore in the University Center. Graduate students purchase all books necessary for courses numbered 500 and above. Textbooks for undergraduate (100-400) courses may be rented.

FEES
Incidental and general fees are established by the Board of Regents, are published in the Schedule of Classes, and are posted on the University web site. Non-Missouri residents are assessed a higher fee than resident students. A copy of “A Policy for Classification of Students for Fee Policy Purposes” is available from the Student Financial Services office. The University allows credits for Missouri income taxes paid toward non-resident fee charges. Details may be obtained from the Student Financial Services office. Fee payment arrangements are published in the Schedule of Classes and on the University web site.
**Application Fee**
Applicants for regular admission must submit a nonrefundable application fee of $25 (Domestic) or $100 (International).

**Binding Fee**
Students writing theses are expected to pay for all thesis publication costs. Contact the School of Graduate Studies for further information.

**Examination Fee**
If a degree candidate has completed all coursework and needs to schedule only the oral or comprehensive examination, a minimum enrollment fee equal to the one hour resident rate must be paid. Students must register for the appropriate examination.

**Graduation Fee**
Degree candidates are required to pay a $35 fee during the semester in which they plan to complete their degree requirements.

**Late Enrollment Fee**
Students enrolling after the stated enrollment date will be charged a late enrollment fee of $15.

**Program Fee**
Students enrolling in either Communication Disorders or Nursing graduate programs are assessed a $250 per semester program fee. Please note that all fees are subject to change by the Board of Regents without prior written notice.

**FINANCIAL AID**
The basic purpose of the Financial Aid program is to provide assistance for students to attend the University. Any student who needs assistance should visit the Student Financial Services office or its web site for information regarding loans and scholarships. The University participates in both the National Direct Student Loan and Guaranteed Student Loan funds.

**GRADUATE ASSISTANTSHIPS**
Teaching, research and administrative assistantships are available for qualified students in most areas in which degrees are offered. To be eligible for an assistantship, students must meet one of the following criteria:

- cumulative undergraduate g.p.a. of at least 2.7
- a previous master's degree

The assistantship provides a stipend plus a fee waiver for approved degree plan courses. Students having an assistantship must be enrolled in a minimum of six credit hours per semester (Fall and Spring). In most instances, the time limit for a student to hold an assistantship is two years. Interested persons should apply to the chairperson of the department providing the degree they wish to pursue. Additional information related to the assistantship can be found in the Graduate Assistant Handbook at the School of Graduate Studies web site.

**HOUSING**
Residence Life at Southeast provides excellent living and learning accommodations for students in a variety of residence halls. Each residence hall is staffed by a Hall Director who works with the student staff members to assist residents in addressing problems, present programs, and assist in a student's success at Southeast. The Residence Life Central Office provides full services for students who have questions about their meal plans, rooms, or other living arrangement concerns.

After a student has been admitted to the University, he/she may contact the Office of Residence Life to request a Contract for University Housing. The contract should be completed, signed, and returned to the Office of Residence Life with a $150 deposit. Students are strongly encouraged to return their contracts quickly. Hall, room, and roommate assignments are generally distributed during the middle of July.

For more information about on-campus housing, contact the Office of Residence Life at or visit its web site:
Office of Residence Life
Tower Complex Room 102, MS 0055
Cape Girardeau, MO 63701
(573) 651-2274
E-mail: residenclife@semo.edu

**CAREER LINKAGES**
Career Linkages staff assist students with exploring career opportunities, finding internships and other pre-professional practice opportunities, and exploring opportunities for further graduate study. The staff provide assistance with resume preparation and job search strategies.
VETERANS SERVICE
The office of Veterans Affairs provides an on-campus assistance to veterans and/or dependents regarding benefits and other information. Services include educational assistance, tutorial assistance, educational loans, review of discharge, dental and medical benefits, home loans and job service. Information regarding off-campus part-time employment is available to University students upon request.

TESTING SERVICES
Testing Services offers standardized examinations on campus. Graduate students needing information about various entrance and aptitude exam should contact the Testing Services office or visit its web site.

VEHICLE REGISTRATION
All persons who wish to park on the campus must purchase a parking permit.

GRADUATE RESEARCH ASSISTANCE FUND
The Graduate Research Assistance Fund is available to assist any graduate student who incurs extraordinary expenses while engaging in a research project. Such expenses as travel, special materials, survey reproduction, etc. may qualify for the funding. The usual costs of typing, duplication, and binding papers are not covered. Application guidelines are available in the School of Graduate Studies.

ADVISEMENT
Each student admitted to a degree program is assigned an advisor by the department in which the student plans to major. An Initial Study Plan, approved by the student's advisor, must be completed during the first semester in which coursework is taken. In many departments, enrollment is not allowed until the initial study plan is completed. Students should not assume that courses taken without advisor approval will apply to the degree. With advisor approval, a maximum of six semester hours of graduate level course work completed prior to admission may be applied to a degree program unless prohibited by program regulations. Study plans may be modified by filing a Change in Degree Plan form.

ENROLLMENT
Enrollment information is found in the Schedule of Classes and through the University’s student online portal. Students may enroll via the web or in person at the School of Graduate Studies. Controlled classes are not available through the web (Students should contact the department or the School of Graduate Studies to enroll in controlled classes).

WITHDRAWAL
A student who finds it necessary to withdraw from school must make such withdrawal through the School of Graduate Studies. If this procedure is not followed, failing grades will be recorded. Students may not withdraw during the last three weeks of a term except for reasons deemed sufficient by the Dean of the School of Graduate Studies. Deadlines for withdrawal are published in the printed semester schedule of classes and online at the Office of the Registrar web site.

COURSE NUMBERING
- 500-level classes are advanced undergraduate classes. Most are open to graduate students. To earn graduate credit additional course requirements must be met. 600-level courses are open to graduate students only. 700-level classes are reserved for Ed.S. students. 900-level classes are reserved for Ed.D. students.
- Workshops numbered 834-866 are open to both graduate and undergraduate students. Those numbered 867-899 are open to graduate students only. Workshop credit may not be used to satisfy the 600-level course requirement.

ADVANCEMENT TO CANDIDACY FOR THE DEGREE
Admission to graduate study represents only the initial step in the degree process. Advancement to candidacy for the degree indicates that the student's work has been satisfactory and that the department and graduate school have accepted the student as a degree candidate. The student is responsible for initiating the process on forms which may be obtained in the School of Graduate Studies office or online from its web site.

1. The Application for Candidacy must be filed at least by the halfway point of the degree.
2. Candidacy requires the completion of a minimum of 9 semester hours in residence with a 3.0 or better overall g.p.a.
3. All appropriate admissions requirements, testing, letters of recommendation, completion of prerequisites, etc. must be completed prior to candidacy.
4. Advancement to candidacy must precede approval of the non-thesis or thesis topic.
5. A minimum of 16 semester hours must be completed after candidacy is achieved.

ACADEMIC STANDARDS
1. A grade point average of 3.0 on a scale of 4.0 in all graduate work taken is required for a degree, unless otherwise required by a degree program.
2. If a student accumulates nine hours of 'C' work, or if a student receives a grade of 'F' and also has other work below 'B' quality, the student may not continue in a graduate degree program except with the specific permission of the department and the approval of the Dean of the School of Graduate Studies. (For graduate degrees in business the approving unit is the Harrison College of Business.) The department may impose conditions and provisions for the student's continuation in the program.
3. Non-degree-seeking students are expected to meet the same standards as degree students with respect to maintaining a 3.0 g.p.a.
4. Graduate courses are graded 'A,' 'B,' 'C,' and 'F.' There is no 'D' grade at the graduate level.
5. A student who receives a grade below 'B' is encouraged to repeat the course. No more than nine hours may be repeated. Courses taken at Southeast Missouri State University may only be repeated at Southeast.

GENERAL PROVISIONS
1. For the regular semester, at least nine hours constitutes a full load. There is no maximum course load for the summer session though availability to enroll in courses will be constrained by times when courses are offered.
2. One half of the hours required for the degree must be in courses numbered 600 or above and taken from Southeast Missouri State University. Workshop credit may not be used to fulfill this requirement.
3. Dual-enrollment courses cannot be repeated for graduate credit if they appear on the student's undergraduate transcript. No coursework, including 500-level courses, applied to the undergraduate degree can count toward a graduate degree.
4. Students taking credit/no-credit courses must demonstrate "B" level work to receive "credit" for a graduate course.
5. All requirements for the master's degree must be completed within a 6-year period.
6. For each master's degree program the student must produce a significant capstone work (e.g., thesis, non-thesis paper, internship paper, or creative work).

7. Seniors in their last semester may apply for a special status that allows them to take a 600-level course.

RESEARCH REQUIREMENT
A course in research methods or its equivalent is required on all degree programs. The student should plan to take the appropriate course within the first 12 hours.

THESIS
The student who elects the thesis plan must complete the following steps:
1. Achieve candidacy status for the program.
2. The student should prepare a brief outline (some departments require a more extensive proposal) which serves as a preliminary document for approval.
3. The student must obtain the Topic Approval Sheet from the Graduate Studies office or its web site.
4. The student will ask two faculty members in the major area to serve on the thesis committee. Signing of the Topic Approval forms by these two members will signal preliminary approval of the concept. (The M.N.S. has slightly different procedures; students should check with their advisors.)
5. The Topic Approval forms and brief outline are sent to the Vice Provost and Dean of the School of Graduate Studies who will appoint a third committee member to represent the Graduate Faculty.
6. Upon appointment of the third member, the student should arrange a meeting of the committee to discuss and approve the proposal. It is after this meeting that the Topic Approval forms are signed by the department chairperson, third member of the committee and the Dean of the School of Graduate Studies.
7. The student may at this point enroll for three hours of thesis credit through the Graduate Studies office. If deemed appropriate by the student's committee, the student may enroll for additional hours in a subsequent semester. A minimum of 3 hours credit is required in thesis with a maximum of six hours credit earned in no less than two semesters.
8. During the semester the student anticipates completing the thesis, he/she must be enrolled in GR699 Master's Oral Examination.
9. The thesis examining committee usually consists of the thesis committee and, if appropriate, the Dean of the School of Graduate Studies. The oral examina-
The capstone activity is the Research Option consisting of either a thesis or a research project. Requirements for the thesis follow the guidelines established by the Department and the School of Graduate Studies. The research project allows for 3 credit hours and requires completion of a research study, approved by a faculty committee composed of two nursing faculty and one faculty outside the Department. Upon completion of the research project, the student will follow the guidelines necessary to meet the requirements of GR699 Oral Examination. Detailed guidelines for the research project are available through the Department of Nursing.

**NON-THESIS PAPER**

Instead of a thesis, a student may elect to write a comprehensive scholarly paper in the area of concentration. NO CREDIT IS ALLOWED FOR THE PAPER. Students electing this option will be required to take a comprehensive examination.

1. The student obtains approval from his/her advisor and the instructor for whom the paper will be written prior to beginning work on the paper.

2. Non-thesis paper may only be written under the direction of a regular member of the graduate faculty.

3. The supervising instructor and advisor will be responsible for certifying the completion of each paper by filing one copy of the acceptance sheet with the School of Graduate Studies no later than the deadline specified in the semester class schedule.

4. In all cases, the paper must be approved and the acceptance sheet filed with the School of Graduate Studies prior to taking the comprehensive examination.

5. The paper must follow the style guide appropriate to the discipline in which it is written.

**APPLIED RESEARCH PROJECT**

The applied research project is an applied analysis of an actual business problem or situation. This project allows the author to demonstrate business knowledge, operational understanding, and to integrate research and professional skills to a current business situation or problem. The applied research project is completed under the supervision of a professor specializing in the area of study. Additionally, the Director of Graduate Programs in Business is a second reader and provider of approval for the project. The applied research project is completed as a major classroom component of BA657 Applied Research Project. Students must follow the policies set forth by the
Policy Statement for Preparing and Filing the MBA Research Paper. Copies of completed applied research projects are on file in the MBA Office at the University. Applied Research Projects are used to make evaluations about a student's communication, teamwork, leadership, analytical, and organizational skills.

RESIDENCE REQUIREMENT/TRANSFER CREDIT
In all cases, over one-half of the coursework required in a degree program must be completed at the Cape Girardeau campus, the university’s Regional Campuses and Center, or through Southeast Online. Students must work carefully with their advisor to insure that the residence requirement is met. Transfer courses do not count toward meeting the residence or 600-level requirements.

No more than 9 hours of transfer credit may be applied to a graduate program. Transfer credit must be accepted by the major advisor and is applied to a program at candidacy. Before enrolling for credit at another institution, prior approval must be obtained from the major advisor. Only credit in which a ‘B’ or better was earned will be accepted for transfer. Credit for transfer is only acceptable if earned from a regionally accredited institution. For programs in education, off-campus credit earned from a non-NCATE accredited institution will not be accepted.

SECOND MASTER’S DEGREE
With approval of the advisor, and the Dean of the School of Graduate Studies, nine hours from the first master's degree may be applied to a second degree. Prior credit is subject to the six year time limit.

INDEPENDENT STUDY
Independent study offers the student an opportunity for study in an area not addressed by the curriculum of a department. The student wishing to pursue an independent study is responsible for identifying and obtaining the approval of the faculty member under whom the study is to be done and, for degree-seeking students, the approval of the major advisor. To gain approval, the student should prepare an outline of the proposed study. When the outline is approved by the faculty member, an Independent Study Approval form must be presented at the time of enrollment. (In some departments, the approval of the department chairperson is also required.)

Except in unusual circumstances, the content of an independent study may not duplicate that of an existing course. Independent study may never be used to grant graduate credit for completion of an undergraduate course. No more than 12 credit hours may be applied to a degree program.

INCOMPLETE GRADES
An incomplete grade may be given when the student has been unable to complete a course because of circumstances beyond the student's control. An 'I' is never awarded because of poor work. The 'I' must be removed by a date agreed to by the faculty member and student. At the time the 'I' is awarded, the faculty member will complete a form indicating the reason for awarding the incomplete, the work that must be completed and the deadline for completing the work. Copies of the form will be retained by the student, faculty member, department, and the School of Graduate Studies. In all cases, the 'I' must be removed within one year unless an extension has been granted by the faculty member with the concurrence of the Dean of the School of Graduate Studies. Incompletes not removed within one year will be converted to a grade of 'F.' All incompletes must be satisfied four weeks prior to the student's intended graduation date. This policy does not apply to research and experiential work such as thesis, internship, and practicum, which may be in progress more than one semester.

CORRESPONDENCE COURSES
No correspondence work will be accepted for graduate credit.

WORKSHOPS, INSTITUTES, PROBLEM COURSES AND INDEPENDENT STUDY
A maximum of 12 semester hours earned through workshops, institutes, problem courses, and independent study may be applied on a degree program providing the work is approved by the advisor. Only six hours of "credit-no credit" work may be applied to a degree. (Exceptions are made for students in Community Counseling.) Workshop credit may not be used to satisfy the 600-level requirement.

FINAL MASTER’S EXAMINATION
A written final comprehensive examination normally covering the degree program must be passed by each candidate for a degree who elects the non-thesis option. Each candidate who elects the thesis option will be required to pass the oral examination in defense of the thesis and will not normally be required to take a written examination. All students must enroll for either the oral or comprehensive examinations during the final semester.
The following courses (GR) are common to all departments:

GR698: Master's Final Comprehensive Examination
The written comprehensive is an examination over the degree program. Students must enroll in GR698 during the final semester. If not enrolled in regular coursework a minimum enrollment fee must be paid.

GR699: Master's Oral Examination
The oral examination will be conducted for students writing a thesis or internship paper in lieu of the comprehensive examination. Students must enroll in GR699 during the final semester. If not enrolled in regular coursework or thesis, a minimum enrollment fee must be paid.

INTENT TO GRADUATE
Candidates must complete the Graduation Intent form during the first week of the term in which they plan to graduate. Failure to do so will result in a one semester delay of the student's graduation date.

ACADEMIC DISTINCTION
The University recognizes students who have achieved a grade point average of 3.9 or better with the designation "Graduation with Academic Distinction." The necessary g.p.a. is computed on all coursework taken from the semester of admission to a graduate program and completed by the first day of the term in which the student intends to graduate.

APPEAL PROCESS
Students who, for cause, seek relief from institutional policies may appeal to the Graduate Council. A letter of petition clearly stating the reason for the appeal should be addressed to the Graduate Council, c/o the Dean of the School of Graduate Studies. For issues which relate to the graduate program, the first level of appeal is the faculty member followed by the department chairperson.

POLICY ON ACADEMIC HONESTY
Academic honesty is one of the most important qualities influencing the character and vitality of an educational institution. Academic misconduct or dishonesty is inconsistent with membership in an academic community and cannot be accepted. Violations of academic honesty represent a serious breach of discipline and may be considered grounds for disciplinary action, including dismissal from the University.

Academic dishonesty is defined to include those acts which would deceive, cheat, or defraud so as to promote or enhance one's scholastic record. Knowingly or actively assisting any person in the commission of the above-mentioned act is also academic dishonesty.

The University requires that all assignments submitted to faculty members by students be the work of the individual student submitting the work. An exception would be group projects assigned by the instructor; in this situation, the work must be that of the group. Academic dishonesty includes:

Plagiarism
In speaking or writing, plagiarism is the act of passing someone else's work off as one's own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one's own. If there is any doubt, the student should consult his/her instructor or any manual of term paper or report writing. Violations of academic honesty include:

- Presenting the exact words of a source without quotation marks;
- Using another student's computer source code or algorithm or copying a laboratory report; or
- Presenting information, judgments, ideas, or facts summarized from a source without giving credit.

Cheating
Cheating includes using or relying on the work of someone else in an inappropriate manner. It includes, but is not limited to, those activities where a student

- Obtains or attempts to obtain unauthorized knowledge of an examination's contents prior to the time of that examination;
- Copies another student's work or intentionally allows others to copy assignments, examinations, source codes or designs;
- Works in a group when she/he has been told to work individually;
- Uses unauthorized reference material during an examination; or
- Has someone else take an examination or takes the examination for another.

GENERAL RESPONSIBILITIES FOR ACADEMIC HONESTY
It is the University's responsibility to inform both students and faculty of their rights and responsibilities regarding such important matters as cheating and plagiarism. Most of what is considered unethical or dishonest behavior can be
avoided if faculty and students clearly understand what constitutes such practices and their consequences. The University community should also be aware of the procedures to be followed should a breach of academic honesty occur.

The faculty member is responsible for clarification to his/her class of those standards of honesty for class assignments or functions where such standards may be unclear or when such standards vary from the accepted norm. Further, some faculty may choose to utilize preventive measures (multiple exams, alternate seating, etc.) to help ensure the maintenance of academic honesty. However, the use of such measures is the prerogative of the individual faculty member and is not a responsibility or requirement of faculty in general.

The fundamental responsibility for the maintenance of honesty standards rests upon the student. It is the student's responsibility to be both familiar with the University policy on academic honesty and to uphold standards of academic honesty at all times and in all situations.

**STEPS FOR REMEDIAL ACTION**

It is the responsibility of the faculty member to resolve cases of academic dishonesty in his/her own classroom or examination room. Any action to resolve questions of academic dishonesty must be an appropriate academic decision based on University guidelines. Permanent suspension from class or dismissal from the University is not the prerogative of the faculty members. Additionally, faculty members should treat details of a breach of academic honesty with appropriate discretion. In particular, faculty members should make sure that every student charged with academic dishonesty is afforded due process as follows:

1. While academic dishonesty should be stopped immediately without causing undue classroom disruption, steps taken to resolve the matter should be pursued outside the classroom through dialogue between the faculty member and the student. If the issue is unresolved, the department chairperson may be asked to resolve the matter.

2. A meeting of the faculty member, student, and chairperson would then be held to resolve the issue. If the issue is unresolved, an appeal may be made by the student or faculty member to the dean of the college.

3. A meeting of the faculty member, student, chairperson, and dean of the college would then be held to resolve the issue. The dean will be advised by two students from the Student Judicial Board and two faculty members in the Faculty Senate from colleges other than the one in which the dispute arose.

**GUIDELINES FOR INCIDENTS INVOLVING ACADEMIC HONESTY**

Emphasis should be placed on preventive measures. Faculty should inform their classes of the University policy regarding academic honesty. Furthermore, faculty members are encouraged to apprise students fully of the seriousness of academic dishonesty and the types of sanctions that might be imposed. Special care should be taken to ensure that opportunities for dishonesty are not present. Faculty members should not accuse any student of academic dishonesty unless they have substantial evidence or specific observation of cheating.

If possible, any incident involving academic dishonesty should be resolved in an office setting through a dialogue between the faculty member and the student. In this meeting, the professor should discuss the problem in a reasonable manner, avoiding unwarranted accusations, should give the student a chance to present his/her side or to admit to the wrongdoing, and should decide upon a reasonable punishment for the "dishonest" work.

If the matter cannot be resolved through dialogue with the student, a meeting should be set up between the student, the faculty member and department chairperson. Before allowing the matter to reach this stage, the faculty member should make sure that he/she has gathered substantial evidence of dishonesty, such as a copy of the book or journal that a student has plagiarized from, a crib sheet, or identical answers on tests/papers of students suspected of cheating, to support any accusation of academic dishonesty.

Remedial action should be commensurate with the academic violation. The faculty members should avoid situations that might suggest "double jeopardy." Normally, any penalties imposed by the faculty member should be limited to academic course-related sanctions.

A faculty member may initiate suspension from class or dismissal from the University of a student who violates academic honesty. Recommendations for permanent suspension from class or dismissal from the University are subject to review at the department, college, and University levels.
Faculty members should use discretion in deciding when revealing the details of a violation of academic honesty is appropriate.

Faculty members are expected to follow University policy when dealing with issues involving academic honesty.

Approved by Faculty Senate, Bill 85-A-07, October 9, 1985

Approved by President, November, 1985
HARRISON COLLEGE
OF BUSINESS
Gerald McDougall, Dean
MASTER OF BUSINESS ADMINISTRATION
Dr. Kenneth Heischmidt, Director
(573) 651-2912
E-mail: kheischmidt@semo.edu
Administrative Assistant (573) 651-5116
AACSB Accredited

PROGRAM OBJECTIVES
The General Management option within the Master of Business Administration program develops the knowledge base, management skills and personal attributes that allow individuals to advance professionally in, and provide executive leadership to, their organizations. While able to accommodate students recently completing undergraduate studies in business, the program is especially organized to meet the professional goals of individuals holding responsible management positions in regionally important service industries, including financial and accounting services, health services and transportation services.

This program also is specifically designed for those individuals desiring exposure to contemporary management thought and practice that will contribute to their continued effectiveness and professional advancement. Individuals drawn from manufacturing and commerce, and other professionals promoted to management positions in their organization, will benefit from the general track because of its emphasis on developing the knowledge base, skills and attributes which are generic to the challenges confronting individuals in executive management positions.

Students completing the Accounting option within the MBA Program will be academically qualified to sit for the national CPA examination. Additionally, students completing this program will have the academic preparation to meet the demands of careers in accounting services industry, including public accounting, industry accounting, not-for-profit accounting and accounting education. The program of study is designed to equip graduates with the breadth and depth of knowledge skills, and attitudes conducive to professional success and lifelong learning.

The primary objective of the International Business option is to provide specialized curriculum to prepare our students for managerial careers in international businesses.

Under the International Business option, students will: 1) gain intensive academic specialization in the area of business and management, both domestic and international, 2) obtain breath of understanding and professional skills in international business and management, 3) develop in an-depth understanding of the international dimension to business and the impacts of globalization, 4) develop enhanced sensitivity to other cultures and intercultural experience through interacting and working in teams with our students from throughout the world.

By design, the International Business option is interdisciplinary and integrative in nature, emphasizing the development and improvement of cultural, financial, managerial, economic, and marketing understanding of the international environment. Graduates from our program that choose the International Business degree option will be prepared for managerial tasks in domestic companies participating in international business as well as in multinational companies throughout the world.

Students interested in the sciences as well as business are particularly interested in the Environmental Management option. Environmental Management is a growing new field moving into the mainstream for institutions in both business and government. An increasing number of institutions are looking for individuals with professional education and training in science and business. In a quote from Pete Karcz, Director of the Office of Environmental and Regulatory Analysis at the Department of Energy, he said "there are plenty of opportunities for environmental management employment both in the public and private sector. Issues relating to the environment seem to be gaining more interest with the public, which should increase the demand for more environmental professionals" (email to Kenneth Heischmidt on February 23, 1999). This option is a reflection of a cooperative effort between the MBA program in the Harrison College of Business and the Environmental Science program in the College of Science and Mathematics, both at Southeast Missouri State University.

Industrial Management is designed to serve technical managers, production supervisors, and engineers to enhance their leadership positions in industry. This option provides an emphasis on technical management, improving productivity, and problem-solving. Students focusing on this option will be prepared to evaluate the performance of technical systems and interpret the significance of data pertaining to product quality and reliability. Courses for this option are provided by the Industrial Management program. This program suggests the courses are designed to: 1) Develop advanced competencies needed by technical managers, supervisors, and related positions in world-class industries and related enterprises. 2) Broaden the career potential of individuals through the ability to implement systems, increase productivity, and improve product quality. 3) Develop a broad perspective needed for those employed in, or aspiring to, positions of responsibility in industry.

The Financial Management degree option seeks to enhance the student understanding of the current concep-
tual framework of financial and economic concepts used to manage for-profit and non-for-profit institutions as well as government agencies.

The Financial Management option will provide students with working knowledge of domestic as well as international financial management. Students will become familiarized with current financial concepts and will work on practical problems to enhance their abilities to find and execute value-creating opportunities, to effectively manage risky cash flows and investments in financial assets as well as to recognize the constraints that regulatory policy has on effective management.

The Health Administration option allows students to have a differential advantage in the marketplace related to job placement and job advancement with firms interacting in the local health sector of business in Southeast Missouri and throughout Missouri.

ADMISSION

Individuals admitted to the MBA program must have an undergraduate degree from an AACSB accredited business program or have satisfactorily completed the equivalent course work from an accredited institution. Students without the foundation knowledge base in business and economics, yet meeting other admission requirements, may receive provisional admission to the MBA program. Regular admission status may be granted upon completion of prerequisite coursework. All students must provide a GMAT test score. All international students must provide a TOEFL score of 550 (written) or 213 (computer) or 79 (Internet).

Additional Admissions Criteria:

- All applicants need to meet the following formula score:
  g.p.a. (on a 4.0 scale) x 200 plus GMAT score equal to 1000 or above
  OR
  g.p.a. (on a 4.0 scale) in last 60 hours of college credit x 200 plus GMAT score equal to 1000 or above
- GMAT score of at least 400
- Grade of at least "C" on all undergraduate foundation (prerequisite) courses required for regular admission to the MBA program.

All foundation (prerequisite) undergraduate courses need to be completed prior to enrollment in MBA required core or MBA elective courses.

Under extraordinary circumstances, students not satisfying the admission requirements outlined above may be admitted on a conditional basis upon the recommendation of the Graduate Programs Committee, the Director of the MBA program and endorsement of the Dean of the Donald L. Harrison College of Business.

Students currently possessing a graduate degree MAY be allowed to substitute a nationally recognized test score (e.g. LSAT, MCAT, GRE, etc.) for a GMAT test score. A score above the 50th percentile is expected.

PROGRAM REQUIREMENTS

Students are expected to have a foundation knowledge in business prior to enrolling in Graduate MBA classes. Business normally will have demonstrated this knowledge. Students without an undergraduate degree in business must complete the following prerequisite coursework (or their equivalent): Principles of Microeconomics, Principles of Macroeconomics, Introductory Statistics, Applied Calculus, Principles of Financial Accounting, Principles of Managerial Accounting, Management and Organizational Behavior, Principles of Marketing, Management Information Systems, and Financial Management. A grade of at least "C" is required on all undergraduate prerequisite courses for the MBA.

Students wishing to enter the accounting option should have completed an undergraduate degree in accounting at an accredited institution, or have satisfactorily completed courses in Business Law, Intermediate Accounting I, Intermediate Accounting II, Income Tax, Cost Accounting, Accounting Information Systems, and Auditing.

Students in the MBA program must maintain a graduate g.p.a. of 3.0 with no grade lower than a 'C'. Students not meeting the g.p.a. and course grade requirements are subject to dismissal after a probationary period. Additionally, students are expected to make normal progress toward completing the MBA program. Students must satisfactorily complete a minimum of nine credit hours over a fall semester-spring semester-summer session period. For a part-time student, this means the program is a maximum of four years. Students not making normal progress are subject to dismissal.

COMMON COURSE REQUIREMENTS

(Courses may be substituted depending upon extensive evidence of academic background course content area.)

BA600 Management Communication and Leadership
BA620 Quantitative and Qualitative Research Methods
### GENERAL MANAGEMENT OPTION

Total: **24**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA521 Topics in Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BA560 International Business Study Practicum</td>
<td>3</td>
</tr>
<tr>
<td>BA640 Managing Quality</td>
<td>3</td>
</tr>
<tr>
<td>BA652 Managerial Economics</td>
<td>3</td>
</tr>
<tr>
<td>BA658 Business Internship</td>
<td>3</td>
</tr>
<tr>
<td>BA661 External Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BA662 Contemporary Issues in Business</td>
<td>3</td>
</tr>
<tr>
<td>BA663 International Business Strategies</td>
<td>3</td>
</tr>
<tr>
<td>BA664 Organizational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>BA665 Financial Institutions, Credit Markets, and Regulatory Policies</td>
<td>3</td>
</tr>
<tr>
<td>BA667 Liability Risks, Prod and Services</td>
<td>3</td>
</tr>
<tr>
<td>BA678 Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MG548 Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MG550 Improving Team Performance</td>
<td>3</td>
</tr>
<tr>
<td>MG560 International Management</td>
<td>3</td>
</tr>
<tr>
<td>MK560 International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>EC580 International Economics</td>
<td>3</td>
</tr>
<tr>
<td>FI540 International Finance</td>
<td>3</td>
</tr>
<tr>
<td>MA580 Experimental Design of Analytical Variance</td>
<td>3</td>
</tr>
<tr>
<td>MA623 Statistical Analysis for Forensic Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total**

Only two 500-level courses may be taken toward an MBA degree.

### ACCOUNTING OPTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC637 Advanced Auditing</td>
<td>3</td>
</tr>
<tr>
<td>AC5XX Accounting Course</td>
<td>3</td>
</tr>
<tr>
<td>AC5XX Accounting Course</td>
<td>3</td>
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</tbody>
</table>

**Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC548 Government and Not-for-Profit Accounting</td>
<td>3</td>
</tr>
<tr>
<td>AC534 Advanced Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

### ENVIRONMENTAL MANAGEMENT OPTION

Total: **3**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EV661 Business Strategies for Corporate Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**6 Hours of Electives from the following courses:**

- EV551 Hazardous Material Assessments: 3
- EV653 Occupational Health: 3
- EV654 Risk Assessment Applications: 3
- EV655 Industrial Hygiene: 3
- EV660 Introduction to Toxicology: 3

Please note: BA657 Applied Research Project (core course) needs to be related to Environmental Management.

### FINANCIAL MANAGEMENT OPTION

Total: **24**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA665 Financial Institutions, Credit Markets and Regulatory Policies</td>
<td>3</td>
</tr>
<tr>
<td>FI540 International Finance</td>
<td>3</td>
</tr>
<tr>
<td>FI568 Portfolio Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

Please Note: BA657 Applied Research Project (Core Course) needs to be related to Financial Management.

### INDUSTRIAL MANAGEMENT OPTION

Total: **9**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IM601 Industrial Safety and Ergonomics</td>
<td>3</td>
</tr>
<tr>
<td>IM602 Advanced Quality Concepts</td>
<td>3</td>
</tr>
<tr>
<td>IM604 Facilities Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Please note: BA657 Applied Research Project (core course) needs to be related to Industrial Management.

### INTERNATIONAL BUSINESS OPTION

Total: **3**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA663</td>
<td>3</td>
</tr>
</tbody>
</table>

**6 Hours of Electives from the following courses:**

**One of:**

- AC540 International Perspectives on Accounting: 3
- FI540 International Finance: 3
- EC580 International Economics: 3

**One of:**

- MK560 International Marketing: 3
- MG560 International Management: 3
- BA6XX Open Elective: 3

Foreign Language Requirement (9 hrs of university foreign language or equivalent proficiency)

Please note: BA657 Applied Research Project (core course) needs to be related to International Business.
HEALTH ADMINISTRATION OPTION
BA680 Financial Health Administration 3
BA681 Marketing or Management in Health Administration 3
BA682 Policy or Strategy in Health Administration 3
Please note: BA657 Applied Research Project (core course) needs to be related to Health Administration.

EXIT ASSESSMENT
• BA657 Applied Research Project
• Students must enroll in GR699 during the semester in which they intend to graduate.

See “Graduate Course Listings” for a complete list of graduate courses and descriptions.
COLLEGE OF EDUCATION

I. Sue Shepard, Dean
The Specialist in Counseling Education degree program provides an additional period of study beyond the master's degree for persons seeking certification as Psychological Examiner or for those individuals that wish to develop further competence in mental health counseling (seeking LPC or CCMHC) or school counseling (seeking state certificate in school counseling or NCSC).

The curriculum is individually designed for each candidate to meet his/her specific needs and professional objectives within certification and/or licensure limitations.

The program is designed with flexibility to support the preparation of School Counselors, Psychological Examiners, Licensed Professional Counselors, and Certified Clinical Mental Health Counselors.

ADMISSION AND GENERAL POLICIES

All students must have a master's degree in counseling or education, satisfy the admission requirements to the School of Graduate Studies and admission requirements to the Specialist Degree programs in the Department of Educational Leadership and Counseling as outlined in the Graduate Bulletin. The 72 credit hour minimum may include approved credits from the master's degree.

Full Admission

The Applicant Must:
1. Have achieved a graduate grade point average (g.p.a.) of 3.5. (on a 4-point scale);
2. Hold a master's degree in counseling or education from a regionally accredited institution of higher education. If not, the student will be required to take additional graduate work (admission under provisional status) before regular admission is granted;
3. Submit recent (within five years) test results on the verbal and analytical sections of the Graduate Record Examination (GRE) or Miller Analogies Test (MAT) showing achievement at or above the 50th percentile. The norms for comparison will be the scores for persons with an undergraduate major in education.

Probationary Admission

Probationary admission will be considered under the following conditions:

• When the g.p.a. is below 3.5. When the applicant presents a g.p.a. that is less than 3.5, the admissions committee may permit the student to take 9 hours in

the program area. The student will be required to achieve a g.p.a. exceeding 3.66 with a minimum grade of "B."

• When the GRE or MAT scores are not at acceptable levels. The applicant may file a request with the committee for probationary admission based on a circumstance that merits an exception. Data to support a petition should include a personal statement and documents such as additional letters of recommendation, samples of graduate level academic work, professional experiences related to educational administration and/or graduate study in another professional field. The committee may recommend alternatives or a course of remedial action that are designed to enable the student to demonstrate competence to complete the graduate program.

Appeals Process

Applicants who are denied admission will have the opportunity to appeal to the College of Education Admission Appeals Committee. Appeals must be in writing and should address any extenuating circumstances. Appeal letters should be addressed to Chairperson, Department of Educational Leadership and Counseling.

Admission Process

Interested students must first apply to the School of Graduate Studies for admission to graduate study. This application is required even though the student may have been admitted previously to graduate study at the master's level. Each applicant must:

• File an Application for Admission with the School of Graduate Studies; and
• Have each parent institution send one official transcript of all prior coursework directly to the School of Graduate Studies. Students who have previously enrolled in coursework or who have degrees from Southeast, need not submit a Southeast transcript.

Applicants who possess the requisite g.p.a. will be admitted to graduate study and allowed to complete a maximum of six semester hours of prerequisite coursework, if applicable. If no prerequisite courses are needed, the student may complete a maximum of six semester hours applicable to program requirements prior to admission to the program by the Counseling Admissions Committee. The Committee will act only on applications that are complete. The admis-
sions process may require an interview with the program coordinator and faculty.

**Denial of Admission**

Applicants denied admission to graduate study based on a g.p.a. of less than 3.5 may apply for probationary admission. A letter of request, along with the five letters of recommendation and GRE or MAT scores should be sent to the Coordinator of the Specialist Program. Students denied admission may not enroll for coursework applicable to the degree program until such time as explicit permission, along with any stipulations, is granted by the Counseling Admissions Committee.

**DUAL ENROLLMENT: MA AND SPECIALIST LEVELS**

Students nearing completion of a master’s degree and desiring to work toward the Specialist in Counseling Education may dually enroll for coursework for a time period not to exceed one year. The student must have a g.p.a. of at least 3.5, must be a candidate to graduate from the master's program, and must be admitted to the School of Graduate Studies as a post-master’s level student.

**ADVANCEMENT TO CANDIDACY**

Application to candidacy for the degree is required at the completion of 16 hours of coursework applicable to the degree. To advance to candidacy status, the applicant must present a g.p.a. that meets the minimum graduation requirement (3.25). Students denied admission to candidacy may not enroll for coursework applicable to the degree except with the explicit approval of and under any stipulations assigned by the program faculty in Educational Leadership. Initiation of the candidacy process is the student's responsibility. Candidacy forms are available in the Graduate Studies office and at its website.

**SELECTIVE RETENTION**

After being admitted to this program, the probationary student may be denied admission to regular graduate status. A student with regular status may not advance to candidacy based on the degree of unsatisfactory scholarship. Loss of license or certification, for cause, or unethical behavior is grounds for suspension from the program.

**TRANSFER OF CREDITS**

A student with regular admission status may transfer up to 48 of the 72 semester hours required for the specialist's degree from other regionally-accredited institutions if the courses are a) appropriate, b) part of master's level work, c) on-campus courses, and d) approved by the student's advisor. If the student earned his/her master's degree from Southeast Missouri State University, up to nine semester hours of such work may be transferred from regionally-accredited institutions. Transfer, workshop, and independent study credit may not exceed nine semester hours. The last 16 hours toward the specialist degree must be taken from Southeast or receive prior permission from the advisor. This is required in order for Southeast to act as certifying agency or endorse the student for certification or licensure.

**INDEPENDENT STUDY AND WORKSHOPS**

Independent study and workshop courses offer the student opportunities for study in areas beyond the departmental curriculum. Enrollment in such courses requires approval by the advisor and the program coordinator (independent study also requires the instructor approval). A maximum of three semester hours earned through independent study and three hours via workshops may be applied to program requirements.

**CORRESPONDENCE COURSES**

No correspondence or extension course from another institution may be substituted for a specialist's program requirement or elective.

**RESIDENCE REQUIREMENTS**

A student may meet residence requirements in the program by completing 12 semester hours of on-campus credit during a 12 month period, not to include internship credit.

**CERTIFICATION AND LICENSURE**

Refer to the Missouri Department of Elementary and Secondary Education Teacher Certification Website for current requirements, for state certification requirements. Refer to the National Board for Certified Counselor for current national requirements. Refer to Missouri Committee for Professional Counselors for current state licensing requirements.

**Requirements for Specialist Degree**

**Counseling Core 30 credit hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP610</td>
<td>Orientation to Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CP611</td>
<td>Developmental Theories</td>
<td>3</td>
</tr>
<tr>
<td>CP612</td>
<td>Counseling Theories</td>
<td>3</td>
</tr>
<tr>
<td>CP613</td>
<td>Social &amp; Cultural Aspects of Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CP614</td>
<td>Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>CP615</td>
<td>Career Development</td>
<td>3</td>
</tr>
<tr>
<td>CP616</td>
<td>Group Counseling</td>
<td>3</td>
</tr>
</tbody>
</table>
Specialist Students also must have the completed requirements of a counseling major-school, community, or an acceptable counseling major from another master’s program.

### School Counseling Major
- CP630 Foundations of School Counseling 3
- CP631 Consultation and Counseling Issues in Schools 3
- CP682 Internship-Elementary 3
- OR
- CP683 Internship-Secondary 3
- CP684 Internship-School Counseling 3-6

### Community Counseling Major
- CP640 Counseling in Community Agencies 3
- CP643 Psychodiagnostics and Treatment 3
- OR
- PY644 Advanced Psychopathology 3
- CP644 Counseling Ethics 1
- CP686 Internship-Community 6
- CP687 Internship-Community 3

### EDUCATION SPECIALIST-COUNSELING MAJOR
All Education Specialist Degree students must have the Counseling Core plus one of the counseling majors and all students must have the Education Specialist Core.

### Education Specialist Core 15 credit hours
- PY571 Introduction to Behavioral Statistics 3
- CP731 Counselor Supervision 3
- CP733 Advanced Educational Processes 3
- CP788 Advanced Internship 3-6
- GR799 Specialist Oral Examination 0

### Electives 15 Credit Hours
- CP631 Consultation and Counseling Issues in Schools 3
- CP630 Foundations of School Counseling 3
- CP640 Counseling in Community Agencies 3
- CP643 Psychodiagnostics and Treatment 3
- CP644 Counseling Ethics 1
- CP645 Marriage & Family Counseling 3
- CP682 Internship-Elementary 3
- CP683 Internship-Secondary 3
- CP687 Internship-Community 3
- CP735 Intelligence Testing 3

### internship
Internship experiences are individualized for each candidate. Candidates are expected to select appropriate objectives and secure approvals by the University and site supervisors. The student will work closely with the Clinical Coordinator to determine the most effective learning experience for the individual student’s goals.

### ORAL EXAMINATION
The oral examination, course GR799, must be scheduled the last semester of the specialist program. If the student has no other credit enrollment, the equivalent of the one hour instate fee is charged to affect an official enrollment for the semester of degree completion. The oral examination will be based on the student’s internship, portfolio, and other learning experiences.

### Graduation Requirements
1. Has satisfactorily completed the program of study (a minimum of 72 hours of graduate credit including the master's degree with a g.p.a. of at least 3.25),
2. Has passed a final comprehensive oral examination administered by the specialist's degree faculty, and
3. Has been approved for graduation by his/her advisor, CSP, and the Dean of the School of Graduate Studies.
TIME LIMIT
All requirements for the specialist's degree must be met within an eight-year period.

See “Graduate Course Listings” for a complete list of graduate courses and descriptions.

SPECIALIST IN EDUCATIONAL ADMINISTRATION
Dr. Margaret Dalton, Graduate Program Coordinator
(573) 651-2207
E-mail: mdalton@semo.edu

The Specialist in Educational Administration degree program provides an additional period of study beyond the master's degree for persons seeking either initial certification as a superintendent or advanced certification for building-level administrative positions. Degree options include:
- Superintendent Specialist
- Advanced Elementary Principalship Specialist
- Advanced Secondary Principalship Specialist

The curriculum is individually designed for each candidate to meet his/her specific needs and professional objectives within certification limitations. Developing an awareness of administrative practices, both current and on the cutting edge, is an important outcome for students in this program. An internship effort involving practical situations in educational administration is a key component.

The program is designed with flexibility to support the preparation of finance officers, personnel directors, administrators in adult and community education, directors of elementary and secondary education, and administrative personnel for other educational agencies and programs. These include directors and administrators of guidance services, educational resource centers, etc.

ADMISSION AND GENERAL POLICIES
Applicants to the specialist's degree in the College of Education are required to meet admission standards that go beyond the basic requirements of the School of Graduate Studies.

Full Admission
The Applicant Must:
1. Have achieved a graduate grade point average (g.p.a.) of 3.5.
2. Hold a master's degree from a regionally accredited institution of higher education. The master's degree must be appropriate to the student's educational objective. If not, the student will be required to take additional graduate work (admission under provisional status) before regular admission is granted.
3. Submit recent (within five years) test results on the verbal and analytical sections of the Graduate Record Examination (GRE), Miller's Analogy Test (MAT) showing achievement at or above the 50th percentile or passing scores on the PRAXIS. The norms for comparison will be the scores for persons with an undergraduate major in education.
   or
   Hold a valid teaching certificate.

Probationary Admission
Probationary admission will be considered under the following conditions:
- **When the g.p.a. is below 3.5.** When the applicant presents a g.p.a. that is less than 3.5, the admissions committee may permit the student to take 9 hours in the program area. The student will be required to achieve a g.p.a. exceeding 3.66 with a minimum grade of 'B'.
- **When the GRE scores are not acceptable levels.** The applicant may file a request with the committee for probationary admission based on a circumstance that merits an exception. Data to support a petition should include a personal statement and documents such as additional letters of recommendation, samples of graduate level academic work, professional experiences related to educational administration and/or graduate study in another professional field. The committee may recommend alternatives or a course of remedial action which are designed to enable the student to demonstrate competence to complete the graduate program.

Appeals Process
Applicants who are denied admission will have the opportunity to appeal to the College of Education Admission Appeals Committee. Appeals must be in writing and should address any extenuating circumstances. Appeal letters should be addressed to Chairperson, Department of Educational Leadership and Counseling.

Admission Process
Interested students must first apply to the School of Graduate Studies for admission to graduate study. This application is required even though the student may have been admitted previously to graduate study at the master's level. Each applicant must:
• File an Application for Admission with the School of Graduate Studies, and
• Have each parent institution send one official transcript of all prior coursework directly to the School of Graduate Studies. (The School of Graduate Studies will secure Southeast transcripts.) Applicants who possess the requisite g.p.a. will be admitted to graduate study and allowed to complete a maximum of six semester hours of prerequisite coursework, if applicable. If no prerequisite courses are needed, the student may complete a maximum of six semester hours applicable to program requirements prior to admission to the program by the Educational Administration Admissions Committee. The admissions committee will act only upon applications which are complete. Included in the admissions process are:
  • A satisfactory interview with the CSP.
  • A satisfactory interview with the screening committee of faculty in the educational administration program. The purpose of the interview is to determine the administrative promise of the applicant.

Denial of Admission
Applicants denied admission to graduate study based on a g.p.a. of less than 3.5 may apply for probationary admission. A letter of request, along with the five letters of recommendation and GRE scores should be sent to the Coordinator, Specialist Program. Students denied admission may not enroll for coursework applicable to the degree program until such time as explicit permission, along with any stipulations, is granted by the program admissions committee.

DUAL ENROLLMENT: MA AND SPECIALIST LEVELS
Students nearing completion of a master's degree and desiring to work toward a Specialist in Educational Administration degree may dually enroll for coursework not to exceed the maximum for the enrollment period applicable to graduate coursework. The student must have a g.p.a. of at least 3.5, must be scheduled to graduate at the end of the enrollment period while also completing some post-master's work, and must be admitted to the School of Graduate Studies as a post-master's level student.

ADVANCEMENT TO CANDIDACY
Application to candidacy for the degree is required at the completion of sixteen hours of coursework applicable to the degree. To advance to candidacy status, the applicant must present a g.p.a. which meets the graduation requirement (3.25). Students denied admission to candidacy may not enroll for coursework applicable to the degree except with the explicit approval of and under any stipulations assigned by the program faculty in educational administration.

Initiation of the candidacy process is the student's responsibility. Candidacy forms are available in the School of Graduate Studies office and at its web site.

SELECTIVE RETENTION
After being admitted to this program, the probationary student may be denied admission to regular graduate status and one with regular status may not advance to candidacy based on the degree of unsatisfactory scholarship. Loss of teaching or administrative license, for cause, is grounds for suspension from the program.

TRANSFER OF CREDITS
A student with regular admission status may transfer up to six of the 36 semester hours required for the specialist's degree from other regionally-accredited institutions if the courses are appropriate, are post-master's work, are on-campus courses, and are approved by the student's advisor. If the student earned his/her master's degree from Southeast Missouri State University, up to nine semester hours of such work may be transferred from regionally-accredited institutions. Transfer, workshop, and independent study credit may not exceed nine semester hours. The last 16 hours toward the specialist degree or certification must be taken from Southeast or receive prior permission from the advisor in order for Southeast to act as certifying agency.

INDEPENDENT STUDY AND WORKSHOPS
Independent study and workshop courses offer the student opportunities for study in areas beyond the departmental curriculum. Enrollment in such courses requires approval by the advisor and the CSP (independent study by the instructor also). A maximum of three semester hours earned through independent study and three hours via workshops may be applied to program requirements.

OFF-CAMPUS COURSES
Students may take up to 17 of the 36 semester hours in courses offered by Southeast Missouri State University in an off-campus setting with approval of the student's advisor. (Courses offered via ITV are considered as on-campus credit.)
CORRESPONDENCE COURSES
No correspondence or extension course from another institution may be substituted for a specialist's program requirement or elective.

RESIDENCE REQUIREMENTS
A student may meet residence requirements in the program by completing twelve semester hours of on-campus credit during a twelve month period, not to include internship credit.

CERTIFICATION
Please refer to the Missouri Department of Elementary and Secondary Education Teacher Certification Website for current requirements.

PREREQUISITES FOR SPECIALIST DEGREE
(ALL OPTIONS)
Prerequisites or Equivalent

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EX390</td>
<td>Psychology and Education of the Exceptional Child</td>
<td>3</td>
</tr>
<tr>
<td>GR691</td>
<td>Methods of Research: Qualitative and Quantitative Designs</td>
<td>3</td>
</tr>
<tr>
<td>EA630</td>
<td>Administration</td>
<td>3</td>
</tr>
<tr>
<td>EA635</td>
<td>Supervision</td>
<td>3</td>
</tr>
<tr>
<td>EL606</td>
<td>Curriculum Construction</td>
<td>3</td>
</tr>
<tr>
<td>SE637</td>
<td>School Law</td>
<td>3</td>
</tr>
<tr>
<td>EA651</td>
<td>School Business/Facilities Management/Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>EA646</td>
<td>Internship in Elementary or Secondary School Administration</td>
<td>3</td>
</tr>
<tr>
<td>EA647</td>
<td>Administration &amp; Supervision of Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EA625</td>
<td>Foundations of Educational Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 0-30

Electives (3 to 8 credit hours)
EA courses as required to meet degree requirements. May include EA630 or EA635, EA641, EA703, or EA789.

Note: Missouri certification is also based on the possession of knowledge and/or competency in several areas. The student should work closely with his/her internship supervisors (University and School District) to determine experiences of most benefit for the acquisition of these requirements. The selection of an elective also can aid the acquisition of these expectations.

We have agreed that completion of the program of studies outlined above is intended to support the certification as identified at the beginning of this chapter. Other certification support is not implied.

Advanced Elementary Principalship: Specialist Core Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EF691</td>
<td>History of American Education</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EF692</td>
<td>Philosophy of Education</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EF__</td>
<td>Elective (If one of the above previously taken)</td>
<td></td>
</tr>
<tr>
<td>EA709</td>
<td>Administrative Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EA743</td>
<td>Research into Administrative Practice</td>
<td>3</td>
</tr>
<tr>
<td>EA760</td>
<td>Internship: Specialist Level</td>
<td>4</td>
</tr>
<tr>
<td>EA737</td>
<td>Administration of Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EA756</td>
<td>Financial Management and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EA755</td>
<td>School District Law</td>
<td>3</td>
</tr>
<tr>
<td>EA785</td>
<td>School Plant Planning and Operation</td>
<td>3</td>
</tr>
<tr>
<td>EA707</td>
<td>Personnel Management in Education</td>
<td>3</td>
</tr>
<tr>
<td>EA710</td>
<td>School District Administration</td>
<td>3</td>
</tr>
<tr>
<td>EA767</td>
<td>The Department of Elementary and Secondary Education</td>
<td>1</td>
</tr>
<tr>
<td>EA788</td>
<td>Superintendent Assessment</td>
<td>1</td>
</tr>
<tr>
<td>GR799</td>
<td>Specialist Oral Examination</td>
<td>0</td>
</tr>
</tbody>
</table>

Total 33
EA703 Seminar in Educational Administration  2
EA709 Administrative Leadership  3
EA743 Research into Administrative Practice  3
EA761 Internship: Specialist Level  Advanced  3 or 0

Principalship
GR799 Specialist Oral Examination  0
Total  11-16

1 Waived for those with one year of experience as an elementary school principal.

Other Requirements
EA737 Administration of Curriculum  3
EA635 Secondary School Administration  3 or 0
EA641 Middle School Organization and Leadership  3
OR
EA785 School Plant Planning and Operation
EA707 Human Resource Management in Education  3
ED615 Tests and Measurements for the Classroom Teacher  3
EA787 Topics, Issues and Trends in School Administration  0

Total  9-16

Supporting Courses
Up to 6 hours of supporting courses without the EA prefix.
No hours are required when the student's Master's degree is not in school administration. May include EX670, EX693, EF690, EF694, EF696, CP630, CP656, or EL600 and EL601.

Electives (0 to 14 credit hours)
EA courses as required to meet degree requirements. May include EA641, EA785, EA710, or EA767.

Note: Missouri certification is also based on the possession of knowledge and/or competency in several areas. The student should work closely with his/her internship supervisors (University and School District) to determine experiences of most benefit for the acquisition of these requirements. The selection of any elective also can aid the acquisition of these stated expectations.

We have agreed that completion of the program of studies outlined above is intended to support the certification as identified at the beginning of this chapter. Other certification support is not implied.

Advanced Secondary Principalship: Specialist

Required Core Courses
EF691 History of American Education
OR
EF692 Philosophy of Education
OR
EF___ Elective (If one of the above previously taken)
EA625 Foundations of Educational Administration  3 or 0
EA703 Seminar in Educational Administration  2
EA709 Administrative Leadership  3
EA743 Research into Administrative Practice  3
EA761 Internship: Specialist Level  Advanced  3 or 0
Principalship
GR799 Specialist Oral Examination  0
Total  11-16

1 Waived for those with one year of experience as a secondary school principal.

Other Requirements
EA737 Administration of Curriculum  3
EA635 Secondary School Administration  3 or 0
EA641 Middle School Organization and Leadership  3
OR
EA785 School Plant Planning and Operation
EA707 Human Resource Management in Education  3
ED615 Tests and Measurements for the Classroom Teacher  3 or 0
EA787 Topics, Issues and Trends in School Administration  1

Total  9-16

Supporting courses (0 to 6 credit hours)
Up to 6 hours of supporting courses without the EA prefix.
No hours are required when the student's Master's degree is not in school administration. May include EX670, EX693, EF690, EF694, EF696, CP630, CP656, SM540, PE570, SM655, or SM612.

Electives (0 to 18 credit hours)
EA courses as required to meet degree requirements. May include EA641, EA785, EA710, or EA767.

Note: Missouri certification is also based on the possession of knowledge and/or competency in several areas.
The oral examination, course GR799, must be scheduled following completion of the internship. This enrollment is usually during the student's last semester. If the student has no other credit enrollment, the equivalent of the one hour instate fee is charged to affect an official enrollment for the semester of degree completion. The oral examination will usually be based on the student's internship experience.

GRADUATION REQUIREMENTS
A student is eligible for graduation after satisfying the following requirements:
1. Has satisfactorily completed the program of study (a minimum of 36 hours of graduate credit beyond the master's degree with a g.p.a. of at least 3.25),
2. Has passed a final comprehensive oral examination administered by the specialist's degree faculty, and
3. Has been approved for graduation by her/his advisor, CSP, and Dean of the School of Graduate Studies.

TIME LIMIT
All requirements for the specialist's degree must be met within an eight-year period.

FURTHER GRADUATE WORK
A number of universities have expressed a willingness to accept coursework from our specialist's program as a basis for continuation in a graduate program leading to the doctorate in school administration. Students who have graduated and are interested in a doctoral program should see their advisor, the CSP, or the Vice Provost and Dean of the School of Graduate Studies for further information.

SPECIALIST IN EDUCATIONAL LEADERSHIP DEVELOPMENT
Dr. Margaret Dalton, Graduate Program Coordinator
(573) 651-2207
E-mail: mdalton@semo.edu

The Specialist in Educational Leadership Development degree would have one advising track. The advising track would be designed for all students. All students must have a teaching certificate and a master's degree related to education (math, science, elementary, secondary, social studies, English, etc.).

Advising Track
EA737 Administration of Curriculum 3
EA755 School District Law 3
EA756 School Finance 3
EA785 School Plant Planning & Operation 3
EA716 Advanced Principles of Teaching I 3
EA718 Advanced Principles of Teaching II 3
Free Elective Approved Credits 12
Total 30

**REQUIREMENTS FOR THESIS, INTERNSHIP OR OTHER CAPSTONE EXPERIENCE**
Exit procedures will include a portfolio and an oral defense of required classes. This program has a minimum of 30 graduate hours beyond the master's degree.

**COOPERATIVE ED.D. BETWEEN SOUTHEAST MISSOURI AND THE UNIVERSITY OF MISSOURI**
The Department of Educational Leadership and Counseling offers the opportunity for advanced graduate study in leadership in education through a cooperative doctoral program (Ed.D.) with the University of Missouri. The program was designed through the collaborative efforts of professors, school administrators, teachers, and other educational and business leaders from across the state. The program is a cohort model with cohort groups starting every two years beginning the summer of 1997. For additional information regarding application procedures, requirements, and scheduling, contact Dr. Ruth Ann Roberts (573-651-2426).

**Characteristics of the Program**
- Students will progress through the program as a "cohort."
- Students from each regional institution will be a site cohort, with students from all institutions forming the state cohort.
- Course work will be completed in six contiguous semesters, beginning in the summer and concluding in the spring semester two years later.
- Dissertation research will follow the two years of course work.
- Summer course work will include two seminars at the regional site before a four week program on the University of Missouri-Columbia campus during the month of July.
- Course work instruction will occur at each regional site during the fall and spring semesters.
- Technology will be used as a medium for instruction delivery throughout the program.
- Curriculum will be integrated, thematic, and problem-based.

**Primary Themes of the Curriculum:**
- Leadership Theory and Practice
- Organizational Analysis
- Analysis of Educational Policy
- Content and Context of Learning
- Research, Inquiry, and Evaluation

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**CERTIFICATION FOR THE SUPERINTENDENCY: INTEGRATION OF SPECIALIST DEGREE AND INITIAL COURSE WORK FROM THE ED.D.**
In 1997, Southeast Missouri State University became part of a Statewide Cooperative Doctoral Program in Education Leadership. This program is in cooperation with the University of Missouri-Columbia and the regional universities in the state of Missouri.

The following modification of the course requirements for the Specialist degree combines course work from the Specialist degree program at Southeast Missouri State University with course work at the beginning of the doctoral program meeting the needs of a group of students who wish to obtain superintendency certification and desire to complete a doctoral degree.

**Specialist Degree/Ed.D. Course Integration**
Students with a Masters Degree in Educational Administration would complete the following course sequence from the Specialist program that "shall include knowledge and/or competency in each of the following areas" as listed in the superintendent's certification requirements. These courses would include the following:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA737 Administration of Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EA756 Financial Management and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EA755 School District Law</td>
<td>3</td>
</tr>
<tr>
<td>EA785 School Plan Planning and Operation</td>
<td>3</td>
</tr>
<tr>
<td>EA707 Personnel Management and Operation</td>
<td>3</td>
</tr>
<tr>
<td>EA710 School District Administration</td>
<td>3</td>
</tr>
<tr>
<td>EA760 Internship: Specialist Level</td>
<td>4</td>
</tr>
<tr>
<td>EA789 Superintendent Assessment</td>
<td>1</td>
</tr>
</tbody>
</table>
**Total**                                         | 23      

Two courses in the Masters Degree in Educational Administration program would meet other certification knowledge/competency areas. Students would have taken EA625 Foundations of Educational Administration and EA660 Administration and Supervision of Special Education in the Masters program.

Students who make application and are accepted in the Doctoral Degree in Education (Ed.D.) would then begin their course work in the Ed.D. program. The course work during the first 13 hours of the Ed.D. program would be taken in lieu of the remaining 13 hours of the current Specialist program.
This program modification would allow the students who obtain acceptance into the doctoral program to apply for certification as a superintendent at the completion of the first 13 hours in the doctoral program.

**SCHEDULE OF COURSE WORK**

**Year 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>C460 Organizational Analysis</td>
<td>4</td>
</tr>
<tr>
<td>SS(MU) C410 Educational Leadership Inquiry</td>
<td>2</td>
</tr>
<tr>
<td>C410 Professional Seminar</td>
<td>3</td>
</tr>
<tr>
<td>FS(no site) EA900 Leadership Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>SpS(on site) EA930 Quantitative Analysis I</td>
<td>3</td>
</tr>
<tr>
<td>SpS(on site) EA905 Educational Leadership Inquiry</td>
<td>1</td>
</tr>
</tbody>
</table>

**Year 2**

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>C460 Professional Seminar</td>
<td>2</td>
</tr>
<tr>
<td>SS(MU) A456 Qualitative Analysis I</td>
<td>3</td>
</tr>
<tr>
<td>C460 Policy Analysis</td>
<td>4</td>
</tr>
<tr>
<td>EA910 Content and Context of Learning</td>
<td>3</td>
</tr>
<tr>
<td>FS(no site) EA906 Team Building &amp; Group Dynamics</td>
<td>1</td>
</tr>
<tr>
<td>SpS(on site) EA915 Program Planning &amp; Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>SpS(on site) EA905 Educational Leadership Inquiry</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>C490 Dissertation</td>
<td>12 Semester Hours</td>
</tr>
<tr>
<td>Program Requirements Total</td>
<td>46 Semester Hours</td>
</tr>
</tbody>
</table>

**Prerequisites**

- GRE score of approximately 1500
- PY571 Introduction to Behavioral Statistics

See “Graduate Course Listings” for a complete list of graduate courses and descriptions.

**MASTER OF ARTS IN COMMUNITY COUNSELING AND MASTER OF ARTS IN SCHOOL COUNSELING**

Department Of Educational Leadership And Counseling (CP) (GC) (EA) (EM) (GR)
Dr. Zaidy MohdZain, Chairperson
(573) 651-2417
E-mail: zmohdzain@semo.edu

**ADMISSION REQUIREMENTS**

The process of admission to the Counseling Program does not begin until a student has made application and been accepted into the School of Graduate Studies. See “Student Responsibility” and “Procedures for Admission”.

For regular admission leading to a Master of Arts Degree in School Counseling or Community Counseling, applicants must present the following:

1. For the program in Community Counseling an undergraduate preparation of either 24 credit hours in psychology, counseling, and/or sociology or psychology, counseling, or sociology-focused university studies courses, including a 3 credit course in statistics and a 3 credit course in psychological testing.

2. For the areas of emphasis in Elementary School Counseling and Secondary School Counseling, applicants must either hold teaching certification at the appropriate level or provide evidence of competency in the Missouri Department of Elementary and Secondary Education's required areas of teaching methods, teaching practices, classroom management, and psychology of the exceptional child.

3. For the post master's emphasis for School Psychological Examiner students must have a Master's Degree approved by the Missouri Department of Elementary and Secondary Education's required areas of teaching methods, teaching practices, classroom management, and psychology of the exceptional child.

4. An undergraduate cumulative 3.0 grade point average (g.p.a.).

5. Combined scores on the verbal and analytical sections of either the Graduate Record Examination (GRE) or Miller's Analogy (MAT) at the 50th percentile.

6. The application and GRE or MAT scores must be received in the School of Graduate Studies by April 1st for Summer enrollment, by July 1st for Fall enrollment, and by November 1st for Spring enrollment.

7. A one semester provisional admission will be considered for applicants with the appropriate prerequisite coursework and a 3.0 undergraduate g.p.a.

In addition to the above requirements, applicants for admission into the Counseling Programs must complete the following procedures:

1. The class CP610 Counseling Orientation and Ethics must be taken during the first semester in the counseling program. During this class the student will be exposed to a variety of experiences that will assist both the student and the faculty in determining if this is the program for the student. During the first semester, students are strongly encouraged to limit their efforts to no more than 6 credit hours.

2. A Preliminary Study Plan.

3. Students must complete a designated battery of screening instruments to be conducted by the Counseling Program faculty.
4. After completion of the screening instruments, an interview with members of the Counseling Program Faculty will be arranged.

5. In making its admission decision, the faculty uses multiple factors including undergraduate g.p.a., GRE or MAT scores, progress in CP610, the screening instruments, and the interview. Following the screening the faculty will either offer regular admission or probationary admission, or deny admission.

6. If admission is offered, an advisor will assist the applicant in planning a program of courses to be taken (Detailed Initial Study Plan); this complete plan will be filed with the student's advisor and the applicant may commence taking courses as outlined in the plan.

Provisional And Regular Admission
After Steps 1-7, applicants may be admitted to the counseling program on a provisional status. Upon successful completion of Steps 8-11 students will be accepted for regular status.

Probationary Admission
Probationary admission will be considered by the program admissions committee if:

- The GRE or MAT scores are below the 50th percentile. The admissions committee may assess the strengths and weaknesses of an applicant and recommend a course of action designed to allow the student to demonstrate the potential to successfully complete this program.
- When the g.p.a. is below 3.0 but is between 2.75 and 2.99; or if the applicant has achieved a g.p.a. of 3.25 during the last 60 hours of undergraduate work. Students admitted to the counseling program on probation must attain a 3.5 g.p.a. for the first nine (9) hours of graduate coursework at Southeast Missouri State University. Unless authorized by the advisor, probationary students must include the following courses in the first nine (9) hours of coursework: CP610 Counseling Orientation and Ethics, CP614 Counseling Skills, and all Practica and Internships (CP681, CP684, CP680, CP686, CP687, CP682 and CP683). This review has the potential to terminate the student's degree program.

APPLICATION FOR CANDIDACY
An Application for Candidacy must be completed prior to enrollment in practica and prior to the last sixteen hours of coursework applicable to the degree. Eligibility to file for candidacy requires a 3.5 g.p.a. on program related courses. Advancement to candidacy signifies full admission to the programs.

NON-THESIS/PROJECT
The student is required to complete a portfolio that includes a major position paper and complete an oral defense of the portfolio and complete comprehensive exams.

GRADUATION REQUIREMENT
Students in the programs in counseling must achieve a 3.25 graduate g.p.a. to be eligible to graduate.

MASTER OF ARTS IN COMMUNITY COUNSELING
Dr. Zaidy MohdZain, Graduate Program Coordinator
(573) 651-2417
E-mail: zmohdzain@semo.edu

Core Course Requirements
The 48 hour program in Community Counseling consists of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP610</td>
<td>Counseling Orientation and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CP611</td>
<td>Developmental Theories</td>
<td>3</td>
</tr>
<tr>
<td>CP612</td>
<td>Counseling Theories</td>
<td>3</td>
</tr>
<tr>
<td>CP613</td>
<td>Social &amp; Cultural Aspects of Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CP614</td>
<td>Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>CP615</td>
<td>Career Development</td>
<td>3</td>
</tr>
<tr>
<td>CP616</td>
<td>Group Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CP617</td>
<td>Assessment in Counseling or Personality</td>
<td>3</td>
</tr>
<tr>
<td>PY636</td>
<td>Assessment</td>
<td>3</td>
</tr>
</tbody>
</table>
GR691 Methods of Research: Qualitative and Quantitative Designs 3
CP640 Counseling in Community Agencies 3
CP643 or Psychodiagnostics and Treatment or PY644 Advanced Psychopathology 3
CP680 Counseling Practicum 3
CP686 Internship -- Community 6
CP687 Internship -- Community 3
Electives Choose 3 hours Electives 3
Total 48

Notes:
Since new courses are added periodically to the curriculum, students should work closely with their advisor when planning a program.

Students who are interested in being licensed by the state of Missouri as a Licensed Professional Counselor must work closely with their respective advisors to ensure that they meet all of the requirements needed to stand for license.

MASTER OF ARTS IN SCHOOL COUNSELING
Dr. Zaidy MohdZain, Graduate Program Coordinator
(573) 651-2417
E-mail: zmohdzain@semo.edu

The 48 hour program in School Counseling consists of these emphasis areas:

• Emphasis in Elementary School Counseling
• Emphasis in Secondary School Counseling

CP610 Counseling Orientation and Ethics 3
CP611 Developmental Theories 3
CP612 Counseling Theories 3
CP613 Social & Cultural Aspects of Counseling 3
CP614 Counseling Skills 3
CP615 Career Development 3
CP616 Group Counseling 3
CP617 Assessment in Counseling 3
GR691 Methods of Research 3
CP630 Foundations of School Counseling 3
CP631 Consultation and Counseling Issues in Schools 3
CP680 Counseling Practicum 3
CP682 Internship -- Elementary 6
CP683 Internship -- Secondary 3
CP684 Internship - School Counseling (both elementary and secondary internships required for K-12) 3-6
A total of 9 internship credits required
Electives Plus 3 hours Electives 3
Total 48

Prerequisites: Teaching Certificate OR
(If Applicants do not currently hold a Teaching Certificate):
EX390 - Psychology & Education of the Exceptional Child
OR
EX635 - Psychology and Education of Students with Special Needs
AND
SE273 - Fundamentals of Secondary School Education and
SE271 - Theories of Learning and Management - Middle & Secondary
OR
SE635 - Theory of Learning and Instructional Strategies
(SE635 Takes the place of both SE271 and SE273)

SCHOOL PSYCHOLOGICAL EXAMINER CERTIFICATION
The initial certificate is issued for a four year period to those who meet the following requirements:

1. Completion of a master's degree from a college or university meeting approval of the Missouri Department of Elementary and Secondary Education in one of the following areas:
   • Counseling Psychology
   • School Counseling
   • Education
   • Counseling
   • Or a closely related mental health discipline

2. Recommendation for certification from the designated official of a college or university approved to train elementary and secondary school counselors by the Missouri Department of Elementary and Secondary Education.

3. Completion of a course in psychology and education of the exceptional child for two or more semester hours.

4. A minimum of 24 credit hours of professional preparation at the graduate level with competencies demonstrated in all areas listed to the satisfaction of a college or university meeting approval of the Mis-
5. Missouri certification is also based on the possession of knowledge and/or competency in several areas. Students must work closely with their respective advisors to determine the existence of knowledge and/or competencies in order to select the most appropriate courses.

6. Individuals seeking certification only should see Admission Classifications item 4.B.

Requirements for Examiner Certificate

In addition to the requirements for the areas of emphasis in either elementary, secondary or higher education counseling for the school counseling program, to be certified as a school psychological examiner the following courses also must be taken:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP611</td>
<td>Developmental Theories</td>
<td>3</td>
</tr>
<tr>
<td>CP615</td>
<td>Career Development</td>
<td>3</td>
</tr>
<tr>
<td>CP735</td>
<td>Intelligence Testing</td>
<td>3</td>
</tr>
<tr>
<td>CP617</td>
<td>Assessment in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CP655</td>
<td>Advanced Educational Processes</td>
<td>3</td>
</tr>
<tr>
<td>CP739</td>
<td>Testing Practicum</td>
<td>3</td>
</tr>
<tr>
<td>CP643</td>
<td>Psychodiagnoses and Treatment</td>
<td>3</td>
</tr>
<tr>
<td>PY571</td>
<td>Introduction to Behavioral Statistics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

Notes: Since new courses are added periodically to the curriculum, students must work closely with their respective advisors when planning a program.

Students who are interested in working in a school setting must obtain certification from the state of Missouri.

ELEMENTARY AND/OR SECONDARY SCHOOL COUNSELOR'S CERTIFICATE

The initial certificate is issued for a four year period to those who meet the following requirements:

1. A valid teaching certificate (elementary or secondary) as required to teach in the public schools of Missouri. (Please note that coursework applicable to this certificate may be taken prior to completing the teaching requirement.) Applicants who do not currently hold a teaching certificate may complete a curriculum in teaching methods and practices, classroom management, and the psychology of the exceptional child, as specified by the recommending officer of the state-approved counseling program.

2. Completion of a master's degree with a major emphasis in school counseling from a college or university meeting approval of the Missouri Department of Elementary and Secondary Education.

3. Recommendation for certification from the designated official of a college or university approved to train elementary or secondary school counselors by the Missouri Department of Elementary and Secondary Education based upon the completion of a planned program of at least 24 credit hours of approved graduate credit in courses in guidance and counseling with at least 12 credit hours focused upon guidance and counseling in the elementary or secondary schools. In addition, supervised practicum and internship field experiences must be completed in an appropriate school setting.

4. Missouri certification is also based on the possession of knowledge and/or competency in several areas. Students must work closely with their respective advisors to determine the existence of knowledge and/or competencies in order to select the most appropriate courses.

See “Graduate Course Listings” for a complete list of graduate courses and descriptions.

MASTER OF ARTS IN SCHOOL ADMINISTRATION

Department Of Educational Leadership And Counseling (CP) (GC) (EA) (EM) (GR)

Dr. Zaidy MohdZain, Chairperson
(573) 651-2417
E-mail: zmohdzain@semo.edu

Dr. Lisa Bertrand, Graduate Program Coordinator
(573) 651-2424
E-mail: lbertrand@semo.edu

PROGRAM OBJECTIVES

The program of study within the Master of Arts Degree in School Administration develops the knowledge base, management skills and personal attributes that allow individuals to advance professionally, and provide executive leadership to, public schools. While able to accommodate students recently completing undergraduates studies in education, the program is especially organized to meet the professional goals of individuals desiring administrative positions in public schools.

This program also is specifically designed for those individuals desiring exposure to public school administrative thought and practice that will contribute to their continued effectiveness and professional advancement. This
program of study is designed to equip graduates with the knowledge, skill, and attitudes that will enhance their efforts in successfully meeting the state and national assessments requirements.

ADMISSION REQUIREMENTS
Candidates for degrees in school administration are required to meet admission standards that go beyond the basic requirements of the School of Graduate Studies.

Applicants who qualify for full admission to a graduate program must present the following credentials:
1. The applicant must present a valid teaching certificate or take the verbal and analytic components of the Graduate Record Examination (GRE) or the Millers Analogy Test (MAT). Full admission will be contingent upon the applicant having achieved scores at the 50th percentile or above on these components of the GRE. The norms for comparison will be the scores for persons with an undergraduate major in education.
2. Undergraduate grade point average of 2.75.
3. Teacher certification at the level for which applicant intends to pursue a degree in administration.
4. The credentials for each applicant for admission will be reviewed by an admissions committee composed of faculty from the program area in which a degree is to be sought. After having reviewed the applicant's credentials, the admissions committee may recommend full admission, denial of admission or probationary admission.
5. An applicant having the prerequisite g.p.a. of 2.75, may be given School of Graduate Studies admission prior to completion of all steps in the admissions process. Under these circumstances the applicant may take up to 6 hours of credit while completing all the steps in the admissions process as indicated previously. Admission to a program must be achieved during the interval in which the applicant is completing these 6 hours.
6. The program admission process must be completed within one calendar year. Failure to do so will result in reclassification as a non-degree student. Reinstatement to degree-seeking status will require a new application for admission. Courses taken prior to full admission will not necessarily be accepted toward meeting degree requirements.

Probationary Admission
Probationary admission will be considered by an admissions committee in a program area under the following conditions:
- When the GRE or MAT scores are below the 50th percentile. The admissions committee may assess the strengths and weaknesses of an applicant and may recommend alternatives or a course of remedial action which will be designed to enable the student to demonstrate competence to complete a graduate program.
- When the g.p.a. is below 2.75. If the applicant presents a g.p.a. that is between 2.5 and 2.749, or, if the applicant has achieved a g.p.a. of 3.0 during the last 60 hours of undergraduate work, the admissions committee may permit the student to take up to 9 hours in the program area, and will be required to achieve a grade of no less than "B" in this 9 hours of work. If the student achieves at least a "B" in each course, he/she will be awarded full admission status.

Appeals Process
Applicants who are denied admission have the option to appeal to the College of Education Graduate Appeals Committee, which is composed of one representative from each program area offering a graduate program.

GRADUATION REQUIREMENT
The student must attain an overall g.p.a. of 3.25 in order to graduate from the program. The program in school administration consists of a minimum of 36 credit hours, 28 of which must be in courses focused upon school administration or supervision. Options are provided within the program for the elementary school principal, the elementary/middle school principal, the secondary school principal, the secondary/middle school principal, the special education administrator, and the vocational school director.

COURSE REQUIREMENTS
(28 credit hours plus dual certification)
EA625 Foundations of Educational Administration On-Line only (must be taken during first enrollment period) 3
GR691 Methods of Research: Qualitative and Quantitative Designs 3
EL606 Curriculum Construction (Elementary) OR 3
SE637 Curriculum Construction (Secondary)
EA630 Elementary School Administration
      OR
EA635 Secondary School Administration
EA634 School Supervision
EA651 School Law
EA655 School Business/Facilities Management/Public Relations
EA660 Administration & Supervision of Special Education
EA646 Internship: Elementary
      OR
EA647 Internship: Secondary
EA688 ISLLC Problems - Principalship
EX390 Psychology and Education of the Exceptional Child

Total  28 or 31

Extra Requirements For Additional Certifications
EA661 Internship: Special Education Administration 3
EA648 Internship in Vocational School Administration 3
SE603 Curriculum Development at the Middle Level 3
EL262 Foundations of Reading Techniques (or equivalent) 3
EA353 Techniques of Teaching Elementary Mathematics (or equivalent) 2
EL355 Reading Study Strategies and Skills (or equivalent) 2

1 Required for Special Education Director
2 Required for Vocational Director Endorsement
3 Required for Middle School Principal
4 Required for Secondary Principal with Middle School Endorsement

Electives (8 or 9 credit hours)
One course from:
EF691 History of American Education 3
EF692 Philosophy of Education 3
EF696 Education in American Society 3
EF690 Foundations of Curriculum 3
EF694 Foundations of Rural and Urban Education 3

One course (2 or 3 credit hours) from:
EA649 Seminar in Current Practical Problems 3
EX601 Education Assessment Techniques 3
IE595 Adult Vocational Education 3

Students wishing to pursue the thesis option (3 or 6 credit hours) should enroll for EA694 Thesis. If this option is chosen, it may be substituted for an elective from one or both of two areas listed previously (B. and C.) unless dual certification is an intent. Introductory Behavioral Statistics (PY571) or equivalent may become a prerequisite for the thesis.

Note: Missouri certification is also based on the possession of knowledge and/or competency in several areas. The student should work closely with his/her internship supervisors (University and School District) to determine the experiences which will be most beneficial for the acquisition of these requirements. The selection of appropriate electives can aid the process significantly.

ATHLETIC ADMINISTRATION OPTION
(36 credit hours)
Department Of Health, Human Performance & Recreation
Dr. Thomas Joseph Pujol, Chairperson
(573) 651-2197
E-mail: jpujol@semo.edu

The Department of Department of Health, Human Performance & Recreation offers the following option:
• Athletic Administration in the Master of Arts degree in School Administration
The Master of Arts in School Administration with an option in Athletic Administration is designed for teachers and/or coaches who eventually may aspire to a principalship but view athletic administration as a desirable intermediate step.
MASTER OF ARTS IN HIGHER EDUCATION ADMINISTRATION
Department of Educational Leadership And Counseling
Dr. Zaidy MohdZain, Chairperson
(573) 651-2417
E-mail: zmohdzain@semo.edu

Dr. Thomas Kiehne, Graduate Program Coordinator
(573) 651-2424
E-mail: tkiehne@semo.edu

ADMISSION REQUIREMENTS
Candidates for degrees in higher education administration are required to meet admission standards that go beyond the basic requirements of the School of Graduate Studies. These additional requirements are delineated as follows:

Full Admission
1. Applicants who qualify for full admission to a graduate program must present the following credentials:
   A. The applicant must have taken the verbal and analytic components of the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT). Full admission will be contingent upon the applicant having achieved scores at the 50th percentile or above on these components of the test.
   B. The applicant must have achieved an undergraduate grade point average (g.p.a.) of 2.75.

2. The credentials for each applicant for admission will be reviewed by an admissions committee composed of faculty from the program area in which a degree is sought. After having reviewed the applicant's credentials, the admissions committee may recommend admission.

3. An applicant having the prerequisite g.p.a. of 2.75 may be given School of Graduate Studies admission prior to completion of all steps in the admission process. Under these circumstances, the applicant may take up to 6 hours of credit while completing all the steps in the admission process as indicated previously. Admission to a program must be achieved during the interval in which the applicant is completing these 6 hours.

4. The program admission process must be completed within one calendar year. Failure to do so will result in reclassification as a non-degree student. Reinstatement to degree-seeking status will require a new application for admission. Courses taken prior to full admission will not necessarily be accepted toward meeting degree requirements.

Course Requirements
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA625</td>
<td>Foundations of Educational Administration</td>
<td>3</td>
</tr>
<tr>
<td>GR691</td>
<td>Methods of Research: Qualitative and Quantitative Designs</td>
<td>3</td>
</tr>
<tr>
<td>EL606</td>
<td>Curriculum Construction: Elementary OR</td>
<td>3</td>
</tr>
<tr>
<td>SE637</td>
<td>Curriculum Construction: Secondary OR</td>
<td>3</td>
</tr>
<tr>
<td>EA630</td>
<td>Elementary School Administration OR</td>
<td>3</td>
</tr>
<tr>
<td>EA635</td>
<td>Secondary School Administration</td>
<td>3</td>
</tr>
<tr>
<td>EA634</td>
<td>School Supervision</td>
<td>3</td>
</tr>
<tr>
<td>EA660</td>
<td>Administration and Supervision of Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EA646</td>
<td>Internship: Elementary OR</td>
<td>3</td>
</tr>
<tr>
<td>EA647</td>
<td>Internship: Secondary OR</td>
<td>3</td>
</tr>
<tr>
<td>EA688</td>
<td>ISLLC Problems - Principalship</td>
<td>1</td>
</tr>
<tr>
<td>SM540</td>
<td>Legal Aspects of Sport and Physical Activity</td>
<td>3</td>
</tr>
<tr>
<td>SM570</td>
<td>Management and Leadership in Sport Organizations</td>
<td>3</td>
</tr>
<tr>
<td>SM612</td>
<td>Current Topics, Issues, and Trends in Sport</td>
<td>3</td>
</tr>
<tr>
<td>SM655</td>
<td>Design and Operation of Sport Related Facilities</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>EF691 or EF692 or EF696 or EF690 or EF694</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>36</td>
</tr>
</tbody>
</table>

Thesis
If a student in the Athletic Administration Option chooses to write a thesis, the thesis hours will be additional credit hours.

CERTIFICATION REGULATIONS
Please refer to the Missouri Department of Elementary and Secondary Education Teacher Certification Website for current requirements.

See “Graduate Course Listings” for a complete list of graduate courses and descriptions.
Probationary Admission
Probationary admission will be considered by an admissions committee in a program area under the following conditions:

- **When the GRE scores are below the 50th percentile.** The admissions committee may assess the strengths and weaknesses of an applicant and may recommend alternatives or a course of remedial action which will be designed to enable the student to demonstrate competence to complete a graduate program.

- **When the g.p.a. is below 2.75.** If the applicant presents a g.p.a. that is between 2.5 and 2.749, or if the applicant has achieved a g.p.a. of 3.0 during the last 60 hours of undergraduate work, the admissions committee may take the following course of action: The student may be permitted to take up to 9 hours in the program area and will be required to achieve a grade of no less than "B" in this 9 hours of work. The student who meets the criterion for performance will be awarded full admission status.

Appeals Process
Applicants who are denied admission will have the opportunity to appeal to the College of Education Graduate Appeals Committee, which will be comprised of one representative from each program area offering a graduate program.

Application For Candidacy
An Application for Candidacy must be submitted to the program coordinator after 12 hours of coursework applicable for the degree have been completed. Eligibility to file for candidacy requires a 3.25 g.p.a. on program related courses. Advancement to candidacy signifies full admission to the program.

Graduate Paper/Thesis
The student has a choice of writing a thesis and taking an oral exam, or writing a graduate paper and taking comprehensive exams. If a student chooses the thesis option, thesis credit hours may be substituted for one or two electives from the optional area of focus (higher education administration, higher education counseling, or higher education athletic administration). **Graduate papers must be completed the semester before graduation.** Work closely with your paper advisor. For more information, refer to the General Information chapter.

Graduation Requirement
The student must attain an overall g.p.a. of 3.25 in order to graduate from the program.

**CORE COURSE REQUIREMENTS**
The program in higher education administration consists of a minimum of 36 credit hours, 21 of which must be in courses focused on higher education administration. Options are provided within the program for students who wish to focus solely on higher education administration, higher education counseling, or higher education athletic administration.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA620/CP620</td>
<td>Foundations of Higher Education I</td>
<td>3</td>
</tr>
<tr>
<td>EA624/CP624</td>
<td>Theories of Student Development</td>
<td>3</td>
</tr>
<tr>
<td>EA628</td>
<td>Teaching in Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>EA629</td>
<td>Internship in Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>GR691</td>
<td>Methods of Research: Qualitative and Quantitative Designs</td>
<td>3</td>
</tr>
<tr>
<td>PY571</td>
<td>Introduction to Behavioral Statistics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

**Electives for Higher Education Administration Focus**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA622</td>
<td>Foundations in Higher Education II: Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EA626</td>
<td>Introduction to Student Personnel</td>
<td>3</td>
</tr>
<tr>
<td>EA629</td>
<td>Internship in Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>EA638</td>
<td>Women in Higher Education</td>
<td>3</td>
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<tr>
<td>Elective 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

1 Additional elective options may be taken online or in an ITV setting from the University of Missouri-St. Louis. Please see program coordinator for course descriptions.

**Electives for Higher Education Counseling Focus**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP610</td>
<td>Orientation to Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CP611</td>
<td>Developmental Theories</td>
<td>3</td>
</tr>
<tr>
<td>CP613</td>
<td>Social and Cultural Aspects of Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CP614</td>
<td>Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>CP680</td>
<td>Counseling Practicum</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Electives for Higher Education Athletic Administration Focus**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SM540</td>
<td>Legal Aspects of Physical Activity and Sport</td>
<td>3</td>
</tr>
</tbody>
</table>
SM570  Management and Leadership in Sports Organizations  
SM612  Current Topics, Issues, and Trends in Sport 
SM655  Design and Operation of Sport Related Facilities 
Electives  

Total  
1Elective could come from courses in other advising tracks, depending upon the student's interest, or additional internship hours.

See “Graduate Course Listings” for a complete list of graduate courses and descriptions.

**MASTER OF ARTS IN ELEMENTARY EDUCATION AND MASTER OF ARTS IN EXCEPTIONAL CHILD EDUCATION**

Department of Elementary, Early and Special Education (CE) (ED) (EL) (EX) (GI) (IN)
Dr. Deborah Lo, Chairperson  
(573) 651-2128  
E-mail: dlo@semo.edu

**ADMISSION REQUIREMENTS**

Candidates for degrees in elementary and exceptional child education are required to meet admission standards that go beyond the basic requirements of the School of Graduate Studies.

Admission Requirements for Masters in Elementary Education

1. The applicant must have a teaching certificate or a qualifying score on the Praxis II or take and be in the 50th percentile of the verbal and analytic components of the Graduate Record Examination (GRE) or the Miller's Analogy Test (MAT).

2. The applicant must have achieved an undergraduate grade point average of 2.75.

The credentials for each applicant for admission are reviewed by the School of Graduate Studies. After having reviewed the applicant's credentials, the School of Graduate Studies may recommend full admission, denial of admission, or probationary admission.

a. An applicant having the prerequisite g.p.a. of 2.75 may be given the School of Graduate Studies admission prior to completion of all steps in the admissions process. Under these circumstances the applicant may take up to 6 hours of credit while completing all the steps in the admissions process as indicated previously. Admission to a program must be achieved during the interval in which the applicant is completing these 6 hours.

b. An applicant having an undergraduate g.p.a. of 2.5-2.749 will be denied full admission to the School of Graduate Studies, but may seek probationary admission through the School of Graduate Studies. To be considered, the applicant must forward a copy of a teaching certificate or qualifying Praxis II, GRE or MAT score to the School of Graduate Studies. To receive full admission, the candidate must complete 6 hours of course work in the Core or Emphasis area of study with a grade of B or higher. Upon completion of this requirement, full admission will be granted by the School of Graduate Studies.

c. Candidates with a cumulative undergraduate g.p.a. below 2.5 will automatically be denied admission.

3. The program admission process must be completed within one calendar year. Failure to do so will result in reclassification as a non-degree student. Reinstatement to degree-seeking status will require a new application for admission. Courses taken prior to full admission will not necessarily be accepted toward meeting degree requirements.

**Appeals Process**

Applicants who are denied admission have the opportunity to appeal to the College of Education Graduate Appeals Committee, which is composed of one representative from each program offering a graduate program.

**GRADUATION REQUIREMENT**

The student must attain an overall g.p.a. of 3.25 in order to be graduated from the program.

**MASTER OF ARTS IN ELEMENTARY EDUCATION**

**Core Course Requirements** (Due to prerequisites, the courses are offered on a prescribed schedule.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL677 Portfolio II</td>
<td>3</td>
</tr>
<tr>
<td>EL615 Research in Action</td>
<td>3</td>
</tr>
</tbody>
</table>

**One of the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EX601 Education Assessment Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CE630 Assessing Young Children's Learning and Development-Part I</td>
<td>3</td>
</tr>
</tbody>
</table>

**One of the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL606 Curriculum Construction: Elementary</td>
<td>3</td>
</tr>
<tr>
<td>CE610 Curriculum and Methods: ECE</td>
<td>3</td>
</tr>
</tbody>
</table>
Areas of Emphasis
(9 hours required)
The areas of emphasis available are:
- Early Childhood
- Reading
- Mathematics and Science

Requirements for each area are described in the next pages. Southeast Missouri State University offers opportunities for certification in education of the gifted and in reading. (Requirements in education of the gifted are fulfilled by a combination of courses included in core requirements and the area of emphasis.) For further information, see your advisor. Certification in reading requires coursework beyond those listed for that area of emphasis. Please see your advisor.

Emphasis in Early Childhood
Graduate Contact: Dr. JoAnne Dunham-Trautwein
(573) 651-5083
E-mail: jdtrautwein@semo.edu

CE634 Assessing Young Children 3
Two of the following:
CE605 Issues and Trends in ECE 3
CE614 Parent/School Partnerships in ECE/Elementary 3
CE652 Advanced Studies in Classroom Management 3

Emphasis in Reading
Graduate Contact: Dr. Ann Gifford
(573) 651-2405
E-mail: apgifford@semo.edu

EL644 Process of Reading 3
EL646 Inquiry and Research Models to Improve Reading Instruction 3
EL647 Reading Assessment 3

Emphasis in Science
Graduate Contact: Dr. Kathy Conway
(573) 651-2445
E-mail: kconway@semo.edu

EL604 Tech of Science & Mathematics 3
ST601 Introduction to Science Education 3
ST610 Integrated Science 3

Emphasis in Mathematics
EL604 Techniques of Science & Mathematics 3
EL608 Diag & Remed of Diffic in Learning Math 3

Electives - 12 hours
The student may choose electives to strengthen individual needs as directed by the advisor. Such electives may include:
- courses in emphasis areas other than the chosen one;
- courses leading to additional certification, i.e., reading;
- related courses in other departments;
- topics courses, i.e. EL618 or CE631

Total Hours - 33

MASTER OF ARTS IN EXCEPTIONAL CHILD EDUCATION

Core Course Requirements
Beverly Petch-Hogan, Graduate Program Coordinator
(573) 651-2439
E-mail: bpetchhogan@semo.edu

EX601 Educational Assessment Techniques 3
EX611 Historical Perspectives, Present Practices and Future Issues in Special Education 3
EX617 Programs, Accommodations, and Resources for Inclusive Practices 3
EX691 Career Education for Handicapped Individuals 3
EX693 Special Education and the Law 3
EX695 Practicum with Students with Disabilities 3
Total 18

The Missouri Special Education Administrator’s Certificate may be obtained in this degree program.

Core Course Requirements
EX601 Educational Assessment Techniques 3
EX611 Historical Perspectives, Present Practices and Future Issues in Special Education 3
EX617 Programs, Accommodations, and Resources for Inclusive Practices 3
EX691 Career Education for Handicapped Individuals 3
EX693 Special Education and the Law 3
EX695 Practicum with Students with Disabilities 3
Total 18
Other Requirements
GR691 Methods of Research: Qualitative and Quantitative Designs 3
Total 18

Electives - 12 Hours
The student may choose electives to strengthen individual needs as directed by the advisor. Such electives may include:
• courses leading to additional certification;
• related courses in other departments;
• topics courses. i.e. EX681

OR
Related Option
Special Education Director 3
ED615 Tests and Measurements for the Classroom 3
Teacher
EA634 School Supervision 3
EA630 Elementary School Administration OR 3
EA635 Secondary School Administration
EX681 Problems in Exceptional Child Education 3
Total 12

Total Hours - 33

Note: The Special Education Administrator's certificate requires two years of special education teaching experience, a course in psychology and education of exceptional children, and successful completion of Missouri's Administrator's Assessment (fee required).

Cross Categorical Emphasis In Exceptional Child Education Certificate
This certification program provides a means for individuals who have already received their teaching degrees in special education to expand their credentials. It is also intended to enable graduates of regular education to retool in special education, whether elementary or secondary.

The following graduate courses are being developed for this certification:
• EX628 Introduction to Mild/Moderate Cross-Categorical
• EX652 Techniques of Teaching the Mild/Moderate Cross-Categorical
• EX695 Practicum in Cross Categorical
• EX616 Behavior Management Techniques
• EX691 Career Education for Handicapped Individual
• EX601 Educational Assessment Techniques
Total 24

Students With A License In Special Education From A State-approved Program
To earn the special certificate, you would need to complete all three courses listed on the previous page. To finish the MA degree in Exceptional Child Education, you would be required to complete the following additional classes:
EX611 Historical Perspectives, Present Practices and Future Issues in Special Education 3
EX617 Programs, Accommodations, and Resources for Inclusive Practices 3
EX645 Curriculum Design for Exceptional Children 3
EX693 Special Education Law 3
SE641 Teaching in a Multicultural Society 3
GR691 Methods of Research: Qualitative and Quantitative Designs 3
EX691 Career Education for the Handicapped Individual 3
EX601 Educational Assessment Techniques 3
Total 24

Elementary Education Majors From Southeast Missouri State
Required courses for elementary education majors from Southeast Missouri State who are pursuing a cross-categorical license but have no special education teaching license include:
PY222 Adolescent Psychology or its equivalent 3
EX628 Introduction to Mild/Moderate Cross-Categorical 3
EX652 Techniques of Teaching the Mild/Moderate Cross-Categorical 3
EX695 Practicum in Cross Categorical 3
EX691 Career Education for Handicapped Individuals 3
EX307 Parent and the Exceptional Child 3
EX602 Language Acquisition of Exceptional Children 3
EX601 Educational Assessment Techniques 3
Total 27

Additional courses which may be required if not already taken at the undergraduate level or if the Missouri requirements have not been met (8 hours of remedial reading and 5 hours of mathematics, including remedial course in each area):
EA610 or Assessment and Instruction I 3
EL622
EL608 Diagnosis and Remediation of Learning Difficulties in Mathematics 3
EL603 Teaching Elementary School Mathematics 3
EL609 Advanced Studies in Literacy 3
**Total** 12

Additional courses for completion of the MA in Exceptional Child Education:
EX611 Historical Perspectives, Present Practices and Future Issues in Special Education 3
EX617 Programs, Accommodations, and Resources for Inclusive Practices 3
EX645 Curriculum Design for Exceptional Children 3
EX693 Special Education Law 3
SE641 Teaching in a Multicultural Society 3
GR691 Methods of Research: Qualitative and Quantitative Designs 3
**Total** 18

Secondary Education Majors From Southeast Missouri State

Required courses for secondary education majors from Southeast Missouri State who are pursuing a cross-categorical license include the following unless an equivalent course was taken at the undergraduate level:
PY120 Child Psychology or its equivalent 3
EX628 Introduction to Mild/Moderate Cross-Categorical 3
EX652 Techniques of Teaching the Mild/Moderate Cross-Categorical 3
EX695 Practicum in Exceptional Child Education 3
EX616 Behavior Management Techniques 3
EX691 Career Education for Handicapped Individuals 3
EL608 Diagnosis and Treatment of Math Problems 3
EX307 Parent and the Exceptional Child 3
EX602 Language Acquisition of Exceptional Children 3
EX601 Educational Assessment Techniques 3
EL603 Teaching Elementary School Mathematics 3
EL609 Advanced Studies in Literacy 3
EL610/ Assessment and Instruction I: Early/Older 622 Literacy Learners 3
**Total** 39

(3 hours of undergraduate Reading in Secondary Schools will count for the state requirements of 8 hours of reading, although not be part of the graduate degree.)
prescription of individual and group situations as well as principles of improving instruction.
4. The student will demonstrate the ability to analyze and synthesize knowledge within their content area.
5. The student will apply and evaluate concepts learned throughout the program in a supervised clinical field study.

ADMISSION REQUIREMENTS
Applicants for a degree in secondary education are required to meet admission standards that exceed the basic requirements of the School of Graduate Studies.

Admission Requirements for the Masters in Secondary Education are:
1. The applicant must have a teaching certificate or a qualifying score (MO) on the Praxis II test or take and be in the 50th or above percentile of the verbal and analytic components of the Graduate Record Examination (GRE) or the Miller's Analogy Test (MAT) or permission of the department's Graduate Admissions Committee.
2. The applicant must have achieved an undergraduate cumulative grade point average of 2.75.
3. The application materials submitted by any applicant for graduate study will be reviewed by the School of Graduate Studies. After such review, the office may recommend full admission, probationary admission or a denial of admisibility.
   • An applicant having the prerequisite g.p.a. of 2.75 may be given School of Graduate Studies admission prior to completion of all steps in the admissions process. Under these circumstances, the applicant may take up to 6 hours of credit while completing all of the steps in the admission process as required by the the School of Graduate Studies.
   • An applicant having an undergraduate g.p.a. of 2.5 - 2.749 will be denied full admission to the School of Graduate Studies, but may seek probationary admission through the the School of Graduate Studies. To be considered for probationary status, the applicant must meet one of the criteria in No. 1 above and to receive full admission, the applicant must complete 6 hours of graduate level course work in the Core area of study with a grade of 'B' or higher. Upon completion of this requirement, the School of Graduate Studies can be requested to grant full admission.
   • Applicants with an undergraduate g.p.a. less than 2.5 will be denied any level of admission.
4. The program admission process must be completed within one calendar year. Failure to do so will result in reclassification as a non-degree student. Reinstatement to degree-seeking status will require a new application for admission. Courses taken prior to full admission will not necessarily be accepted toward meeting degree requirements.

GRADUATION REQUIREMENT
The student must attain an overall g.p.a. of 3.25 in order to be graduated from the program.

The Master of Arts degree in Secondary Education consists of two Options:
1. EDUCATIONAL STUDIES
2. EDUCATIONAL TECHNOLOGY

Core Course Requirements
GR691 Methods of Research 3
SE637 Curriculum Construction 3
SE600 Multimedia in Education 3
EF690 Foundations of Curriculum Development 3
SE638 Improvement of Instruction and Assessment 3*
EF6XX Foundations Elective 3
GR698 Graduate Paper & Comps 3**
SE694 Thesis 3
Total 21
*SE635 Theories of Learning and Instruction can be substituted for SE638 in special circumstances with permission of department's graduate coordinator.
**SE694 Thesis: If a student chooses this option, it will be counted as an elective. (3 hrs.)

EDUCATIONAL STUDIES
Elective courses - 15 credit hours
Any Subject Specialty courses, AP Workshops, Teacher Education courses, or SE680 Topics in Middle and Secondary Education approved by advisor.

EDUCATIONAL TECHNOLOGY
Technology Courses - 15 credit hours
SE617 Foundations of Educational Technology 3
SE500 Internet in Education 3
SE683 Instructional Design and Technology 3
SE685 Planning for Technology in the School District 3
SE680 Topics in Middle and Secondary Education 3
See “Graduate Course Listings” for a complete list of graduate courses and descriptions.
COLLEGE OF HEALTH
AND HUMAN SERVICES
Loretta Prater, Dean
PROGRAM OBJECTIVES

The Graduate Program in Communication Disorders is designed as a flexible program with graduates becoming eligible for:

1. Certification by the American Speech-Language-Hearing Association (Certificate of Clinical Competence in Speech-Language Pathology) and
2. Certification by the Missouri State Department of Elementary and Secondary Education (Speech-Language Specialist)

An acceptable score on the National Examination in Speech Pathology/Audiology (NESPA) is required for state and national certification. For the current acceptable scores, contact the respective agencies or your academic advisor.

The master's program in Communication Disorders is accredited by the Council of Academic Accreditation (CAA) of the American-Speech-Language-Hearing Association. Individual courses are designed to provide graduate students with information that pertains to normal development and use of speech, language, and hearing as well as information relative to the nature of communication disorders, including their evaluation and management. Graduate students obtain a variety of clinical practicum experiences in the University Speech and Hearing Clinic as well as two off-campus externships in such settings as schools, hospitals, and other clinical agencies.

ADMISSION REQUIREMENTS

All applications for admission will be reviewed by a departmental admissions committee. The deadline for submission of all application materials to the School of Graduate Studies is March 1 of the year in which admission is desired. Admission is considered only for the Fall semester. Applicants should be aware that the number of admissions may be limited.

In addition to meeting the School of Graduate Studies requirements for admission, the candidates to the graduate program in Communication Disorders must meet the following criteria:

1. An undergraduate degree in Communication Disorders (or equivalent area) from a regionally accredited college or university; and
2. A minimum overall undergraduate g.p.a. of 3.0 OR a minimum g.p.a. of 3.0 during the last 60 semester hours of undergraduate study.

In addition to the applicant materials required by the School of Graduate Studies, each applicant for admission to the graduate program in Communication Disorders must also submit the following materials:

1. An undergraduate transcript from a regionally accredited college or university.
2. Results from the Graduate Record Examination (GRE).
3. Two letters of recommendation addressing the applicant's potential for graduate study in Communication Disorders.
4. A one-page letter of application addressing the following:
   • Applicant's personal/career objectives.
   • Summary of applicant's foundation coursework in biology, psychology, physics, mathematics, computers, and/or statistics.
   • Summary of applicant's undergraduate academic/clinical experiences related to communication disorders.
   • Applicant's intent to pursue full-time graduate study.

Admission Requirements For Applicants Without A Major In Communication Disorders

Applicants with undergraduate majors in disciplines other than Communication Disorders must complete a required core of undergraduate courses prior to applying for admission to the graduate program. The following courses must be completed, planned, or in progress at the time of application:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD211</td>
<td>Anatomy and Physiology of the Speech Mechanism</td>
<td>4</td>
</tr>
<tr>
<td>CD225</td>
<td>Phonetics</td>
<td>4</td>
</tr>
<tr>
<td>CD230</td>
<td>Introduction to Communication Disorders</td>
<td>4</td>
</tr>
<tr>
<td>CD340</td>
<td>Normal Speech and Language Development</td>
<td>4</td>
</tr>
<tr>
<td>CD371</td>
<td>Anatomy and Physiology of the Hearing Mechanism</td>
<td>3</td>
</tr>
<tr>
<td>CD406</td>
<td>Service Delivery in Communication Disorders</td>
<td>4</td>
</tr>
<tr>
<td>CD411</td>
<td>Nature of Assessment and Intervention of Speech and Language Disorders</td>
<td>4</td>
</tr>
<tr>
<td>CD426</td>
<td>Hearing Disorders: Audiologic Assessment</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>29</td>
</tr>
</tbody>
</table>
CORE COURSE REQUIREMENTS
Professional coursework in speech-language pathology/audiology is designed to meet the academic and clinical standards established by the CAA. The student must confer with the assigned academic advisor to determine any changes that may occur in the standards and program requirements.

Required Courses:
CD612 Instrumental Analysis of Speech 3
CD620 Developmental Articulatory & Phonological Disorders 2
CD625 Research Methodology in Communication Disorders 3
CD630 Language and Cognitive Disorders in Adults 3
CD634 Language and Cognitive Disorders in Infants & Preschool Children 2
CD635 Language, Cognitive & Social Communication Disorders in School-Age Children 3
CD641 Voice Disorders 3
CD643 Augmentative, Alternative & Assistive Communication Modalities 2
CD651 Neurogenic Speech Disorders 2
CD652 Swallowing Disorders 2
CD656 Craniofacial Anomalies & Resonance Disorders 2
Total 29

In addition, the student must take at least ONE of the following courses at the graduate level and the student must take all courses, unless a similar course was taken at the undergraduate level:
CD510 Multicultural Issues in Communication Disorders 3
CD525 Aural Rehabilitation 3
CD541 Fluency Disorders 3
Total 3

The student must enroll in the following clinical and research experiences:
1. Non-Thesis Option
The student must enroll in the following:
CD683 Research in Communication Disorders 3
CD683 Research in Communication Disorders 3
Total 6

2. Thesis Option
The following are required:
CD694 Thesis (1st semester) 3
CD695 Thesis (2nd semester) 3
Total 6

The student must enroll in the following clinical experiences:
CD603 Advanced Communication Disorders Clinical Practicum (Fall - 1st semester) 3
CD603 Advanced Communication Disorders Clinical Practicum (Spring - 2nd semester) 3
CD603 Advanced Communication Disorders Clinical Practicum (Summer - 3rd semester) 3
CD667 Externship in Communication Disorders: Adult 3
CD667 Externship in Communication Disorders: Pediatrics 3
Total 15

Total Graduate Course Hour Requirement: 30-36
Total Clinic/Externship Hour Requirement: 15
Total Research Hour Requirement: 6
Total Required Hours for Major: 51-57

See "Graduate Course Listings" for a complete list of graduate courses and descriptions.

MASTER OF SCIENCE IN CRIMINAL JUSTICE
Department Of Criminal Justice (CJ)
Dr. John Wade, Chairperson and Graduate Program Coordinator
(573) 651-2541
E-mail: jwade@semo.edu

PROGRAM OBJECTIVES
The purpose of the Master of Science in Criminal Justice is to provide a high-quality graduate program that prepares competent individuals with the skills and knowledge necessary to meet the criminal justice needs of the region, including such aspects of criminal justice as law enforcement, courts, corrections, and crime prevention. The goals of the program are to prepare graduates who are able to:

• Assess and understand criminal justice problems and issues
• Conduct basic and applied research in criminal justice, particularly evaluation research
• Use computer technology to locate information and use statistics and software to analyze problems, particularly with respect to criminal justice agencies
- Understand legal issues which affect criminal justice professionals
- Integrate the findings concerning the psychological, sociological, economic and cultural roots of crime

**PROGRAM STRUCTURE**
Total Credits required for graduation: 36

**CORE COURSE REQUIREMENTS**
- CJ600 Overview of the Criminal Justice System 3
- CJ526 Statistical Analysis in Criminal Justice 3
- CJ601 Research Methodology in Criminal Justice 3
- CJ615 Criminal Justice Theory 3
- CJ535 Civil Law and Liability 3
  **Total** 15

**OTHER REQUIREMENTS**

**Electives**
Select 6 hours from:
- CJ510 Comparative Criminal Justice Systems 3
- CJ525 Crime and Criminal Justice Policy 3
- CJ610 Seminar in Law Enforcement 3
- CJ615 Adult Correctional Organization and Administration 3
- CJ630 Contemporary Juvenile Justice 3
- CJ693 Independent Study in Criminal Justice 3

**Cognate Area**
Nine hours may be taken either within or outside of criminal justice, with at least 3 hours at the 600-level. The requirement is 12 hours if the student selects the option of internship.

**Thesis, Internship Or Other Capstone Experience**
Students will have the option of either an internship or thesis. The internship will consist of a three-week field placement and a paper describing the objectives and outcomes of the experience (3 hours). Students selecting the internship option will be required to take a comprehensive essay examination over their coursework. Or, for those students who want to pursue a research interest, the thesis (6 hours) may be selected.

**Thesis Option**
- CJ694 and CJ695 Thesis in Criminal Justice (6 credit hours)

**Non-Thesis Option**
- CJ699 Criminal Justice Internship (3 credit hours)
- GR699 Comprehensive Examination in Criminal Justice (0)

See “Graduate Course Listings” for a complete list of graduate courses and descriptions.

**MASTER OF ARTS IN HUMAN ENVIRONMENTAL STUDIES**
Department Of Human Environmental Studies (CF) (CT) (FE) (FN) (HE) (HI)
- Dr. Paula King, Chairperson and Graduate Program Coordinator
- (573) 651-2312
- E-mail: pking@semo.edu

**PROGRAM OBJECTIVES**
The Master of Arts in Human Environmental Studies is designed for the person with a baccalaureate degree who is in a professional role related to improving the quality of life for individuals and families. In addition to the baccalaureate degree, the applicant must have completed 18 hours of credit in Human Environmental Studies and/or related disciplines.

The objectives of this program are to:
1. Prepare professionals to interface more effectively with individuals and families for improved quality of life.
2. Prepare professionals for advanced study in Human Environmental Studies subject matter areas.
3. Provide a foundation in history, philosophy, and theory related to Human Environmental Studies.
4. Promote an understanding of and/or activity in research relative to individual and family life.

**Admissions**

**A. School of Graduate Studies Criteria**
1. Must hold a baccalaureate degree from a regionally accredited college or university.
2. Must have an undergraduate grade point average of at least 2.5.
3. Must meet departmental admissions criteria (see below).

**B. Department Criteria for M.A. in Human Environmental Studies (HES)**
1. Must have an undergraduate grade point average of at least 2.75 for full admission. Probationary admission will be considered by the HES Graduate Com-
mittee when the g.p.a. is between 2.5 and 2.75, or if the applicant has achieved a g.p.a. of 3.0 for the last 60 hours of undergraduate work. The student may be permitted to take up to 9 hours in the program and will be required to achieve a grade of no less than 'B' in these 9 hours of work.

2. Must have completed 18 credit hours of courses in Human Environmental Studies, or closely related disciplines.

3. Must complete the Miller's Analogy Test (MAT). The GRE is also acceptable if the student has already taken it. Test results are used to assess the strengths and weaknesses of the applicant. No specific score has been set for admission to the program.

4. Must provide a letter of applicant addressed to the HES Graduate Committee including the following (two-page maximum):
   • Applicant's personal/career objectives
   • Applicant's choice of specialization at the master's level and why it was selected
   • Summary of applicant's past employment, volunteer experience, or life experiences that would enhance professional knowledge and understanding
   • Summary of internships or independent studies completed as an undergraduate
   • Any challenges the applicant may face during graduate study

The letter of application will serve as evidence of the applicant's level of writing skill.

Requests for exceptions to departmental criteria may be addressed to the HES Graduate Committee for consideration.

**REQUIRED COURSES: MINIMUM OF 18 HOURS**

**AS FOLLOWS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HE525 Evaluating Research in the Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HE600 Foundations of Human Environmental Studies</td>
<td>3</td>
</tr>
<tr>
<td>HE608 Supervision and Personnel Development in Human Environmental Studies</td>
<td>3</td>
</tr>
<tr>
<td>PY571 Introductory Behavioral Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CF630 Family Systems</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>18</td>
</tr>
</tbody>
</table>

Subject Matter: Minimum of 18 hours. Specific courses in the subject matter (CF) (CT) (FE) (FN) (HE) (HI) and/or related area(s) will be determined by the advisor and student.

**Minimum of 36 Hours**

**DIETETIC INTERNSHIP**

The purpose of the dietetic internship is to provide a high quality post-baccalaureate program that prepares competent entry-level dietitians possessing both the knowledge and skills necessary to meet the health and nutrition needs for the residents of Southeast Missouri and of the greater midwest region.

The Southeast Missouri State University Dietetic Internship is designed to be a generalist internship. This type of internship meets all the core competencies outlined by The Commission on Accreditation for Dietetics Education (CADE) and in addition provides the experiences to meet selected competencies within the nutrition therapy, community, foodservice systems management and business/entrepreneur emphases. The internship provides a broad base of diverse experiences necessary for future career mobility and the opportunity to begin to develop the necessary depth for future proficiency in a specific area of dietetic practice. During the dietetic internship, the student will enroll in FN605, FN610, FN620 and HE612 for a total of 14 hours.

The objectives of the Dietetic Internship are to:

1. Provide for a supervised practice experience that will meet the Core Competencies outlined by the Commission on Accreditation for Dietetics Education.
2. Prepare graduates to meet the requirements for dietetic registration.
3. Provide opportunities for the training of registered dietitians that will positively affect the quality of life for residents of Southeast Missouri.
4. Develop and promote the role of the dietetics profession throughout the service region.
5. Encourage and promote self-assessment and lifelong learning for dietetic preceptors and dietetic interns.

**Admission Criteria**

1. A baccalaureate or advanced degree from a U.S. regionally accredited college or university, or a foreign degree evaluated as equivalent to at least a U.S. baccalaureate degree.
2. Completion of a Didactic Program in Dietetics (DPD) as approved by The Commission on Accreditation for Dietetics Education (CADE) or evidence of completing all but one year of coursework in an undergraduate DPD.
3. A minimum of 2.75 g.p.a. on a 4.0 scale.
Application
Completed applications should be mailed to the internship director, postmarked by the specified date. Appointments will be made in April for entrance in August. All of the materials listed below must be included for consideration of admission:

1. Letter of Application: Should be no longer than 2 pages and should include but not be limited to: short-term and long-range professional goals, reasons for choosing dietetics as a career, expectations related to the internship, and the areas of strength that make the applicant a viable candidate.
2. Completed Supervised Practice Program application.
3. Three Recommendation Forms (one must be from a former professor or academic advisor).
4. Official transcripts from each college or university attended.
5. Verification form or Intent to Complete form from the undergraduate DPD.
6. A non-refundable application fee of $40.00. Make check to Dietetic Internship-Dept. of Human Environmental Studies.
7. All applicants to the dietetic internship must participate in computer matching. Applicants should request instructions and a mark/sense card to prioritize their DI or AP4 preferences. Applicants should request this material from any ADA approved Didactic program or from D&D Digital Systems. This request should be made to allow turn around time for submitting by the designated postmark deadline. There is no charge for the material. However, there is a $40.00 charge for computer matching that is due with the applicant's prioritized ranking. Address requests to: D&D Digital Systems, Suite 301 304 Main Street, Ames, IA 50010-6148.
8. Application must be made separately to the School of Graduate Studies at Southeast Missouri State University. Application for an unclassified graduate student can be obtained by contacting: Vice Provost and Dean of the School of Graduate Studies, Southeast Missouri State University, Cape Girardeau, MO 63701.

The Southeast Missouri State University Dietetic Internship is currently granted developmental accreditation by the Commission on Accreditation for Dietetics Education. For more information contact: The American Dietetic Association, 216 West Jackson Boulevard, Chicago, Il 60606-6995, (312) 899-4876.

See “Graduate Course Listings” for a complete list of graduate courses and descriptions.
A grade of 'B' or higher in a course in health assessment or demonstrated proficiency in health assessment which includes physical examination and history taking.

A grade of 'B' or higher in an introductory course in statistics (graduate or undergraduate).

Current CPR (professional level) certification.

Statement of academic goals and objectives for graduate study/advanced practice.

Clinical experience as a registered nurse prior to admission is strongly recommended.

**NOTE:** Admission to the family nurse practitioner clinical course NS638 Primary Care I: Family Health is competitive based on grades of 'B' or better in NS625 Advanced Pharmacology, NS636 Advanced Pathophysiology and Symptom Management, and NS628 Advanced Health Assessment, and seat availability.

**Provisional Admission**

The applicant, who does not meet all of the program prerequisites, may be granted provisional admission. Normally, provisional admission will be granted for one semester only so that the applicant may meet regular admission criteria.

**Probationary Admission**

The applicant who does not meet the G.P.A. requirement may be granted probationary admission. When the G.P.A. is below 3.25 but is between 2.90 and 3.24, and the applicant has achieved a G.P.A. of 3.25 during the last 60 hours of undergraduate work, the Graduate Program Committee may grant probationary admission stipulated upon the successful completion of the first nine hours of course work applicable to the program with a grade of 'B' or higher for each credit hour. Students not meeting the course work grade requirement are subject to dismissal.

**CORE COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS600 Theoretical Foundations for Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NS605 Advanced Nursing Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>NS606 Advanced Nursing Concepts II</td>
<td>3</td>
</tr>
<tr>
<td>NS610 Public Policy &amp; Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>NS612 Nursing Legal and Ethical Issues</td>
<td>2</td>
</tr>
<tr>
<td>NS620 Advanced Nursing Research Methods and Designs</td>
<td>4</td>
</tr>
</tbody>
</table>

NS625 & NS636 should be completed prior to NS628-Advanced Health Assessment.

NS663 should be completed prior to or with the first nurse practitioner clinical course.

See “Graduate Course Listings” for a complete list of graduate courses and descriptions.
PROGRAM OBJECTIVES
This program of study is designed to prepare students to provide services in nutrition and exercise interventions for the promotion of lifestyle change. The program is designed for students with a degree in an allied health field.

ADMISSION
Admission to the MS in Nutrition and Exercise Science is a two-step process. Students must first be accepted into the School of Graduate Studies before being accepted into the program. Since the number of slots available in a class is limited each year it is possible that students who have met all prerequisites will not gain admittance.

Prerequisites
- Undergraduate grade point average of 3.0/4.0
- A 3.0 average in the following coursework: nutrition science, exercise physiology, anatomy and physiology, and organic and/or biochemistry
- A combined score of 950 on the verbal and quantitative sections of the Graduate Record Examination (GRE)

Conditional admission will be considered if prerequisites are partially filled and g.p.a. and GRE criteria are met, or undergraduate g.p.a. is a 2.75 or higher and product of undergraduate g.p.a. and sum of GRE scores (verbal and quantitative) exceeds 2499.

CORE COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HL601</td>
<td>Physiology of Exercise</td>
<td>3</td>
</tr>
<tr>
<td>FN690/HL690</td>
<td>Seminar in Nutrition and Exercise Science</td>
<td>3</td>
</tr>
<tr>
<td>HL621</td>
<td>Exercise in Health and Disease</td>
<td>3</td>
</tr>
<tr>
<td>GR691</td>
<td>Methods of Research: Qualitative and Quantitative Designs</td>
<td>3</td>
</tr>
<tr>
<td>PY571</td>
<td>Introductory Behavioral Statistics</td>
<td>3</td>
</tr>
<tr>
<td>FN630</td>
<td>Nutrition Metabolism</td>
<td>3</td>
</tr>
<tr>
<td>FN530</td>
<td>Pathophysiology: Implications for Nutrition and Exercise Science</td>
<td>3</td>
</tr>
<tr>
<td>FN605</td>
<td>Nutrition in the Life Cycle</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>At least 3 of the 9 required elective hours must come from either HL or FN classes</td>
<td>9</td>
</tr>
</tbody>
</table>
COLLEGE OF LIBERAL ARTS
Chris McGowan, Interim Dean
For further information on graduate studies in TESOL contact Dr. Deqi Zen, Director of the MA TESOL (573) 651-2630 E-mail: dzen@semo.edu.

**PROGRAM OBJECTIVES**

**MA in English**

Responding to the changing conceptions of what constitutes English Studies, Southeast's Department of English offers considerable latitude in the shaping of their MA degree plan. Students tailor their studies to reflect specific interests in literature, creative writing, rhetoric, theory, and pedagogy. Students can also focus their studies on preparation for graduate work at the doctoral level in English or other professional fields, on enhancing their prospects for teaching at the secondary or post secondary level, or on preparing for a variety of non-teaching occupations.

**MA in Teaching English to Speakers of Other Languages (TESOL)**

The TESOL degree is designed to train professionals to teach people who are learning to speak English as another language. Graduates work with children in pre-school through high school, in adult education programs with refugees and immigrants, or in college and university programs. The workplace may be within the United States or overseas. The program emphasizes the practical application of theory to the classroom. Students design a program of language instruction for their own particular setting and learn to revise, adapt and assess the program as they progress in their studies.

**MASTER OF ARTS IN ENGLISH**

**Core Course Requirements**

- **EN601 Research in English Studies** 3
- **One Course In Literature At The 600 Level** 3
- **One Course In Linguistics Or One Course In Theory:** 3
  - UI500 History of the English Language or
  - TL648 Foundations in Linguistics or
  - EN686 Sociolinguistics or
  - LI658 Literary Criticism or
  - LI605 Contemporary Anglophone Literature/Contemporary Theory

**One Course in Writing:** 3
- EN550 Style in Writing or
- EN670 Advanced Creative Writing: Poetry or
- EN678 Advanced Creative Writing: Fiction

**Total** 24

**Additional Requirements**

1. Candidates for the MA will take a minimum of 36 credit hours, 18 of which must be at the 600 level.
   - Independent studies are restricted to six credit hours and, in accordance with the School of Graduate Studies policy, may not, except in unusual circumstances, duplicate an existing course.
2. Completion of a thesis or completion of a comprehensive examination and a graduate paper.

**THESIS OPTION**

In order meet the challenges of the changing definitions of the profession, the MA in English also includes expanded thesis options that permit the candidate to choose from the following:

- an original, scholarly piece of writing that reflects the student's academic interests;
- a creative thesis of the student's original writing with a fifteen-page critical introduction;
- or a creative teaching project that reflects the student's teaching philosophy, pedagogy, and curricular development.

Students must observe the following criteria:

- Thesis hours, ranging from three to six credits, may be used to fulfill the 36-hour requirement, and may be used to fulfill the 18-hour requirement at the 600-level.
- Calendar deadlines for thesis proposal, committee formation, submission of thesis to committee members, and thesis defense will be observed. See the posted deadlines on the Web.
- Students must file a copy of their thesis proposal in the School of Graduate Studies which will need the signatures of the thesis director, the second reader, and the Department Chair before the student can enroll in thesis hours. Students should be conscientious in observing all criteria and deadlines established by the School of Graduate Studies and the English Department. During the semester in which the student intends to defend the thesis, he/she must enroll in GR699 (MA Oral Examination). See the following: English Depart-
EXAM OPTION

Students opting for the Non-Thesis Graduate Paper/Exam option will meet the 36-hour requirement through course work.

Candidates who choose the exam option must also, in accordance with the School of Graduate Studies policy, submit a graduate paper. The acceptance sheet for the graduate paper is due in the Graduate Office a week before the student takes the comprehensive exam.

Please leave ample time for the acceptance process. Each graduate paper must be read and approved by two English professors, each of whom may require changes before the paper is approved. It is best to fulfill this requirement the semester before exams are taken. Students must meet School of Graduate Studies and English Department deadlines for the graduate paper or forfeit taking comprehensive exams that semester. Refer to the current semester schedule for deadlines.

Students must enroll in GR698: Masters Comprehensive Exam the semester they plan to take the MA exam. GR698 is zero credit hours. Exams will be offered once in the fall semester, once in the spring semester, and once during the summer session.

The comprehensive exams will include the following:

- one question on research methods;
- one question on a close reading of a poetry, fiction, drama, or nonfiction;
- and one self-generated question to be formed in conjunction with the advisor.

The student-generated question will be submitted to the student's advisor for signature, then to the Coordinator of Graduate Studies in English at least four weeks before the scheduled exam; otherwise, a question will be assigned.

MASTER OF ARTS IN TESOL

Core Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TL525</td>
<td>Theories of ESL/EFL Learning</td>
<td>3</td>
</tr>
<tr>
<td>TL585</td>
<td>Methods of Techniques of TESOL</td>
<td>3</td>
</tr>
<tr>
<td>TL625</td>
<td>Materials Development and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>TL620</td>
<td>Approaches to the Teaching of Grammar</td>
<td>3</td>
</tr>
<tr>
<td>EN686</td>
<td>Sociolinguistics</td>
<td>3</td>
</tr>
<tr>
<td>TL601</td>
<td>Research Methods in TESOL</td>
<td>3</td>
</tr>
<tr>
<td>TL691</td>
<td>Methods of Research: Qualitative and Quantitative Designs</td>
<td>3</td>
</tr>
<tr>
<td>TL630</td>
<td>Special Problems in TESOL</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>27</td>
</tr>
</tbody>
</table>

Elective Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN606</td>
<td>Topics, Issues and Trends in English</td>
<td>3</td>
</tr>
<tr>
<td>SE641</td>
<td>Teaching in a Multicultural Society</td>
<td>3</td>
</tr>
<tr>
<td>TL650</td>
<td>Approaches to Second Language Literacy Instruction</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

The 9 elective hours are not confined to the three courses listed above. Students will be advised to select courses that are appropriate to their field of interest. These fields may include composition, literature, education, foreign language, etc.

**NON-THESIS GRADUATE PAPER AND MA DEGREE COMPREHENSIVE EXAM**

Candidates will meet the 36-hour requirement through course work to be eligible to take the comprehensive exam.

Students must file a graduate intent form with their advisor’s signature no later than the first week of the semester and they must enroll in GR698 (Masters Comprehensive Exam) the semester they plan to take the MA TESOL exam (GR698 in zero hours).

In accordance with the School of Graduate Studies policy, candidates will submit a non-thesis paper that needs to be evaluated and approved by two TESOL faculty members. The acceptance sheet must be filed in the Graduate Office a week before the student takes the comprehensive exam. Candidates must meet the School of Graduate Studies and the English Department deadlines.

The 4 hour MA exam in TESOL consists of three sections: a question related to research techniques, a question that requires you to apply theory to a learning situation, and a section that reflects the student’s academic interest. In each section, you will have a choice of two questions.

The student-generated question must be submitted to the student’s advisor at least four weeks before the scheduled exam.

Exams will be offered once every semester (once in fall, once in spring, and once in the summer).

**Under certain circumstances, a student may be allowed to write a thesis or develop a teaching portfolio. For further
Independent studies are restricted to six credit hours and, in accordance with the School of Graduate Studies policy, may not, except in unusual circumstances, duplicate an existing course.

**TEACHING ASSISTANTSHIPS**
The English Department offers teaching assistantships to graduate students who teach beginning composition courses and/or tutor for the Writing Center. Teaching assistants have full instructional responsibility for the courses they teach, and Writing Center tutors engage in writing by the conference method in a variety of contexts. These kinds of experiences are vital to composition training for the profession. MA candidates also participate in a writing orientation and a two-semester seminar in teaching writing for which they receive six hours credit. Assistantships carry a stipend and a tuition waiver. We encourage you to apply. For further information, contact Dr. Michael Hogan and Dr. Jake Gaskins. See contact information.

**CENTER FOR FAULKNER STUDIES**
The Brodsky Collection is one of the world's most outstanding gatherings of Faulkner books. Included are signed editions, first trade editions with dust jackets, autographed and inscribed copies, various states of binding and printings, and numerous association copies. The collection contains more than 200 volumes signed or inscribed by Faulkner. Professor Robert Hamblin, author, co-author, and editor of twelve books, including *A William Faulkner Encyclopedia*, has served as Director of the Center for Faulkner Studies since its creation in 1989. Hamblin has directed Faulkner seminars for both the National Endowment for the Humanities and the Missouri Humanities Council. This collection offers wonderful opportunities for anyone interested in Faulkner, manuscript studies, and Southern literature.

**WRITING CENTER**
Tutoring in the Writing Center is invaluable training for future teachers in that the staff confers with students representing a wide range of skill levels, cultures, and academic disciplines. Twenty percent of the clientele in a given year are international students. In addition to learning on the job, TAs receive training from the Writing Center Director, who takes part with the Supervisor of Teaching Assistants in the instruction of the Seminar in Teaching Freshman English. Finally, all TAs have the opportunity to receive training in holistic scoring, and several are invited to participate in the scoring of Southeast's Writing Proficiency Exam. For further information, contact Dr. Jake Gaskins.

**CONTACT INFORMATION**
*For Application to School of Graduate Studies:*
Dean of the School of Graduate Studies
Memorial Hall
Southeast Missouri State University
Cape Girardeau, MO 63701

*For Teaching Assistant Applications:*
Dr. Michael Hogan
Supervisor of English TAs
English Department
MS 2650
Southeast Missouri State University
Cape Girardeau, MO 63701
mehogan@semo.edu

*For information on the Writing Center:*
Dr. Jake Gaskins
English Department
MS 2650
Southeast Missouri State University
Cape Girardeau
ergaskins@semo.edu

*For further information on graduate studies in TESOL:*
Dr. Deqi Zen, Director MA TESOL
MS 2650
Southeast Missouri State University
Cape Girardeau, MO 63701
dzen@semo.edu

*For further information on graduate studies in English contact:*
Dr. Carol Scates, Chairperson
English Department
MS 2650
Southeast Missouri State University
Cape Girardeau, MO 63701
cscates@semo.edu

See “Graduate Course Listings” for a complete list of graduate courses and descriptions.
MASTER OF ARTS IN HISTORY
Department of History (GH) (HP) (US) (WH)
Dr. Joseph R. Werne, Chairperson (Interim) & Graduate Program Coordinator
(573) 651-2179
E-mail: jrwerne@semo.edu

The Department of History offers a 36 credit hour Master of Arts degree which develops professional competency through extensive reading, focused examination of special topics, practice in analytical and synthetical skills, and competence in computer searches in historical data bases and on-line services.

The student's program will consist of courses from various areas within History, Historic Preservation, Social Studies, and other disciplines where appropriate. These courses will include 600-level readings courses which focus on a particular moment or era in history, and 600-level seminars which will focus on the research of a specific topic resulting in a scholarly paper.

The Master of Arts in History prepares the student for advanced professional study or career placement. Students will enhance investigative and communicative skills acquired as undergraduates and demonstrate their mastery of historical skills through a program that integrates extensive research in a special topic with a breadth of knowledge in complementary subjects.

PROGRAM OBJECTIVES
Upon completion of the Master of Arts in History, the student should be able to:
1. Demonstrate the development of a knowledge base in history and an understanding of the major fields of study in United States, European, and World History.
2. Demonstrate the ability to locate and gather information by developing skills in historical research, including the use of primary and secondary sources, print and non-print databases, and Internet search engines and directories.
3. Demonstrate capabilities for critical thinking, reasoning and analysis by evaluation of the authenticity and significance of research materials.
4. Demonstrate the ability to communicate historical knowledge in the classroom or in a public venue through written or oral communication.

REQUIREMENTS FOR ADMISSION
To be admitted to the Graduate Program in History, applicants must hold a baccalaureate degree and 24 hours of undergraduate history. In addition to the admission requirements of the School of Graduate Studies, the Department of History requires three letters of recommendation which attest to the applicant's academic and/or professional achievement, the general examination of the GRE, an academic or professional writing sample, and a minimum grade point average of 2.75 on a 4.0 scale in history and/or related disciplines. An applicant lacking any of the above requirements may, under certain circumstances, be admitted provisionally. Please send all application materials to the School of Graduate Studies.

PROGRAM OF STUDY
MASTER OF ARTS IN HISTORY (36 hours)
Students must complete at least 21 hours of history at the 600 level and pursue a balanced course of study. In preparation for the preliminary examination, comprehensive examinations or thesis, students must choose from the following subjects:

I. United States History (U.S.)
II. European History (E.H.)
III. World History (W.H.)
IV. Social Studies (S.S.)
V. Historic Preservation (H.P.)

Core Courses in History (15 hours)
GH600 Introduction to Public History 3
GH610 Methods of Research in History 3
US/WH- 6
6XX Readings in History
US/WH- 3
6XX Seminar in History
Total 15

ADDITIONAL REQUIREMENTS
Students choosing Social Studies must also enroll in the following:
GH678 Issues in Social Studies 3
SE637 Curriculum Development Secondary 3
Total 6

Students choosing Historic Preservation must also enroll in the following:
HP585 History of American Architecture 3
HP588 Legal and Economic Principles of Historic Preservation 3
US635 American Material Culture 3
Total 9
Students who have not received an undergraduate degree in Historic Preservation will be required to complete HP200 (Techniques of Research in Local History) as part of their program. This requirement may be waived for students who can demonstrate experience and competence in this area.

*Students who have completed these courses as part of an undergraduate program must substitute 6 hours of course work in Historic Preservation at the graduate level.

**ELECTIVES**

Students may select electives from any 500 or 600 level courses, but no more than 15 credit hours at the 500 level. Normally no more than 6 hours may be chosen from GH/HP601/602/603, Independent Study in History nor more than 6 hours of Independent Study from any one faculty member. A student wishing to enroll in more than 6 hours of Independent Study must request approval from the curriculum committee of the Department of History.

Students choosing Social Studies may select from any history courses, but may also include no more than 6 hours from the following:

- ED615 Tests and Measurements for the Classroom Teacher  
  - 3
- ED640 Teaching in a Multicultural Society  
  - 3
- EF691 History of American Education  
  - 3
- EF692 Philosophy of Education  
  - 3
- PY662 Learning and Memory  
  - 3
- SE638 Improvement of Instruction  
  - 3
- SE639 Analysis/Prescription of Learning  
  - 3
- **Total** 6

Students choosing Historic Preservation may select from any history courses, but are encouraged to choose at least 3 hours from the following:

- HP552 Historic Preservation Field School  
  - 3
- HP640 Internship  
  - 3
- HP620 Techniques of Oral History  
  - 3
- HP645 Advanced Projects in Applied History  
  - 3
- **Total** 3

**PRELIMINARY EXAMINATIONS**

Following completion of 9 hours and before completion of 18 hours of graduate credit, all students will take a preliminary examination in one of three areas of history designated by the Department of History. Upon having selected an area of history for which to prepare, the student will receive a list of approximately five scholarly works from which the examination question(s) will derive. A committee of three faculty members will grade the preliminary examination with particular attention to historical analysis, content, and clarity of writing. The committee will then assign a grade of High pass, Pass, Conditional Pass, or Unsatisfactory. A student receiving a Conditional Pass will meet with the committee to determine what steps must be taken to rectify any problems brought to light by the examination. A student receiving an Unsatisfactory will be given an opportunity to re-take the preliminary examination the following semester. A student who fails the preliminary examination a second time cannot advance to candidacy, but may appeal through the curriculum committee of the department to take the examination a third time.

**ADVANCEMENT TO CANDIDACY**

Having passed the preliminary examination, the student must complete the Application for Candidacy form obtainable from the School of Graduate Studies office, or from the web site. At this time the student must also choose either the thesis or the non-thesis option. Students selecting the thesis option should at this time meet with the Graduate Advisor, choose a thesis advisor, and begin research toward completion of the thesis. Students selecting the non-thesis option should at this time meet with the Graduate Advisor and choose their areas of study and advisory committee (see Comprehensive Examinations below) in preparation for comprehensive examinations. **After being admitted to candidacy a student may register for comprehensive examinations or thesis hours.**

**THESIS/NON-THESIS (3-6 HOURS)**

Candidates must select one of the following:

A. Candidates may elect to write a Thesis, GH695-697, under the direction of his or her advisor. Upon completion of the thesis, the candidate will defend it before a committee selected by the candidate, the advisor, and the graduate dean. Candidates selecting this option are not required to take comprehensive examinations.

B. Candidates may elect to enroll in 6 additional hours of either US/WH6XX, Readings in History, and/or US/WH6XX, Seminar in History, and submit one graduate paper in lieu of the thesis. Candidates selecting this option are required to take comprehensive examinations.
hensive examinations, both written and oral (see Comprehensive Examinations below).

C. Historic Preservation (choose I or II):

I. Candidates in Historic Preservation may elect HP640 Internship (3 hours) and HP645 Advanced Projects in Applied History (3 hours). The Internship and Advanced Project are significant professional experiences in the field and are arranged according to the interests of the candidate. Candidates must also complete a four-hour written examination in two subject areas, one of which must be Historic Preservation, and submit a graduate paper in the area of concentration (see Comprehensive Examinations below).

OR

II. Candidates in Historic Preservation may elect, under the direction of an advisor of the student's choosing, to complete a Thesis (GH695-697) or Creative Thesis in lieu of the Internship and Advanced Projects in Applied History requirements. The Creative Thesis combines scholarly and applied elements, expanding the field knowledge, but takes a form other than the traditional thesis. Upon completing the Thesis/Creative Thesis, the candidate will defend it before a committee selected by the candidate, the thesis advisor, and the graduate dean. Candidates selecting the thesis option are exempt from the graduate paper and comprehensive examination requirements.

COMPREHENSIVE EXAMINATIONS


Candidates choosing to write comprehensive examinations must successfully complete a 6 hour written examination. The student will have 3 question areas, 2 of which must come from E.H., U.S., or W.H.; the 3rd may come from any of the five subjects (E.H., U.S., W.H., H.P., S.S.). No more than 2 questions can come from any single subject area. Three faculty members shall constitute the candidate's advisory committee. The three question areas in which the candidate will be examined will be chosen by the candidate with approval of the Graduate Advisor. The candidate will discuss the examination material with the advisory committee well in advance of the examination. The advisory committee will grade the comprehensive examinations with particular attention to historical analysis, content, and clarity of writing. The advisory committee will then assign a grade of High Pass, Pass, Conditional Pass, or Unsatisfactory. Candidates must pass all three areas of the comprehensive examination. A student receiving a Conditional Pass will meet with the committee to determine what steps must be taken to rectify any problems brought to light by the examination. A student receiving an Unsatisfactory must re-take the examination the following semester. Following completion of the written portion of the comprehensive examination, candidates will undergo an oral examination of the same material.

B. Historic Preservation

Candidates in the Historic Preservation emphasis must complete a 4-hour written examination in two areas, one of which must be Historic Preservation, with two faculty members who shall constitute the candidate's advisory committee along with a third member chosen by the student. The candidate will discuss the examination material with the advisory committee well in advance of the examination. The advisory committee will grade the comprehensive examinations with particular attention to historical analysis, content, and clarity of writing. The advisory committee will then assign a grade of High Pass, Pass, Conditional Pass, or Unsatisfactory. Candidates must pass both areas of the examination. A student receiving a Conditional Pass will meet with the committee to determine what steps must be taken to rectify any problems brought to light by the examination. A student receiving an Unsatisfactory must re-take the examination the following semester. Following completion of the written portion of the comprehensive examination, candidates will undergo an oral examination of the same material. NOTE: Non-thesis option History graduate students not completing the significant professional experience of the Internship and Advanced Project in Applied History will be required to complete an additional examination area.

ASSESSMENT

Assessment of the candidate's program will take place during the oral defense of the thesis for those students in the thesis option or during the oral examination following the written comprehensive examinations for those students in the non-thesis option.

See “Graduate Course Listings” for a complete list of graduate courses and descriptions.

MASTER OF MUSIC EDUCATION

Department Of Music (ME) (MH) (MM) (MP) (MU)
Dr. Christopher Goeke, Chairperson
(573) 651-2141
E-mail: cgoeke@semo.edu

Dr. Robert Conger, Graduate Program Coordinator
(573) 651-2398
E-mail: rconger@semo.edu

PROGRAM OBJECTIVES
The graduate program in music education is designed for students seeking the Master of Music Education degree or recertification coursework. The program provides students with opportunities to improve their basic musicianship through performance and analysis of music literature, to increase their professional preparation for teaching and to provide for scholarly growth in areas of special interest.

REGULAR ADMISSION
An applicant will be granted regular admission to the M.M.E. program if (s)he
1. holds the B.M.E., the Bachelor of Music in music education, the B.S. in Education with a major in music education, or the B.A. in music with an emphasis in music education and a valid teaching certificate; and
2. has an undergraduate g.p.a. of at least 3.0 on a 4.0 scale; and
3. has completed successfully an applied music audition on his/her principal performance medium; and
4. has completed successfully with a minimum score of 75 on a 100 point scale the departmental entrance examinations in music theory.

PROVISIONAL ADMISSION
An applicant will be granted provisional admission to the M.M.E. program if (s)he
1. holds a baccalaureate degree in music but does not meet the degree requirements for the program and/or holds a valid teaching certificate; or
2. is a senior in his/her last semester who is seeking admission for the subsequent semester; or
3. has an undergraduate g.p.a. of 2.5 but less than 3.0 on a 4.0 scale; or
4. has not completed successfully the departmental theory entrance examination; or
5. has not completed successfully an applied music audition on his/her principal performance medium.

Note: Applicants granted provisional admission to the program:
1. are not eligible to hold a graduate assistantship or receive graduate scholarships;
2. may be required to take remedial coursework to correct deficiencies in academic preparation;
3. may be required to take the Major Field Achievement Test in music and earn a total score at or above the national mean score (normally 150 or at the 50th percentile).

CORE COURSE REQUIREMENTS
The M.M.E. degree requires a minimum of 32 credit hours for completion in the Thesis or Creative Project in lieu of Thesis option; and 35 credit hours in the Comprehensive Examination/Non-Thesis option. Seventeen to nineteen hours of the total degree program are comprised of required core courses:

- MM503 Seminar in Music Analysis (variable content; may be repeated) 3
- MH504 Seminar in Music History (variable content; may be repeated) 3
- MU683 Introduction to Research in Music 3
- ME681 Foundations of Music Education 3
- ME682 Current Trends in Music Education 3
- MP6XX Applied Music (principal area) 1-2
- MP5XX Applied Music (secondary area) 1-2

Total 17

(All students are required to complete 2 credit hours of applied music in their principal and/or secondary performance area.)

ELECTIVE COURSES
Courses from the following list will be recommended to students by the Graduate Coordinator based upon the type of terminal project to be undertaken:
- ME651 Topics in Music Education 1
- ME652 Topics in Music Education 2
- ME653 Topics in Music Education 3

(These courses vary in content and credit; may be repeated up to 6 credit hours)
- MP5XX Applied Music (secondary area)-Students may elect up to 4 credit hours 1-4
- MP6XX Applied Music (principal area)-Students may elect up to 4 credit hours, especially those students proposing a creative project in lieu of thesis. 1-4
- MU800 Workshops (Variable credit and content; may be repeated for credit up to 6 credit hours) up to 6
- ME694 Thesis (In exceptional cases, students may elect up to 6 credit hours) up to 6
- MU599 Chamber Music and Accompanying (Students may elect up to 2 credit hours) up to 2
- MU5XX Ensemble (Students may elect up to 2 credit hours) up to 2

Additional elective courses in music may be made available upon demand. Students may elect up to 6 hours of coursework outside the Department of Music.
**TERMINAL PROJECT OPTIONS**

**Thesis**

Core requirements plus:
- GR699  Master's Oral Examination
- ME694  Thesis
- ME65X  Special Topics in Music Education

Electives 1-6

**Creative Project in lieu of Thesis**

Core requirements plus:
- GR699  Master's Oral Examination
- ME694  Thesis
- ME65X  Applied Music (for students who elect to perform a lecture-recital with supporting paper)

Electives 1-6

**COMPREHENSIVE EXAMINATION/NON-THESIS**

Core requirements plus:
- GR698  Master's Final Comprehensive Examination
- ME65X  Special Topics in Music Education

Electives 3-6

For students electing this option, the Graduate Coordinator recommends elective hours be taken in the music analysis and history seminars, in non-core courses, and in other music electives on demand.

The applied music numbering system that follows indicates primary (600) level and secondary (500) level performance levels.

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Course Cr</th>
<th>Instrument</th>
<th>Course Cr</th>
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<tbody>
<tr>
<td>Baritone</td>
<td>MP557, 1</td>
<td>Organ</td>
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<td>MP677</td>
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<td>Bassoon</td>
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<td>Percussion</td>
<td>MP578</td>
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<td>Piano</td>
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<tr>
<td></td>
<td>MP662</td>
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<td>MP612</td>
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</table>

**Cello**

- MP551, 1
- MP651
- MP552, 2
- MP652
- MP581, 1
- MP681

**Saxophone**

- MP591, 1
- MP691
- MP592, 2
- MP692
- MP547, 1

**Clarinet**

- MP582, 2
- MP682
- MP597, 1
- MP697

**Trombone**

- MP598, 2
- MP698
- MP571, 2
- MP671

**Composition**

- MP572, 2
- MP672
- MP587, 1
- MP687

**Trumpet**

- MP588, 1
- MP688
- MP516, 2
- MP616

**Flute**

- MP598, 1
- MP698
- MP571, 2
- MP671

**Tuba**

- MP572, 2
- MP672
- MP587, 1
- MP687

**Guitar**

- MP588, 1
- MP688
- MP516, 2
- MP616

**Violin**

- MP588, 1
- MP688
- MP516, 2
- MP616

**Harpischord**

- MP598, 1
- MP698
- MP516, 2
- MP616

**Voice**

- MP598, 1
- MP698
- MP516, 2
- MP616

**Oboe**

- MP507, 1
- MP607
- MP508, 2
- MP608

See “Graduate Course Listings” for a complete list of graduate courses and descriptions.

**MASTER OF PUBLIC ADMINISTRATION**

Department of Political Science, Philosophy and Religion
Dr. Hamner Hill, Chairperson
(573) 651-2816
E-mail: bbhill@semo.edu

Dr. Rick Althaus, Graduate Program Coordinator
(573) 651-2700
E-mail: ralthaus@semo.edu

**PROGRAM OBJECTIVES**

The purpose of this graduate degree in public affairs and administration is to prepare individuals for positions of leadership in public and not-for-profit organizations in the Southeast Missouri State University service area.
ADMISSION REQUIREMENTS

• Student must hold a baccalaureate degree from any regionally accredited college or university (or international equivalent).
• Student must have attained an undergraduate grade point average of 2.7 or higher on a 4.0 scale.
• Resume
• Student must submit a word processed two-to-five page statement outlining professional goals and two letters of recommendation that address the student’s potential for a career in public service.
• The application materials must demonstrate the student’s commitment to a career in governmental or nonprofit organizations.
• GRE, LSAT or GMAT scores are not required but may be submitted to strengthen application.
• A student may be admitted on a case-by-case provisional basis. A student admitted provisionally may apply for regular status after 9 hours with a grade of B or better.
• An English language examination is required for applicants who have completed their undergraduate education outside of the U.S.A.; a minimum TOEFL score of 600 is necessary for admission.

PROGRAM REQUIREMENTS

A. Total credits required for graduation: (36 hours)
These are composed of 21 hours in the Master of Public Administration core, 12 hours in an option, and 3 hours of thesis or internship.

B. Residency Requirements if any: none
All required courses will be completed on campus at Southeast Missouri State University or via web-based instruction. Up to nine hours of transfer graduate credit will be accepted if approved by the student’s major advisor. The student’s advisor will determine application of the transfer credit hours to core courses or elective courses.

C. General education: Total credits: 0

D. Major Requirements: Total credits: 36 hours
E. Requirements for thesis, internship or other capstone experience: (3 hours)

CORE COURSE REQUIREMENTS

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<tr>
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<td>PS645</td>
<td>3</td>
</tr>
<tr>
<td>PS655</td>
<td>3</td>
</tr>
</tbody>
</table>

In addition to the Master of Public Administration core, the degree requires completion of 12 hours in a chosen option, either Public Administration or Community Wellness and Leisure Services. The student and his/her academic advisor will select courses which best reflect the career goals and objectives of the student.

PUBLIC ADMINISTRATION OPTION (12 HOURS)
Select from the following list:
- AC548 Government/Not-for-Profit Accounting 3
- EC525 Public Policy Economics 3
- PS625 Administrative Law 3
- PS689 Independent Study in Political Science 3
- PS691 Topics in Political Science 3
- PY571 Behavioral Statistics 3
- PY650 Organizations as Open Systems 3
- SC560 Organizational Communication 3

Also, other graduate-level courses as approved by advisor and MPA Committee.

Thesis or Internship (3 hours)

Internship in Political Science (PS697)
Each student will obtain an approved internship in a public or not-for-profit agency. The student will write a scholarly internship paper, and present and defend it during an oral examination.

or

Thesis Option
In place of the internship, and with the approval of the faculty advisor, a student may choose to do scholarly research on a specified topic. The student will write a master’s thesis, and present and defend it during an oral examination.

COMMUNITY WELLNESS OPTION (12 HOURS)
Those students interested in the Community Wellness and Leisure Services Option will complete 21 hours in the Master of Public Administration Required Core, 12 hours in the Community Wellness and Leisure Services Option, and 3 hours of thesis or internship.

Master of Public Administration Required Core Courses: (21 hours)
Community Wellness and Leisure Services Option: (12 hours)

A 12 credit hour option in community wellness and leisure services will be offered as an option on the Master of Public Administration degree. This option will be offered in cooperation with the Department of Health, Human Performance and Recreation and designed for students who wish to pursue a career with local, regional, or state recreational organizations or park facilities. Those students interested in the Community Wellness and Leisure Services Option courses will complete the 21 semester hour core courses, the 12 hour option courses in Community Wellness and Leisure Services, and 3 hours of thesis or internship.

A. Total Hours in the option: 12
B. Total Required hours in the option: 9
C. Free Electives in the option: 3
D. Requirement for Thesis, internship or capstone: 3 hrs.

Either an internship or a thesis will be completed as part of the Community Wellness and Leisure Services Option.

Required Courses in Community Wellness and Leisure Services Option: (9 hours)

Students must take 3 of the 4 following classes (selected according to the individual student's primary area of interest):

- HL671 Implementation and Organization of Fitness Programs for Healthy and Diseased Populations 3
- HL672 Health Promotion Programs 3
- RC680 Recreation in Community Development 3
- RC630 Program Delivery in Leisure Services 3

Elective Courses in Community Wellness and Leisure Services Option: (3 hours)

- CP614 Skills for the Helping Professions 3
- FN605 Nutrition in the Family Life Cycle 3
- GR526 Management Not-for-Profit 3
- HL510 Health Aspects of Aging 3
- HL601 Physiology of Exercise 3
- HL690 Seminar in Nutrition and Exercise Science 3
- HL691 Applied Research 3
- PY533 Perspectives on Stress 3
- PY555 Health Psychology 3
- HE520 Techniques of Teaching Nutrition & Health Education 3

All four classes in the first section could be selected to fulfill the 12 hour Community Wellness and Leisure Services Option requirement.

Thesis or Internship (3 hours)

Internship in Health and Leisure (HL/RC 6xx)

Each student will obtain an approved internship in a public or not-for-profit agency. The student will write a scholarly internship paper, and present and defend it during an oral examination.

or

Thesis Option

In place of the internship, and with the approval of the faculty advisor, a student may choose to do scholarly research on a specified topic. The student will write a master’s thesis, and present and defend it during an oral examination.

See “Graduate Course Listings” for a complete list of graduate courses and descriptions.
COLLEGE OF SCIENCE
AND MATHEMATICS

Chris McGowan, Dean
MASTER OF NATURAL SCIENCE
Dr. Chris McGowan, Dean
(573) 651-2163
E-mail: cwmcgowan@semo.edu

PROGRAM OBJECTIVES
The College of Science and Mathematics offers the Master of Natural Science. Admission to the degree requires 30 undergraduate hours in science and mathematics. Areas of emphasis include Biology, Chemistry, Mathematics, and Science Education. Students may enjoy a close relationship with an advisory committee of three persons helping to plan the course of study. Curriculum A requires the thesis while under curriculum B the thesis is optional.

M.N.S. ADMISSION REQUIREMENTS
1. Minimum G.P.A. of 2.75 (on a 4 point scale) for last 30 semester hours of undergraduate science and math courses.
2. Two letters of recommendation addressing the applicant's potential for academic success in the respective area of emphasis.
3. Additional requirements for each area of emphasis:
   Biology
   Submission of scores for the general portion of the Graduate Record Exam (verbal, quantitative, and analytical).
   Letter of intent incorporating an agreement with a faculty sponsor.
   Chemistry
   Submission of scores for the general portion of the Graduate Record Exam (verbal, quantitative, and analytical).
   Completion of the following courses with associated laboratory with a grade of 'C' or better in each course: 1). Organic Chemistry; 2). Analytical Chemistry, Quantitative Analysis or Chemical Instrumentation; 3). Physical Chemistry.
   Mathematics
   Completion of a major in mathematics, or completion of the following courses with a grade of 'C' or better in each course and a 3.0 G.P.A. (on a 4 point scale) for these courses: 1). Standard calculus sequence; 2). Linear Algebra; 3). Abstract Algebra; 4). Nine additional hours of post-calculus courses. A student who is no more than two courses short of meeting these requirements may be admitted on a provisional basis.

Science Education
No additional requirements.
4. Students who do not meet these requirements will be considered on a case by case basis.

CORE CURRICULUM
Each area of emphasis provides work beyond the topics studied for the baccalaureate degree. It may be used by junior and senior high school teachers to improve their skills and understanding of the discipline and its teaching. The program may be adapted by those seeking employment in industry, business or government or by those interested in pursuing a higher level degree.

CURRICULUM A
Area of Emphasis plines in the natural sciences. 15-
Completed May be chosen from any department in the University.
Area 6
Thesis An oral defense of the thesis is required. 6
Electives May be chosen from any department or discipline, with no restriction on the total number of hours from any department or discipline. 2-5
Total 32

CURRICULUM B
Students may choose to do a thesis or a comprehensive scholarly paper and the writing of a comprehensive examination in the area of emphasis in lieu of a thesis.
Area of Emphasis plines in the natural sciences. 18
Completed May be chosen from any department in the University.
Area 6
Electives May be chosen from any department or discipline, with no restriction on the total number of hours from any department or discipline. 8
Total 32

DEPARTMENT OF BIOLOGY
(BI) (BO) (BT) (GI) (SE) (ZO)
Dr. William Eddleman, Chairperson
(573) 651-2170
E-mail: weddleman@semo.edu

MASTER OF NATURAL SCIENCE IN APPLIED CHEMISTRY
Dr. Philip Crawford, Chairperson
(573) 651-2166
REQUIREMENTS FOR ACCEPTANCE

Entering students will take placement exams in Organic, Analytical, and Physical Chemistry. The exams emphasize fundamental knowledge that entering students should have in each of the three areas, at a level of rigor typical of that found in a Chemistry Bachelor of Arts degree program. More advanced exams may be used to determine the correct placement of better prepared students. On the basis of the exam scores, the students will be placed either into refresher courses or into their required degree courses.

Refresher Courses

CH511 Fundamentals of Physical Chemistry (2 credit hours)

CH540 Fundamentals of Organic Chemistry (2 credit hours)

CH571 Fundamentals of Quantitative Analysis (2 credit hours)

These courses are the same as CH310, CH341/CH342, and CH271 in the Southeast Missouri State University Undergraduate catalog, and include lab, but graduate students receive only two hours of credit. A maximum of 2 hours of refresher courses may count as elective credit towards the M.N.S. in Applied Chemistry degree.

CHEMISTRY DEGREE REQUIREMENTS

In addition to the core curriculum, the following courses are required on all M.N.S. in Applied Chemistry degrees.

CH607 Introduction to Research and Chemical Literature-Areas of emphasis are restricted to disciplines in the natural sciences. 3

CH608 Seminar 0

CH609 Seminar-Students sign up for either CH608 or CH609 each semester they are enrolled. Enrollment in CH609 is limited to the one semester in which the student gives a seminar presentation. 1

CH681-  
CH683 Internship in Chemistry 1-3

CH691-  
CH695 Research 3-5

A total of six hours of research/internship must be completed. The internship component is required but is limited to a maximum of three hours. Select one of these courses:

CH611 Topics in Physical Chemistry 3

CH641 Topics in Organic and Biological Chemistry 3

CH663 Topics in Inorganic Chemistry 3

CH675 Topics in Analytical Chemistry 3

DEPARTMENT OF MATHEMATICS

Dr. Victor Gummersheimer, Chairperson  
(573) 651-2164  
E-mail: vgummersheimer@semo.edu

Dr. Robert Sheets, Graduate Program Coordinator  
(573) 651-2164  
E-mail: rsheets@semo.edu

SCIENCE EDUCATION EMPHASIS

Dr. Margaret Waterman, Director  
(573) 651-2381  
E-mail: mwaterman@semo.edu

This emphasis is designed to provide graduate level training in science education, and it is divided into three tracks: one tailored for secondary science education, one for middle school science education, and one for elementary science education. Congruity between science content and science pedagogy characterize the program of study, a balance that leads to enhanced science teaching and learning as well as more effective science curriculum development and management. This is not a program that leads to teacher certification.

Admission Requirements:

• Hold a baccalaureate degree from an accredited college or university.

• Have an overall undergraduate G.P.A. of at least 2.5 on a 4.0 scale.
Admission Requirements: MNS Science Education Emphasis

A. Secondary Science Education Track
- Hold a valid teaching certificate in secondary education with a major or area of endorsement in one of the sciences (biology, chemistry, earth science, or physics) OR approval from the director of graduate science education.
- A total of at least 30 undergraduate hours in the combined areas of science and mathematics.

B. Elementary Science Education Track
- Hold a valid teaching certificate in elementary education or early childhood education or middle school education OR approval from the director of graduate science education.
- A total of at least 30 undergraduate hours in the combined areas of science and mathematics (technique courses may be included in that total).

C. Middle School Science Education Track
- Hold a valid teaching certificate in middle school education or secondary education or elementary education OR approval from the director of graduate science education.
- A total of at least 30 undergraduate hours in the combined areas of science and mathematics (technique courses may be included in that total).

Course Requirements: Science Education Emphasis

Secondary Science Education Track (32 total hours)

Area of Emphasis:
ST601 Introduction to Science Education 3
ST603 Research Methods in Science Education 3
ST660 Advanced Topics in Science Education 3
Select two courses from the following:
BI618 Topics in Biology Education
CH618 Topics in Chemistry Education
GO618 Topics in Earth Science Education
PH618 Topics in Physics Education

One appropriate graduate course in the College of Science and Mathematics as determined by the student and advisor.

Total 18

Complementary Area (6 hours)
Select two courses from the following or any other courses approved by the graduate advisor.
SE601 Schools in the Middle
SE602 Effective Teaching at the Middle Level
SE603 Curriculum Development at the Middle Level
SE604 Designing Interdisciplinary Units 6
SE637 Secondary Curriculum Construction
SE638 Improvement of Instruction
EF690 Foundations of Curriculum Development
PY571 Statistics for the Behavioral Sciences

Total 6

Electives
Select 8 hours from the following (must be approved by graduate advisor with no more than six hours within the undergraduate major or endorsement)
BI618 Topics in Biology Education 3
CH618 Topics in Chemistry Education 3
GO618 Topics in Earth Science Education 3
PH618 Topics in Physics Education 3

Any graduate course in any of the science departments; any graduate course listed under the complementary area or one approved by the advisor.

NOTE: This is a non-thesis track. As such, a scholarly paper and a written comprehensive examination are additional requirements.

Total 8

Elementary Science Education Track (32 total hours)

Area of Emphasis
ST601 Introduction to Science Education 3
ST603 Research Methods in Science Education 3
ST660 Advanced Topics in Science Education 3
Select two courses from the following:
BI618 Topics in Biology Education
CH618 Topics in Chemistry Education
GO618 Topics in Earth Science Education
PH618 Topics in Physics Education

One appropriate graduate course in the College of Science and Mathematics as determined by the student and advisor.

Total 18

Complementary Area
Select two courses from the following or any other courses approved by the graduate advisor.

Total 18
Students interested in middle school science education may go through either the elementary or secondary track, selecting courses pertinent to the middle school level.

See “Graduate Course Listings” for a complete list of graduate courses and descriptions.
SCHOOL OF
POLYTECHNIC STUDIES
Randall Shaw, Dean
The Master of Science in Industrial Management is designed to serve students who have completed bachelor degrees in industrial/engineering technology or related disciplines. The program is designed to serve technical managers, production supervisors, engineers, technicians, and related types of individuals who wish to study full-time or part-time to prepare for or enhance their leadership positions in industry and related enterprises. Program emphasis is on technical management, improving productivity, and problem-solving. Graduates will be expected to use information systems to communicate effectively, process information, and assess data to solve problems in industry. They will be prepared to evaluate the performance of technical systems and interpret the significance of data pertaining to product quality and reliability. They will become familiar with contemporary issues relating to people and technology in competitive world-class markets and will be able to identify and apply techniques for organizing resources to enhance productivity and accomplish objectives in a cost-efficient and timely manner. Graduates will serve as effective leaders, supervisors, and managers in technical enterprises.

The Industrial Management program is designed to:
1. Develop advanced competencies needed by technical managers, supervisors, and related positions in world-class industries and related enterprises.
2. Broaden the career potential of individuals through the ability to implement systems, increase productivity, and improve product quality.
3. Develop a broad perspective needed for those employed in, or aspiring to, positions of responsibility in industry.

ADMISSION
For consideration, applicants must hold a baccalaureate degree from an accredited college or university in industrial/engineering technology, engineering, industrial/technical education, or related field with coursework or significant background in industrial safety, quality control, and supervision. Applicants with other degrees, who with a portfolio can verify a record of successful industrial experience as a technical manager, can be admitted after completing IM301, IM311, IM419 (or equivalents) and one of the following: IM313, IM315, IM411, or IM417 (or equivalents). Course titles and descriptions are available in the Southeast Undergraduate Bulletin or on the Department's web page.

Consideration for regular admission is based on an undergraduate grade point average of at least 2.7 on a 4.0 scale or having completed nine or more semester hours of graduate work at an accredited institution with grade point average of at least 3.3 on a 4.0 scale. The department graduate faculty reserve the right to require candidates to have at least a 50th percentile composite score on the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT).

Students who do not meet the grade point average or GRE/GMAT requirements may be conditionally admitted and allowed to complete only nine graduate semester hours. Upon completion of the nine semester hours at Southeast, the student must have a grade point average of 3.33 on a 4.0 scale to be considered for full admission to the program.

International students who wish to be considered for admission to the program must submit all original documentation, a $100 application fee, a TOEFL score of 550 or better, and a financial statement indicating funds available per year. The deadlines for the materials to be received are Fall semester-June 1; Spring semester-October 1; Summer semester-March 1.

PROGRAM REQUIREMENTS
Students in the program must maintain and finish with a graduate g.p.a. of 3.0 with no grade lower than a "C." Students not meeting these requirements are subject to dismissal after a probationary period. The length of the probationary period will be determined by the faculty advisor and Graduate Coordinator. Students are expected to complete at least six hours per year. Students not meeting this requirement are subject to dismissal. Students are expected to complete the program in a maximum of six years from the date of the first course taken or accepted for the program (including transfer courses). Courses over six years old will need to be repeated or substitutions made.

Students are expected to file an Application for Candidacy prior to enrolling in the last 16 hours of the program. Individuals seeking candidacy must have completed GR691 and at least two of the following: IM601, IM602, IM603, IM604, IM605, or IM606.

Students have a choice of writing a thesis (IM694) and taking oral exams, or writing a non-thesis paper (IM693) for an applied research project and writing com-
prehensive exams. For written or oral assessment, students must enroll in GR698 or GR699 during their last semester with no fee unless they are not enrolled in regular coursework.

The Master of Science in Industrial Management is obtained by completing a minimum of 36 semester hours of graduate level work including a three semester hour applied research project or thesis. The program contains a core of 24 semester hours and students select one of four focus areas: Technical, Industrial Environment and Health Safety, Training and Development, or Customized. Each focus area contains 12 semester hours that will be selected to meet the specific needs of individual students.

### CORE COURSE REQUIREMENTS

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<td>GR691</td>
<td>Methods of Research: Qualitative and Quantitative Designs</td>
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</tr>
<tr>
<td>IM601</td>
<td>Industrial Safety and Ergonomics</td>
<td>3</td>
</tr>
<tr>
<td>IM602</td>
<td>Advanced Quality Concepts</td>
<td>3</td>
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<tr>
<td>IM603</td>
<td>Industrial Supervision in a Diverse Workplace</td>
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<td>IM604</td>
<td>Facilities Management</td>
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<td>IM605</td>
<td>Innovation</td>
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<td>IM606</td>
<td>Knowledge Management</td>
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<td>IM693</td>
<td>Applied Research Project or Thesis</td>
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<td>Thesis</td>
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### OTHER REQUIREMENTS

Select 12 hours from one focus area

#### Technical Focus

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<td>ET564</td>
<td>Telecommunications and Networking II</td>
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<td>ET568</td>
<td>Industrial Controls</td>
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<tr>
<td>ET625</td>
<td>Wireless Communications and Data</td>
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<td>ET635</td>
<td>Network Security</td>
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<tr>
<td>MN512</td>
<td>Advanced Manufacturing Systems</td>
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<td>MN516</td>
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#### Industrial Environment and Health Safety

Select 12 hours from:

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<tr>
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<tr>
<td>EV654</td>
<td>Risk Assessment Applications</td>
<td>3</td>
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<tr>
<td>EV655</td>
<td>Industrial Hygiene</td>
<td>3</td>
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<tr>
<td>EV660</td>
<td>Introduction to Toxicology</td>
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### Training and Development

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>IE590</td>
<td>Assessment for Career and Technical Education</td>
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<tr>
<td>IE592</td>
<td>Selection and Organization of Subject Matter</td>
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<tr>
<td>IE593</td>
<td>Principles and Practices of Technical Subjects</td>
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<tr>
<td>IE595</td>
<td>Teaching Adults in Career and Technical Education</td>
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<td>IE596</td>
<td>Foundations of Career and Technical Education</td>
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<td>IE597</td>
<td>Coordination of Cooperative Education</td>
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### Customized

A program developed to meet individual career needs of the student.

See “Graduate Course Listings” for a complete list of graduate courses and descriptions.
GRADUATE COURSE LISTINGS

ACCOUNTING (AC)

AC531: Strategic Cost/Managerial Accounting
Cost/Managerial accounting procedures emphasizing cost allocation methods, cost control, regression analysis, decision models, and operations research. Prerequisite: Minimum grade of "C" in AC331. (3 credit hours)

AC532: Strategic Cost Management
Application of current strategic cost management concepts to the modern technological environment. Prerequisites: AC331 and Graduate standing. (3 credit hours)

AC534: Advanced Accounting
Business combinations, multinational enterprises, partnerships, consolidated statements and not-for-profit accounting. Prerequisites: AC321 with a minimum grade of 'C' and Graduate standing in the MBA Program. (3 credit hours)

AC545: Advanced Income Tax Accounting
The examination and application of federal income tax theory and methods with emphasis on partnership, corporation, and fiduciary problems. Prerequisites: AC435 with minimum grade of 'C'. (3 credit hours)

AC546: Income Tax Research and Planning
An examination of the Internal Revenue Code with emphasis on use of tax services, research problems in taxation, and tax planning. Prerequisites: Graduate standing in MBA Accounting Track and satisfactory completion of AC435 and AC545 with a minimum grade of "C". (3 credit hours)

AC547: Accounting Theory
Study and application of accounting theory to current and emerging issues in accounting practice. Prerequisites: AC332 with a minimum grade of 'C' and Graduate standing in MBA Program. (3 credit hours)

AC548: Governmental and Not-For-Profit Accounting
An introduction to the accounting principles and reporting practices of governments and not-for-profit organizations. Prerequisites: Senior status Accounting major or Graduate standing in MBA Program. (3 credit hours)

AC557: Applied Accounting Research
Review and application of research to emerging issues in accounting. Prerequisites: Graduate standing in MBA Accounting Track. (3 credit hours)

AC573: Accounting Internship
A supervised learning and work experience in professional accounting which enhances and supplements other accounting courses. Prerequisites: Graduate standing in MBA Accounting Track and consent of department chairperson. On demand. (3 credit hours)

AC637: Advanced Auditing
An in depth examination of auditor legal liability, ethics, analytical procedures, statistical sampling, and audit research using electronic databases and the Internet. Prerequisites: Graduate status in MBA Accounting Track and satisfactory completion of a Principles of Auditing course. (3 credit hours)

ADMINISTRATIVE SERVICES (AD)

AD520: Cooperative Education Programs
Changing philosophy and environment of cooperative education; overview of office and distributive education programs; planning, organizing, and operating the cooperative programs. Prerequisites: SE314 and SE370 or equivalent. (3 credit hours)

AD526: Improvement of Curriculum and Instruction in Business and Marketing Education
A study of the current trends, objectives, content, teaching techniques, and evaluation techniques in business and marketing education. Special emphasis is given to selecting and evaluating instructional materials. Prerequisites: SE314 and SE370 or equivalent. (3 credit hours)

AD527: Implementing Business and Marketing Education
A study of components for successful implementation of business and marketing programs. Prerequisites: SE314 and SE370 or equivalent. (3 credit hours)

AD595: Integrating Academics into Vocational Curricula
Development of vocational curricular materials designed to integrate academics into vocational subjects. (2 credit hours)

AD622: Training in Office Systems
Application of instructional development for the education and training of employees in office systems. (3 credit hours)
AD629: Information Processing for Business Teachers
Overview of information processing components in the modern office, study of computer concepts, and hands-on learning of intermediate and advanced microcomputer applications. (3 credit hours)

AD681: Topics in Business Education
Directed study of special problems in business education through seminars, workshops, forums, etc. (1-3 credit hours)

AD682: Topics in Business Education (2 credit hours)

AD683: Topics in Business Education (3 credit hours)

AD691: Independent Study in Business Education
A study of an approved topic in business education, preferably a topic originating from previous research or from teaching experience. Prerequisite: Department approval. (1 credit hour)

AD692: Independent Study in Business Education (2 credit hours)

AD693: Independent Study in Business Education (3 credit hours)

AGRICULTURE (AG)
AG551: Water Management
Soil, water, and plant relationships. Design and layout of farm drainage and irrigation systems. Prerequisite: AO215. (3 credit hours)

AGRONOMY (AO)
AO550: Soil Conservation
Principles and practices associated with the conservation of soilscape and the control of accelerated erosion. Prerequisites: MA134 and one of the following: AO215 or GO110 or BI170. (3 credit hours)

AO555: Soil Classification and Resource Management
Classification of soils in terms of their physical, chemical and mineralogical composition. Interpretation of soils in terms of proper land use, with special attention to soil erosion. Two lectures; two-hour lab. Prerequisites: AO215 or GO110; CH181 or CH185. (3 credit hours)

AO627: Soil Fertility and Plant Nutrition
Fundamentals and concepts of soil fertility and its evaluation related to soil management, plant nutrition, and maintenance. Two lectures; two-hour laboratory. Prerequisites: 1 year of general chemistry and concurrent enrollment in BI689/690 or equivalent. (3 credit hours)

ANTHROPOLOGY (AN)
AN550: Historical Archaeology
Intensive examination of major issues in the development of historical archaeology, theoretical and methodological issues, and major areas of research. Prerequisites: consent of instructor or major in history or historic preservation. (3 credit hours)

ART (AR)
AR501: Intaglio Printmaking
A course in the process of intaglio printmaking. One lecture and two two-hour laboratories per week. (3 credit hours)

AR502: Litho Printmaking
Techniques of lithography and development of personal expression. One lecture and two two-hour laboratories. (3 credit hours)

AR503: Community Art
Community Art course will provide students with an understanding of the historical and social basis of Community Art, along with artistic projects involving the community. Prerequisite: Senior with instructor approval, or graduate standing. (3 credit hours)

AR520: Figure Painting
Painting from the human figure with emphasis on composition, structure, and technique. (3 credit hours)

AR530: Fibers II
Further exploration of the fiber media, including weaving, dyeing processes, stitchery, quilting, spinning, and fiber sculpture. One lecture; two two-hour laboratories. (3 credit hours)

AR541: Ceramics III
An in-depth ceramic course designed to provide advanced students an opportunity to structure their own ceramic problems, with personal research in the medium. (Course
may be repeated for a total of 6 hrs.) One lecture; one two-hour laboratory. (3 credit hours)

**AR600: Advanced Drawing**
Intensive studio work with the figure in various drawing media. Two two-hour laboratories a week. (2 credit hours)

**AR602: Advanced Design**
A graduate studio experience in design. The course stresses investigation of design sources, the solving of self-directed design problems and the evaluation of finished projects. (3 credit hours)

**AR620: Advanced Painting I**
An in-depth, multi-media painting course designed to provide graduate students with opportunities to develop and research their own course of study. One lecture and two one-hour laboratories per week. (3 credit hours)

**AR640: Ceramics IV**
A depth course in ceramics for art teachers. Emphasis is given to the development of ceramic competencies and the objectives and means for teaching them. (Course may be repeated for a total of 6 hrs.) One lecture; one two-hour laboratory, on demand. (2 credit hours)

**AR674: Elementary Art Education**
Approaches to implement objectives, content and flexible teaching techniques into an optimal elementary school program to integrate the visual arts with other disciplines. (3 credit hours)

**ART HISTORY (AH)**

**AH510: Non-Western Art**
Emphasis on the art forms of ancient and contemporary Africa, India, the Orient and Meso-America. (3 credit hours)

**AH511: Modern Art**
History of major developments in the art of the 19th and 20th centuries. (3 credit hours)

**AH512: Contemporary Art**
Movements in painting, sculpture, and architecture as developed in Europe and America beginning with the Armory show and including present trends. A term report is required. (3 credit hours)

**AH516: Issues in Modern Art**
This course will investigate the development of modernism in western culture as it is reflected in the painting, sculpture and architecture of the time. (3 credit hours)

**BIOLOGY (BI)**

**BI500: Fundamental Concepts of Bioenergetics**
The characterization of the energetic processes unique to the machinery of life at the cellular and molecular levels. The mechanisms that move molecules and ions against chemical and electric gradients, do mechanical work, and drive syntheses. It is the collective and overt manifestations of these mechanisms-excitation, movement, growth, differentiation—which commonly are regarded as the distinguishing features of the living state. Not credited on the departmental undergraduate major or minor. Not credited on the departmental graduate area of emphasis or complementary area for the M.N.S. Prerequisites: Thirty semester hours of acceptable undergraduate credit in science and mathematics for the M.N.S. degree. (1 credit hour)

**BI501: Fundamental Concepts of Genetics**
Inheritance and variation in plants and animals and their applications in agriculture, medicine and other human affairs. Not credited on the departmental graduate area of emphasis or complementary area for the M.N.S. Prerequisites: Thirty semester hours of acceptable undergraduate credit in science and mathematics for the M.N.S. degree. (1 credit hour)

**BI543: Pathogenic Microbiology**
The study of the epidemiology, pathology, isolation, identification, prevention and treatment of clinically significant bacteria and viruses. Prerequisite: BI200 or equivalent. Two lectures. (2 credit hours)

**BI544: Pathogenic Microbiology Laboratory**
The isolation and identification of clinically significant bacteria are studied in theory and practice with emphasis on the biochemical basis of the procedures. Prerequisite: BI200. Corequisite: BI543. One two-hour laboratory. (1 credit hour)

**BI551: Biology Field Studies**
A one-week field course involving the study of ecosystems not normally within the range of southeast Missouri (e.g. grasslands, deserts, estuarine, and montane systems). Prerequisite: 20 hours of biology, including BO200 and ZO200 and consent of instructor. On demand. (1 credit hour)
BI553: Biology Field Studies
A three-week field course involving the study of ecosystems not normally within the range of southeast Missouri (e.g. grasslands, deserts, estuarine, and montane systems). Prerequisites: 20 hours of biology, including BO200 and ZO200, and consent of instructor. On demand. (3 credit hours)

BI570: The Development of Instructional Materials for Courses in the Biological Sciences
Independent study under the supervision of a member of the Department of Biology faculty. Students will design and develop instructional materials for a course in the Department of Biology with the expectation that such materials will be incorporated into the course. On demand. (1 credit hour)

BI589: Biological Research
Investigation of a research project with emphasis on development of controls, evaluation of results, and relation to current literature; appropriate summarizing paper may be required. Prerequisites: Consent of instructor and department chairperson. (1 credit hour)

BI590: Biological Research (2 credit hours)
BI591: Biological Research (3 credit hours)

BI604: Cell Biology
Dynamics of eukaryotic cellular function, molecule targeting, vesicular trafficking, signal transduction, and molecular aspects of cell interactions. Two lectures and one two-hour lab. Prerequisites: BI381, CH341 and CH342, or consent of instructors. (3 credit hours)

BI614: Current Problems in Cell and Molecular Biology
In-depth consideration of selected topics of current interest in cellular and molecular biology, with emphasis on problem solving and analysis of primary literature. Three hours lecture and one hour recitation. Prerequisite(s): BI404/604. (3 credit hours)

BI620: Principles of Wildlife Management
Introduction to theoretical principles and empirical bases for population management of wildlife, and applications of these principles. Basic concepts of population dynamics, estimation of population parameters, and population management. Examples emphasize North American species. Prerequisites: BI200; BO200; ZO200; BI225 or equivalents; or consent of instructor. 1-2 weekend field trips may be required. Three lectures. (3 credit hours)

BI630: Management of Wildlife Habitat
Principles and practices of habitat management for wildlife in North America. Prerequisites: BO200, ZO200, or equivalents. Two lectures and one two-hour laboratory. (3 credit hours)

BI634: Evolutionary Ecology
Integration of evolutionary and ecological processes that govern community structure and function in the marine environment. Human impacts on the marine environment. Prerequisites: BI154, BI332, and BI348. (3 credit hours)

BI632: Advanced Ecology
Study of the evolutionary interactions among organisms and their environments. Evolutionary stable strategies, life history and foraging strategies, population growth, intraspecific and interspecific interactions. Prerequisite: BI332. On demand. Three lectures. (3 credit hours)

BI635: Conservation Biology
Discussion of ecological principles relating to conservation of biodiversity, with a review of social, political, and economic constraints. Three lectures. Prerequisite: BI332 or equivalent. On demand. (3 credit hours)

BI638: Biogeography
Geographical distribution of biological diversity. Application of theories and methods to explore spatial and temporal patterns of variation and biodiversity. Prerequisites: BI154 and either BI300 or BI332. (3 credit hours)

BI640: Ecology and Management of Wetlands
General introduction to structure, function, classification, delineation and biota of wetlands. Emphasis will be on the application of principles of wetland ecology to wetland management, with particular attention given to wetland types occurring in the Midwest. Prerequisites: BO200, ZO200 or equivalents; or consent of instructor. 2-3 weekend field trips may be required. Two lectures and one two-hour lab. (3 credit hours)

BI641: Virology
A course to acquaint students with viruses, prions and viroids of animals, plants and bacteria, with emphasis on their biochemical characteristics, techniques of study, and
medical and economical importance. Prerequisites: BI200 and five hours of chemistry. Three lectures. (3 credit hours)

**BI642: Immunology**
An introduction to natural and acquired immunity. Topics covered will include natural defense mechanisms, nature of antigens and antibodies, antigen-antibody interactions, humoral and cellular immuno-response mechanisms, allergy, and immune response malfunctions. Prerequisite: BI200 or equivalent. Two lectures and one two-hour laboratory. (3 credit hours)

**BI643: Epidemiology**
Concepts, methods and applications of infectious disease, chronic disease, and environmental epidemiology focused on epidemiological reasoning processes. Three lectures. Prerequisite(s): BI200, MA134. (3 credit hours)

**BI645: Microbial Physiology**
A detailed consideration of prokaryotic structure and function, encompassing morphology, metabolism, genetics, and growth. Prerequisites: BI200, CH341, and CH342 or equivalent. Two lectures and one two-hour laboratory. (3 credit hours)

**BI650: Investigative Molecular Biology and Biotechnology**
Gene cloning and analysis in an investigative environment. DNA isolation, sequence analysis, recombinant construction, hybridization, library screening, PCR. Prerequisites: BI200, BI381, CH341, and CH342. One lecture and four hours lab. (3 credit hours)

**BI652: Limnology**
A comparative approach to the ecological study of freshwater systems, including the chemical, physical, and biological components of springs, streams, impoundments, and swamps. Prerequisites: BO200, ZO200, CH185 or equivalents. One lecture and two two-hour laboratories/field experiences. (3 credit hours)

**BI653: Occupational Health**
Introduction to the factors influencing occupational incidents and the adverse interactions of environmental and occupational chemical/physical agents with humans. Prerequisites: Any BI or BS Living Systems course and CH181 or CH185. Three lectures. (3 credit hours)

**BI654: Risk Assessment Applications**
Introduction to concepts, terminology, methods, and applications of qualitative and quantitative health and ecological risk assessment and risk communication. Prerequisites: Any BI or BS Living Systems course and CH181 or CH185 and MA134. Three lectures. (3 credit hours)

**BI655: Industrial Hygiene**
The study of chemical and physical hazards in the occupational environment and the methods used for their evaluation and control. Prerequisites: BI200, BI381, CH341, and CH342. One lecture and four hours lab. (3 credit hours)

**BI660: Introduction to Toxicology**
Introduction to the fundamental principles of toxicology, toxic agents, toxicity testing, mechanisms of toxicity, toxic effects, sources of exposure, and applications of toxicology. Prerequisites: Junior standing and completion of BI200, ZO200, and CH186. Three lectures. (3 credit hours)

**BI669: Wildlife Toxicology**
Introduction to the principles of environmental toxicology and discussion of the literature on biological effects of environmental toxicants on terrestrial vertebrate wildlife species. Prerequisites: ZO200 and CH185 (or equivalents), or permission of instructor is required. On demand. Three lectures. (3 credit hours)

**BI684: Readings in Biology**
In-depth consideration of subject matter ordinarily unavailable in the departmental curriculum through directed readings and discussion with the instructor. May be taken twice. Prerequisite: Permission of instructor. On demand. (1 credit hour)

**BI685: Topics in Biology**
In-depth consideration of subject matter ordinarily unavailable in the departmental curriculum, e.g., helminthology, zoogeography, etc. Topic for any one semester available from department chairperson. Prerequisite: Permission of instructor. Lecture and/or lab. On demand. (3 credit hours)

**BI688: Experimental Design**
Introduction to the planning of research proposals, evaluation and design of research projects, including data analysis techniques. One lecture and one two-hour lab. (2 credit hours)
**BI689: Graduate Seminar I**
To be taken during the first semester of coursework on the MNS. Presentation and discussion of material dealing with current issues in biology including ethics, regulations, and information resources. (1 credit hour)

**BI690: Graduate Seminar II**
To be taken at the end of the program when student is preparing his/her thesis or non-thesis paper. Presentation and discussion of material dealing with current issues in biology. Prerequisite: BI689. (1 credit hour)

**BI693: Readings in Biology**
In-depth consideration of subject matter ordinarily unavailable in the departmental curriculum through reading and discussion of assigned material. Students are limited to a total of 6 credit hours of readings during their program. Prerequisites: BI200; BO200; ZO200; consent of the instructor, and permission of the department chairman is required. (2 credit hours)

**BI694: Thesis**
A written report based upon the investigation of some subject or the completion of a creative project. See "Thesis" for additional information. (3 credit hours)

**BI696: Thesis** (2 credit hours)

**BI697: Thesis** (1 credit hour)
Note: The following courses are offered through the Gulf Coast Research Laboratory, Ocean Springs, Mississippi. Credit is awarded by Southeast Missouri State University Department of Biology. See department chairperson for details.

**Biology (Gulf Coast) (BI)**
**BI540/541: Marine Microbiology and Laboratory**
A general course designed to introduce the student to the role of microorganisms in the oceans and estuaries. Prerequisites: general microbiology, advanced microbiology, or consent of instructor. (5 credit hours)

**BI559/560: Coastal Ecology for Teachers**
A course designed to provide teachers with a background in basic coastal ecology, thereby allowing the augmentation and infusion of interdisciplinary concepts involving the environment and conservation. (4 credit hours)

**BI571: Marine Science for Teachers**

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**BI573: Special Topics in Marine Science**
The purpose of the course is to provide the opportunity for students to obtain credit for study in areas in which the laboratory offers no formal course. Special topic courses are not to be research oriented and grades are to be derived from testing, not report writing. Students must make application to take this course and attach a topic outline. (1 credit hours)

**BI574: Special Topics in Marine Science** (2 credit hours)

**BI575: Special Topics in Marine Science** (3 credit hours)
**BI576: Special Topics in Marine Science** (4 credit hours)

**BI577: Special Topics in Marine Science** (5 credit hours)
**BI578: Special Topics in Marine Science** (6 credit hours)

**BI579/580: Applications of Biotechnology in Marine Biology (Lecture and Laboratory)**
Introduction to basic biochemical and molecular techniques used to conduct research in the fields of systematics, fisheries science, aquaculture, and aquatic toxicology. Prerequisites: BI120, BI125, BI130, BI140, BI170, ZO200, CH185, CH186, CH187, CH341, CH342, CH343, CH344, CH531, CH532, CH533. (6 credit hours)

**BI593: Special Problems in Marine Science**
Special problems are research oriented and grades are based on reports submitted by students. Students wishing to take a special problems course are required to submit a brief proposal of planned study. (1 credit hour)

**BI594: Special Problems in Marine Science** (2 credit hours)
B1595: Special Problems in Marine Science (3 credit hours)

B1596: Special Problems in Marine Science (4 credit hours)

B1597: Special Problems in Marine Science (5 credit hours)

B1598: Special Problems in Marine Science (6 credit hours)

B1671: Graduate Research
Numerous phases of marine science offered year round (i.e., biological electron microscopy, morphology, microbiology, taxonomy, biochemistry, fisheries biology, marine ecology, bioenergetics, and aquatic systems). (1 credit hour)

B1672: Graduate Research (2 credit hours)

B1673: Graduate Research (3 credit hours)

BIOLOGICAL SCIENCE (BS)
BS618: Topics in Biology Education
Topics in biology education are addressed using a wide variety of activity-rich, inquiry-based approaches. While the course is a biology course, multiple instructional methods adaptable for K-12 science teaching and learning will be modeled. This course is intended to strengthen the biology content background of graduate students who have majors or certification endorsements in areas other than biology, while updating content for those with certification in biology. The specific content of the course will be flexible to accommodate the needs and interests of the students, but will center on major themes in biology. Prerequisites: Graduate status, permission of the instructor. (3 credit hours)

BIOTECHNOLOGY (BT)
B1650: Investigative Molecular Biology and Biotechnology
Gene cloning and analysis in an independent, investigative environment. DNA isolation, sequence analysis, recombinant construction, hybridization, library screening, PCR. 1 hour lecture, 4 hours lab. Prerequisites: BI200, BI381, CH341, and CH342. (3 credit hours)

BOTANY (BO)
BO501: Fundamental Concepts of Botany
A review of the main topics of botany presented in tutorial fashion utilizing audio-visual aids. Topics covered will include plant anatomy, physiology, reproduction, representative life cycles, taxonomy and evolution, as well as the relationship of plants to human society. Not credited on the departmental undergraduate major or minor. Not credited on the departmental graduate area of emphasis or complementary area for the M.N.S. Prerequisite: Thirty semester hours of acceptable undergraduate credit in science and mathematics for the M.N.S. degree. (1 credit hour)

BO620: Ethnobotany
The history and traditional methods of plant use by ethnic groups and potential or current applications to modern human needs, such as pharmacy, nutrition, human habitat, clothing, and industry. Three lectures. Prerequisites: BO200 and CH185. (3 credit hours)

BO645: Plant Physiology
Physiological processes of seed plants with emphasis on metabolism, development, and transport. One lecture, one recitation and one three-hour laboratory. Prerequisite: BO200. (3 credit hours)

BO661: Native Aquatic Plants
Designed to familiarize students with the algae and aquatic vascular plants found in the area and their habitat relationships. Primarily field-oriented. Prerequisite: BO200. One lecture and two two-hour laboratories. (3 credit hours)

BO669: Field Botany
Study of plant communities in a variety of habitats, emphasizing the natural history and field identification of local species. Prerequisite or Corequisite: BO361 or permission of instructor. Two four-hour laboratories. (2 credit hours)

Note: The following courses are offered through the Gulf Coast Research Laboratory, Ocean Springs, Mississippi. Credit is awarded by Southeast Missouri State University Department of Biology. See department chairperson for details.

BOTANY (GULF COAST) (BO)
BO500/505: Marine Phycology and Laboratory
A survey based upon local examples of the principal groups of marine algae and maritime flowering plants;
treat structure, reproduction, distribution, identification, and ecology. Prerequisite: General botany or consent of instructor. (4 credit hours)

**BO561/562: Salt Marsh Plant Ecology and Laboratory**
A study with emphasis on the botanical aspects of local marshes. Plant identification, composition, structure, distribution, and development of coastal marshes. Biological and physical interrelationships. Primary productivity and relation of marshes to estuaries and associated fauna. Prerequisites: General botany and ten hours of biology. (3 credit hours)

**BO563/564: Coastal Vegetation and Laboratory**
A study of general specific aspects of coastal vegetation, with emphasis on local examples. (3 credit hours)

**BUSINESS ADMINISTRATION (BA)**

**BA521: Topics in Entrepreneurship**
This course focuses upon the critical issues and challenges encountered at different stages in the processes of new venture initiation and growing privately-held companies. (3 credit hours)

**BA560: International Business Study Practicum**
Provides a comprehensive theoretical overview of international business, along with an intensive overseas study tour of business and institutions. This course involves additional travel and accommodation expenses. Prerequisites: MK301 and MG301. (3 credit hours)

**BA561: Entrepreneurship Planning and Strategy**
This course is concerned with entrepreneurial venture analysis, with primary emphasis on strategic and financial planning for a new venture (or existing small business/franchise), combined with a capstone experience in the context of creating a business plan. Prerequisite: BA361 or equivalent. (3 credit hours)

**BA600: Management Communication and Leadership**
This course will examine and apply management communication strategies to problems and issues of organizational leadership. Attention is given to communication skills that contribute to abilities to influence and shape decisions and the directions of groups in organizations. The course will also examine how to manage change, and will give attention to understanding the leadership approach required for continuous improvement. Prerequisite: Admission to MBA. (3 credit hours)

**BA620: Quantitative and qualitative Research Methods**
The course provides an analysis of the types, sources, methods, philosophy of business research and completion of a research project. Prerequisites: MG257 or equivalent and admission to MBA. (3 credit hours)

**BA630: Integrated Decision Information Systems**
Use of information system technologies to support decision making. Topics include management information systems, decision support systems, and expert systems. Prerequisites: MG175/MG375 or equivalent or admission to the MBA. (3 credit hours)
BA640: Integrative Management
Utilizing applied projects, six organizational components—leadership, strategic planning, customer focus, information, human resources, processes—are analyzed as parts of an overall system. Prerequisite(s): Admission to the MBA Program (3 credit hours)

BA641: Entrepreneurship
This course emphasizes the entrepreneurship processes and methods for analyzing new venture start-up opportunities, and the marketing, management and financial activities needed for successful start-up, growth, and harvesting of entrepreneurial ventures. (3 credit hours)

BA650: Strategic Decision Making
Strategic business behavior especially in relation to the external environment of business. Interdisciplinary and integrative perspectives are emphasized using cases, projects and team teaching. Prerequisite(s): Admission to the MBA Program and the successful completion of 12 hours in the MBA program. (3 credit hours)

BA651: Strategic Marketing
The advanced analysis of marketing case problems utilizing marketing and related business concepts and strategy. MBA Elective. Prerequisite: Accepted in the MBA Program. (3 credit hours)

BA652: Managerial Economics
An introduction to the use of economics in strategic decision making by managers. Prerequisites: EC215, EC225, MA139, or MA140. (3 credit hours)

BA656: Applied Human Resource Management
Study of applied human resource management in the filed of equal employment law, diversity, recruitment process, training and development, performance appraisals, and employee rights. Prerequisites: Accepted into a Graduate Program in the Harrison College of Business and MG301 with a minimum grade of ‘C’ or consent from the Program Director of Graduate Studies. (3 credit hours)

BA657: Applied Research Project
Designed to understand the process by which business leaders respond to business problems. Integrates research skills and professional business practices, and provides an opportunity to apply current research to a business problem. Prerequisites: The successful completion of 18 hours in the MBA program and approval of the Director of Graduate Programs in Business. (3 credit hours)

BA658: Business Internship
A supervised field experience in business involving at least 150 supervised contract hours. (credit/no credit, 3 credit hours) Prerequisites: The successful completion of 18 hours in the Masters of Business Administration Program and approval of the Director of Graduate Programs in Business.

BA660: Strategic Cost Analysis and Financial Application
Interpretation and analysis of financial information, internal and external reporting, planning and control for decision-making, and analysis of the current manufacturing environment. Prerequisites: AC222 and FI361 with a minimum grade of 'C' and admission to the MBA. (3 credit hours)

BA661: External Environment of Business
Study of the competitive, economic, legal, regulatory, political, technological, international and socio-cultural environments in which American businesses operate. Prerequisite: Admission to MBA. (3 credit hours)

BA662: Contemporary Issues in Business
Intended to introduce students in current research on contemporary business issues and questions. Students will be expected to read, understand, and critically evaluate research and analysis on contemporary issues and demonstrate an understanding of how research and analysis affect proposed solutions or responses to these issues or questions. Prerequisite: Admission to MBA program. (3 credit hours)

BA663: International Business Strategies
Comprehensive theoretical and practical discussion of international business strategies with specific emphasis on current case analysis. Prerequisites: Admission to the MBA program or permission of MBA Director. (3 credit hours)

BA664: Organizational Leadership
An investigation of organizational leadership styles and the types of behavior necessary to implement these styles. Prerequisite: Admission to MBA. (3 credit hours)
BA665: Financial Institutions, Credit Markets, and Regulatory Policy
The course examines the role of financial intermediation in business and society. In addition to the management of financial institutions, the course will focus on the impact of global economic forces and technological change on the financial services industry. Prerequisite: Admission to MBA. (3 credit hours)

BA667: Liability Risks in Products and Services
This course examines liability laws and how those laws impact American businesses in the production of goods and services. Prerequisite: Admission to the MBA program. (3 credit hours)

BA668: The Financial Environment
The course will cover the two dominant points of view that comprise the financial environment. Managers "inside the firm looking out" to the investment community raise capital, acquire assets and then deploy company assets in a manner that they believe maximizes the market value of the firm for a given risk level. In contrast, the investment community "on the outside looking in" is the final arbiter of whether or not managerial decision making is consistent with the wealth maximization of stockholders and creditors. The investment community is comprised of individuals, mutual funds, public and private pension funds, insurance companies, credit unions, university endowments, etc. (3 credit hours)

BA671: Business Topics Seminar
Special business topics typically unavailable in the graduate business curriculum. May be taken only once. Prerequisite: Admission into the MBA Program. (1-3 credit hours)

BA678: Operations Management
A problem solving and decision-making approach to Operations Management in a case setting. Emphasis is placed on developing the student's ability to apply quantitative techniques presented in the course to real-life problems. Knowledge of micro-computer applications will be useful. Prerequisite: Admission to MBA program. (3 credit hours)

BA680: Management of Health Systems: Strategy and Quality
An introduction to comparative health systems, impact on strategy and quality. Prerequisites: Admission into the MBA program or approval of MBA Director. (3 credit hours)
CH540: Fundamentals of Organic Chemistry  
Organic chemistry refresher course for M.N.S. Four lecture plus two lab hours. Prerequisite: graduate student status. (2 credit hours)

CH545: Organic Preparations and Characterization  
Preparation and characterization of organic compounds, including formulation of an organic reaction sequence, developing experimental procedures, and characterizing intermediates and products. One lecture and four lab hours. Prerequisites: CH607 and CH540, or consent of instructor. (3 credit hours)

CH563: Inorganic Chemistry  
A course dealing with theoretical and descriptive inorganic and organic metallic chemistry. The course also includes an introduction to inorganic synthesis and characterization. Three lecture and two lab hours. Spring only. Prerequisite: CH511, or consent of instructor. (4 credit hours)

CH565: Inorganic Preparations  
Acquaints students with techniques of inorganic synthesis. Four lab hours. Prerequisite: CH563. (2 credit hours)

CH571: Fundamentals of Quantitative Analysis  
Theory and techniques of analytical chemistry. Refresher course for M.N.S. Two lecture and four lab hours. Fall only. Prerequisite: graduate student status. (2 credit hours)

CH572: Environmental Estuarine Chemistry  
Offered summer only at the Gulf Coast Research Laboratory in Ocean Springs, Mississippi. Department advisors have additional details. (4 credit hours)

CH575: Chemical Instrumentation  
The theory and practice of modern instrumental methods of chemical analysis; molecular and atomic spectroscopy, electrochemical techniques, and separation science. Two lecture and four lab hours. Spring only. Prerequisite: CH511 or consent of instructor. (4 credit hours)

CH607: Introduction to Research and Chemical Literature  
Intensive study of the sources of chemical literature and their indexes. The students do a literature search on a problem suitable for a research project and thesis. This problem will be selected and developed through an extensive literature survey. Prerequisite: CH511. (3 credit hours)

CH608: Seminar  
Students will attend oral presentations on chemical research by graduate chemistry students and professionals. (0 credit hours)

CH609: Seminar  
Oral presentations on chemical research will be given by graduate chemistry students. Prerequisite: CH607. (1 credit hour)

CH611: Topics in Physical Chemistry  
In depth study of selected topics in physical chemistry. Prerequisite: Approval by instructor and department. (3 credit hours)

CH618: Topics in Chemistry Education  
A review of the basic content of chemistry coupled with pedagogical models appropriate for teaching in the elementary or secondary classroom. This course is not intended for students with an undergraduate or graduate chemistry major. (3 credit hours)

CH620: Forensic Chemistry  
Applications of the principles, methods, and instrumentation of chemistry to forensic problems. Covers topics most commonly applicable to the everyday functions of a crime laboratory professional. Three lectures and two hour lab. Pre or Corequisites: CH420; CH271; CH341/342; CH620; CH540; CH571; or appropriate undergraduate preparation as evidenced by performance on organic chemistry and quantitative analysis placement examinations. (4 credit hours)

CH641: Topics in Organic and Biological Chemistry  
In depth study and selected topics in organic and biological chemistry. Prerequisite: Approval by instructor and department. (3 credit hours)

CH647: Advanced One and Two-Dimensional Nuclear Magnetic Resonance (NMR) Techniques  
Advanced Nuclear Magnetic Resonance (NMR) techniques applied to structure determination. This course will provide theoretical and hands-on training of various 1D and 2D NMR techniques. Two hours of lecture and two hours of laboratory per week. Prerequisites: CH344 or consent of instructor. (3 credit hours)
CH663: Topics in Inorganic Chemistry  
In depth study of selected topics in inorganic chemistry.  
Prerequisite: Approval by instructor and department. (3 credit hours)

CH675: Topics in Analytical Chemistry  
In depth study and selected topics in analytical chemistry.  
Prerequisite: Approval by instructor and department. (3 credit hours)

CH676: Internship in Chemistry  
A supervised learning and work experience, approved by the Chemistry Department Graduate Committee and supervised by the student's graduate advisor which contributes to the student's program of study and career objectives.  
Prerequisite: Departmental approval. (1 credit hour)

CH677: Internship in Chemistry (2 credit hours)

CH678: Internship in Chemistry (3 credit hours)

CH688: Problems in Chemistry  
Directed study in specific topics in chemistry, chemical education, or chemical instrumentation.  
Prerequisite: Departmental approval. (1 credit hour)

CH689: Problems in Chemistry (2 credit hours)

CH691: Research  
An in depth investigation of a scientific problem in an approved area that will result in a thesis or a comprehensive scholarly paper upon the completion of the research project.  
Prerequisite: CH607. (1 credit hour)

CH692: Research (2 credit hours)

CH693: Research (3 credit hours)

CH694: Research (4 credit hours)

CH695: Research (5 credit hours)

CHILD AND FAMILY (CF)  
CF501: Preschool Child Practicum  
Practical experience in guidance and care of the child from 2 to 4 years of age. One lecture; two two-hour laboratories.  
Prerequisite: CF120 or permission of the instructor. (3 credit hours)

CF502: Preschool Children and Computer Technology  
The course serves as an introduction to microcomputer hardware and computer curricula available for young children and the role of computer technology in the young child's development. Participants are expected to have little or no prior experience with computers. Special emphasis will be placed on integrating child development principles with computer technology. Prerequisite: CF120 or consent of instructor. (3 credit hours)

CF506: Theories and Issues in Child Development  
This course examines the theoretical constructs of child development and comparative educational and interpersonal implications. Prerequisites: CF200, CF202, or CF211 or permission of instructor. (3 credit hours)

CF509: Child Life Services in Medical Settings  
Analysis of the reactions of children to hospitalization. Discussion of clinical skills related to developmental and psychosocial care of hospitalized children. Prerequisites: CF120 or consent of instructor. (3 credit hours)

CF512: Utilizing Family and Community Resource  
Interrelationship of the roles and activities of the family and community institutions. Acceptance of civic and professional responsibility to the family and to the community. (3 credit hours)

CF518: Gerontology Practicum  
An advanced supervised field experience which focuses upon the administration, staff, schedule, and operation of programs for the elderly. (3 credit hours)

CF530: Research and Issues in Child Development  
Overview of the issues, methodology and conclusions of classical and contemporary research as it relates to children's development. Research will be applied to parenting and to the classroom. (3 credit hours)

CF531: Basic Principles of Applied Behavior Analysis
Basic principles, procedures, and ethical considerations from the science of Applied Behavior Analysis. Includes history, technical terms, definitions and procedures to teach new behaviors and modify existing behaviors. Pre-requisites: 60 credit hours; admission to the ABA certificate program or the permission of the instructor and program director. (3 credit hours)

**CF532: Behavioral Assessment and Data Analysis**
Measuring various dimensions of behaviors, functional relationships between independent and their dependent variables within applied settings; designing, conducting, and evaluating single subject research; developing assessment strategies and data sheets. Prerequisites: CF531 or permission of the instructor and program director. (3 credit hours)

**CF533: Strategies for Behavioral Intervention and Change**
Empirically-validated behavior interventions and applied behavior analytic techniques within the context of a variety of applied settings, with considerations of ethics in for their selection and use. Prerequisites: CF531 and CF532 or permission of the instructor and program director. (3 credit hours)

**CF534: Supervised Field Experience I**
Supervised independent field-work in settings that apply basic principles of Applied Behavior Analysis under supervision of a board certified ABA analyst. Prerequisites: Admission to the ABA certificate program, completion of 6 hours of required courses in the ABA certificate program with a grade point average of 3.0 in the required courses of the ABA program, permission of the instructor, and compliance with the university and the practicum sites’ requirements regarding criminal background check. (3 credit hours)

**CF535 Supervised Field Experience II**
Advanced supervised independent field-work in Applied Behavior Analysis under supervision of a board certified ABA analyst. Prerequisites: Admission to the ABA certificate program, completion of 6 hours of required courses in the ABA certificate program with a grade point average of 3.0 in the required courses and CF534; or permission of the instructor, successful completion of the HH 5X4, the

**CF560: Practicum in Child Life Services**
An advanced supervised field experience with hospitalized children in selected health care settings and child life services programs. Prerequisites: Student must have completed 15 hours of required courses for the Child Life Services minor including CF109/110, GC210, RC260 and CF409 with a g.p.a. of 2.5 in required courses, unless waived by the faculty and department chairperson. (6 credit hours)

**CF604: Administration and Supervision in Early Childhood Programs**
Developing, administering and evaluating early childhood programs including philosophy, curriculum, regulations and other legal considerations, physical facilities, funding, financial concerns, staffing and staff development, enrollment, parents and community relations, and publicity. (3 credit hours)

**CF630: Family Systems**
Advanced family studies based upon the Family Systems Theory. Thorough examination of the familial subsystems and intervention approaches. (3 credit hours)

**CHILDHOOD EDUCATION (CE)**

**CE502: Exemplary Programs in Early Childhood Education**
An integrated, in-depth study of innovative and exemplary programs in early childhood education at the regional, national and international levels. The philosophy, rationale and methods will be examined. Foreign and domestic travel will be planned in conjunction with the course. On demand. (1 credit hour)

**CE503: Exemplary Programs in Early Childhood Education** (2 credit hours)

**CE504: Exemplary Programs in Early Childhood Education** (3 credit hours)

**CE570: Early Childhood Methods: Constructivist Education**
The exploration of constructivist theory and its relationship and application to developmentally appropriate curricu-
lum. Prerequisites: completion of Early Childhood Block or appropriate teaching certificate, or permission of instructor. (2 credit hours)

**CE605: Issues and Trends in Early Childhood Education**
Provides in-depth study and research and recent findings in the development, modification and implementation of programs for young children. (3 credit hours)

**CE610: Curriculum and Methods in Early Childhood Education**
Basic principles and concepts underlying curriculum planning for preschool through third grade. Topics to be considered include: educational beginnings, goals, diagnosis and evaluation teaching skills, play, self-concept and self-expression; communication skills; exploring and discovering in science and math. On demand. (3 credit hours)

**CE611: Supervised Field Study**
Supervised field work-study program for teachers seeking professional development and increased competency. The teacher's pupils and classroom become the central focus of learning during the semester of supervision on the job. Prerequisites: CE501 and CE610. On demand. (3 credit hours)

**CE614: Parent/School Partnerships in Early Childhood/Elementary Education**
Analysis of current programs and practices in establishing parent/school partnerships to support education decision making and child learning. (3 credit hours)

**CE618: Diagnosing and Prescribing Instruction in Early Childhood Education**
Diagnostic and prescriptive approach to teaching young children. Study of screening, assessment and diagnostic instruments and their use in planning and carrying out instruction. (3 credit hours)

**CE620: Eminent Scholars in Early Childhood Education**
Provides in-depth study of the works of renowned scholars and practitioners in Early Childhood Education and related fields. (3 credit hours)

**CE630: Assessing Young Children's Learning and Development - Part I: Uses of Standardized Measures**
Studies standardized assessment measures and their uses in planning and implementing instruction for the class and for individual young children. Emphasis upon the National Board for Professional Teaching Standards. Prerequisites: Graduate standing and successful completion of EL615. (3 credit hours)

**CE631: Early Childhood Education - Variable Topics I**
Incorporates and explores efforts initiated by private, state and federal educationally related entities and agencies, professional leadership organizations, professional leadership academies and grant activities designed for school improvement. Prerequisites: Valid teaching certificate and be admitted to a Masters program in the College of Education. (1, 2, 3 credit hours)

**CE634: Assessing Young Children's Learning and Development Part II: Use of informed Observation**
Studies authentic assessment measures and their uses in planning and implementing instruction for the class and for individual young children. Emphasis upon the National Board of Professional Teaching Standards. Prerequisites: Graduate standing, CE630 or equivalent course, and successful completion of EL615. (3 credit hours)

**CE641: Independent Study in Early Childhood Education**
Selected topics in education of young children to meet the needs of the individual students. Addresses topics not routinely covered in the regular curriculum. (1, 2, 3 credit hours)

**CE652: Advanced Study of Classroom Management**
Analysis of current research, theories and application of classroom management strategies for the early childhood classroom. Emphasis upon the National Board for Professional Teaching Standards. Prerequisites: Graduate standing and successful completion of EL615. (3 credit hours)

**CLOTHING AND TEXTILES (CT)**

**CT517: Historical Perspectives of Fashion**
An overview of factors which affect form and function of human apparel from ancient times to the present. (3 credit hours)
Social, psychological, economic and cultural factors related to clothing. (3 credit hours)

COMMUNICATION DISORDERS (CD)
CD510: Multicultural Issues in Communication Disorders
Introduction to the complex relationships existing between language, society, and communication disorders. A difference versus disorders approach is utilized in considering communicative issues. Assessment and intervention approaches are also discussed. Students are acquainted with ethnographic approaches to research in real-life fieldwork experiences. Prerequisites: CD230 and CD225. (3 credit hours)

CD525: Audiologic Rehabilitation
Management of hearing impairment and auditory-based learning disabilities in children and adults including psychosocial, technological, educational, and cultural aspects. Prerequisites: CD426 or equivalent undergraduate course in diagnostic audiology. (3 credit hours)

CD541: Fluency Disorders
Etiologies, comprehensive assessment and treatment of a variety of fluency disorders primarily identified by stuttering behaviors in children and adults. Prerequisites: CD230; CD340; or consent of instructor. (3 credit hours)

CD601: Advanced Clinical Practicum I
Supervised clinical experience in treatment and assessment of children and adults with communication disorders. Includes the application of formal and informal assessment and treatment procedures, writing diagnostics reports, writing weekly plans and results, and planning treatment programs. A minimum of 30 clock hours must be obtained for each credit hour of enrollment. May be repeated. (1 credit hour)

CD603: Advanced Communication Disorders Clinical Practicum
Combined lecture and supervised clinical experience in assessment and treatment of children and adults with communication disorders. Includes the application of formal and informal assessment protocols, and implementation of generic and esoteric treatment programs. A minimum of 60 clinical clock hours must be obtained for the course. May be repeated. (3 credit hours)

CD612: Instrumental Analysis of Speech
Advanced study of the biological, acoustic, psychological, and developmental aspects of speech production and perception through instrumental analysis. Two hours of lecture and two hours of laboratory per week. Prerequisite(s): Regular graduate standing or consent of instructor. (3 credit hours)

CD620: Developmental Articulatory & Phonological Disorders
A study of developmental speech sound disorders in children. Models and methods for assessment and differentiation between various types of speech sound disorders, including articulation and phonological disorders and apraxia and dysarthria. Prerequisite: Regular graduate standing or consent of instructor. (3 credit hours)

CD625: Research Methodology in Communication Disorders
Introduction to research methodologies in communication sciences and disorders, including prospectus development, data collection, analysis, and professional research writing and editing. (3 credit hours)

CD630: Language and Cognitive Disorders in Adults
The study of linguistic and non-linguistic deficits associated with acquired language disorders in adults, with focus on aphasias, closed- and open-head injuries, and dementias. Methods and strategies for the diagnosis, prognosis, and treatment are emphasized. Prerequisite: Regular graduate standing or consent of instructor. (3 credit hours)

CD634: Language and Cognitive Disorders in Infants and Preschool Children
A study of receptive and expressive language and cognitive development/disorders in infants and preschool children. The needs of this population in terms of service coordination, assessment, planning and implementing prevention and intervention are addressed using a family-centered approach. Prerequisite(s): Regular graduate standing or consent of instructor. (2 credit hours)

CD635: Language, Cognitive and Social Communication Disorders in School-Aged Children
A study of the receptive and expressive language, cognitive and social behaviors of children and adolescents with language disorders. Methods for assessing, preventing and treating language, cognitive and social skills will be addressed. Prerequisite: Regular graduate standing or consent of instructor. (3 credit hours)
CD641: Voice Disorders
Study of normal structures and functions of voice and various vocal disorders that result from deviations of structure or function. Differentiating organic from psychogenic disorders. Study of and experience with instrumentation and techniques for the assessment and management of vocal disorders. Prerequisite: Graduate standing. (3 credit hours)

CD643: AUGMENTATIVE/ALTERNATIVE COMMUNICATION SYSTEMS
Diagnostic and therapeutic implications for the individuals who require augmentative/alternative systems and related assistive technologies to function adequately in their environments. Prerequisite: Regular graduate standing or consent of instructor. (2 credit hours)

CD651: Neurogenic Speech Disorders
A study of speech disorders resulting from progressive and non-progressive neurological lesions of the central and peripheral nervous systems. Emphasis is placed on etiology and neuropathology of different dysarthric syndromes, as well as on corresponding diagnostic and management options. Prerequisites: Regular graduate standing or consent of instructor. (2 credit hours)

CD652: Swallowing Disorders
Pediatric and geriatric swallowing disorders resulting from structural and neurological lesions of the central and peripheral nervous systems. Emphasis is placed on etiology and characteristics of different dysarthric symptoms, as well as on diagnostic methods and management of specific symptoms. Prerequisites: Regular graduate standing or consent of instructor. (2 credit hours)

CD656: Craniofacial Anomalies and Resonance Disorders
Study of embryologic, anatomic, and physiologic bases of orofacial anomalies and cleft palate; team approach to assessment and rehabilitation; emphasis on genetics, reconstructive surgery, prosthodontics, orthodontics, otolaryngology, and speech-language pathology. Prerequisite: Regular graduate standing or consent of instructor. (2 credit hours)

CD661: Independent Study in Speech Pathology
(1 credit hour)

CD662: Independent Study in Speech Pathology
(2 credit hours)

CD663: Independent Study in Speech Pathology
(3 credit hours)

CD666: Externship in Communication Disorders I: Medical/Clinical
Supervised clinical practicum in a medical/clinical setting distinctly different from the University Speech and Hearing Clinic. A minimum of two externships is required for certification. May be repeated. Prerequisites: A minimum graduate g.p.a. of 3.0; completion of a minimum of 100 clinical clock hours obtained at the graduate level, including 15 audiology hours and 25 diagnostic hours in speech and/or language; CD632, CD630, CD609, and CD655. (2 credit hours)

CD667: Externship in Communication Disorders: Adult
Supervised clinical practicum in an adult setting distinctly different from the University Speech and Hearing Clinic. A minimum of two externships is required for certification. May be repeated. Prerequisites: A minimum graduate g.p.a. of 3.0 and an average g.p.a. of 3.0 in graduate clinical practica; completion of a minimum of 100 clinical clock hours obtained at the graduate level, including 20 diagnostic hours in speech/language/hearing; completion of or concurrent enrollment in CD630, CD651, and CD652; and permission of instructor. (3 credit hours)

CD676: Externship in Communication Disorders II: Educational
Supervised clinical practicum in an educational setting distinctly different from the University Speech and Hearing Clinic. A minimum of two externships is required for certification. May be repeated. Prerequisites: A minimum graduate g.p.a. of 3.0; completion of a minimum of 100 clinical clock hours obtained at the graduate level, including 15 audiology hours and 25 diagnostic hours in speech and/or language; CD632, CD609, and either CD634 or CD635. (2 credit hours)

CD677: Externship in Communication Disorders: Pediatrics
Supervised clinical practicum in a pediatric setting distinctly different from the University Speech and Hearing Clinic. A minimum of two externships is required for certification. May be repeated. Prerequisites: A minimum graduate g.p.a. of 3.0 and an average g.p.a. of 3.0 in graduate...
CD681: Research in Communication Disorders
Individual research problems in speech pathology or audiology. Prerequisite: Consent of instructor. (1 credit hour)

CD682: Research in Communication Disorders (2 credit hours)

CD683: Research in Communication Disorders (3 credit hours)

CD694: Thesis
A written report based upon the investigation of some subject or the completion of a creative project. See Thesis Plan for additional information. (3 credit hours)

CD695: Thesis. Second semester. (3 credit hours)

CD696: Thesis. Second semester. (2 credit hours)

CD697: Thesis. Second semester. (1 credit hour)

CONSTRUCTION MANAGEMENT (CM)
CM510: Building Information Modeling
Concepts of Building Information Modeling (BIM) including creating computer model of buildings for scheduling, sequencing, cost estimating, management, and simulation of construction projects. Prerequisite: CM226. Two hours lecture and two hours lab. (3 credit hours)

COUNSELING PROGRAM (CP)
CP531: Sexual Offender Treatment
Treatment components specific to sex offender therapy are emphasized. Differences between treating sex offenders and other clients will be addressed. (3 credit hours)

CP535: Eating Disorders Counseling
This course provides an overview of the etiology, diagnosis and treatment of eating disorders, including anorexia nervosa, bulimia, and binge eating disorder. Treatment is considered from a team-based approach to include psychological, cognitive, and physiological processes. Obesity and its relationship with eating disorders will also be addressed. (3 credit hours)

CP537: Multicultural Experience in Counseling and Education
This course provides an opportunity of experiencing the importance of different lifestyles and socio-cultural aspects in the counseling process, during an educational trip to the host institution in a foreign country (e.g. Fortaleza, Ceara, Brazil). Once this experience is processed through the levels of phenomenology, the student should be able to advocate for the client and his or her counseling needs from a culturally sensitive point of view. Attention is given to the experiential component by being in the host culture (e.g. Fortaleza, Brazil), processing the meaning of the experience and giving a theoretical framework to the meaning making. Prerequisite(s): Permission of instructor. Graduate students are required to register for this class in order to earn the 3-credits. Faculty and scholars can earn CEU’s by participating in the course. This opportunity welcomes graduate students in counseling and related fields, faculty and scholars in cultural education. (3 credit hours)

CP610: Counseling Orientation and Ethics
Personal characteristics, professional responsibilities, legal and ethical issues, and helping skills relating to counseling will be explored and acquired with an emphasis on experiential learning. (3 credit hours)

CP611: Developmental Theories
Designed to provide the prospective counselor with knowledge and understanding of the nature and needs of clients at different developmental levels, normal and abnormal human behavior, personality theory and learning theory. Counseling interventions for specific problem areas will be stressed. Prerequisite: CP610 or permission of instructor. (3 credit hours)

CP612: Counseling Theories
Theories and techniques of counseling utilized in diverse settings including elementary, secondary, post-secondary schools and agencies, with an emphasis on practical strategies for developing and delivering services through organized counseling programs. This exploration of a variety of counseling theories provides a foundation for practice for professional counselor. Prerequisite: CP610 or permission of instructor. (3 credit hours)

CP613: Social and Cultural Aspects of Counseling
This course provides a study of social changes and trends in sex roles stereotyping, societal subgroups, and different lifestyles. Attention is given to how stereotyping has influenced counselors’ judgments in counseling different populations. Prerequisite: CP610 or permission of instructor. (3 credit hours)

**CP614: Counseling Skills**
Provides an understanding of the philosophic bases of the counseling processes. It focuses on the application of counseling theories and skills, emphasizing the analysis of the student’s own counseling style and performance. The student will explore self as performing the roles of counselor, counselor and observer in the counseling process. The student will learn facilitating skills to bring about change for counselees, honoring diversity and multiculturalism. Prerequisite(s): CP610 and CP612 or permission of the instructor. (3 credit hours)

**CP615: Career Development**
Study of career development theories and decision-making models, career planning, career education, sources of educational and occupational information, nature and structure of the world of work, and leisure and lifestyle development. (3 credit hours)

**CP616: Group Counseling**
Provides the student with an understanding of group processes, dynamics, skills, and theories. Provides the student with an opportunity to investigate and experience group procedures which may be used to maximize human potential in professional counseling. Attention will be given to working with specific populations. Prerequisites: CP610, CP612, CP642 and permission of instructor. (3 credit hours)

**CP617: Assessment in Counseling**
The application of psychometric assessment techniques to increase understanding of the student/client and develop an individualized plan of assistance. Prerequisites: CP610 and ED615 or PY531. (3 credit hours)

**CP630: Foundations of School Counseling**
The history and trends of the modern school guidance and counseling movement and an examination of the challenges and situations the school counselor faces in the school setting. Skill development for effective delivery of a comprehensive guidance program emphasizing cultural diversities and special needs. (3 credit hours)

**CP631: Consultation and Counseling Issues in Schools**
Designed to provide the prospective school-based helping professional with the knowledge of theories and techniques to be an effective consultant with administration, staff and parents regarding the school learning environment, classroom management and individual student concerns including: ADHD, school violence, anger management, bullying, discipline, crisis intervention. Prerequisites: CP610 or permission of instructor. (3 credit hours)

**CP639: Testing Practicum**
Practice in an educational or clinical setting with an emphasis on the utilization of tests. Prerequisites: CP735 and permission of instructor. Credit/Non-credit. (3 credit hours)

**CP640: Counseling in Community Agencies**
An overview of the role and scope of the community counselor, the community counseling agency, and the community counseling service programs. Prerequisites: CP610 or permission of instructor. (3 credit hours)

**CP643: Psychodiagnostics and Treatment**
Introduction to Psychodiagnostics using the Diagnostic and Statistical Manual of Mental Disorders. Emphasis will be placed on developing a working knowledge of the organizational structure and the professional terminology used in the manual and subsequent treatment plan development including an introduction to Psychopharmacology. Prerequisite: Permission of the instructor. (3 credit hours)

**CP645: Marriage and Family Counseling**
An overview of the historical development and principal conceptualizations of couple and family counseling. (3 credit hours)

**CP651: Professional Issues in Counseling**
Directed study of special topics, issues and trends in counseling through seminars, forums, etc. (1-3 credit hours)

**CP652: Counseling Children and Youth**
Focus will be given to the definition, history and basic assumptions of play therapy. Process and skills will be reviewed along with the application of therapeutic strategies to high incidence childhood emotional and behavioral disorders and problems. Prerequisites: CP610 and CP614, or permission of instructor. (3 credit hours)
**CP653: Family Dynamics and the Exceptional Child**
Designed to provide the teachers with the basic skills in working with families of the exceptional child. To facilitate parental skills in using management techniques with the child at home. (3 credit hours)

**CP654: Prevention Strategies for Adolescents**
Opportunity to develop an atmosphere with diminished misbehavior as adolescents become more capable. Adolescent-adult interactions in communication, self-esteem, encouragement and decision-making will be emphasized. (1 credit hour)

**CP656: Issues and Techniques of Classroom Management**
Focus is on the practical aspects in: 1) developing a positive learning climate in a classroom; 2) dealing with conflict and problem areas in teaching. (3 credit hours)

**CP661: Substance Abuse Counseling**
This course is a study and application of theory and techniques for substance abuse counseling with emphasis on both the substance abuser and co-dependents. (3 credit hours)

**CP662: Gerontological Counseling**
Provides the student the opportunity to develop a better conceptual system for understanding the phenomena of aging. Students will gain personal insight and learn practical counseling skills necessary for meeting the demands of coping with aging in our society. (3 credit hours)

**CP671: Counselor Supervision**
Designed to concentrate on the techniques of supervision of counselor trainees and practicing counselors. Emphasis is placed on theories and methodology of supervising staff in education institutions, government, and other agency settings. (3 credit hours)

**CP673: Advanced Group Counseling**
Advanced study of group theory, techniques, and leadership skills. The student will conduct a group under the supervision of the instructor. Prerequisite: CP616 or permission of instructor. (3 credit hours)

**CP680: Counseling Practicum**
The first course of a two-course sequence where emphasis is placed on supervised practice with clients in a selected community agency, school, college counseling center or other appropriate setting. Prerequisite(s): CP610, CP612, CP614, CP616 (may be taken concurrently) and permission of instructor. (3 credit hours)

**CP682: Internship-Elementary**
Counseling internships are designed to give the student practical learning in his or her chosen school environment. All students must have a total of nine (9) internship credits. Each internship credit is equivalent to 66.7 clock hours for a total of 600 internship hours. Note: As of Spring 2003 graded course). Prerequisite: CP680 completed with credit. Permission of instructor. (3 credit hours)

**CP683: Internship-Secondary**
Counseling internships are designed to give the student practical learning in his or her chosen school environment. All students must have a total of nine (9) internship credits. Each internship credit is equivalent to 66.7 clock hours for a total of 600 internship hours. (Note: As of Spring 2003 graded course). Prerequisite: CP680 completed with credit. Permission of instructor. (3 credit hours)

**CP684: Internship-School Counseling**
Counseling internships are designed to give the student practical learning in his or her chosen school environment. All students must have a total of nine (9) internship credits. Each internship credit is equivalent to 66.7 clock hours for a total of 600 internship hours. (Note: As of Spring 2003 graded course). Prerequisite: CP680 completed with credit and permission of instructor. (3-6 credit hours)

**CP686: Internship-Community**
Counseling internships are designed to give the student practical learning in his or her chosen environment. All students must have a total of nine (9) internship credits. Each internship credit is equivalent to 66.7 clock hours for a total of 600 internship hours. (As of Spring 2003, a graded course). Prerequisite: CP680 completed with credit. Permission of instructor. (6 credit hours)

**CP687: Internship-Community**
Counseling internships are designed to give the student practical learning in his or her chosen environment. All students must have a total of nine (9) internship credits. Each internship credit is equivalent to 66.7 clock hours for a total of 600 internship hours. (As of Spring 2003, a graded course). Prerequisite: CP680 completed with credit. Permission of instructor. (3 credit hours)
CP688: Advanced Internship in Counseling
Advanced Internship consists of 120 clock hours per credit hour in an appropriate counseling setting under appropriate supervision. Prerequisite: Master's degree in counseling or credit equivalent (48 credit hours), a minimum of 600 acceptable and verifiable clock hours of counseling experience, and permission of instructor. (1-5 credit hours)

CP695. Independent Study in Counseling
Independent study designed to meet specific needs of students who may wish to pursue additional study of selected topics. (1-3 credit hours)

CP696: Thesis
A written report based upon investigation of some subject or the completion of a creative project. See Thesis Plan for additional information. (variable credit hours)

CP699: Portfolio Oral Defense
Capstone experience for all Master's level students completing the portfolio requirement. Prerequisite: Must be taken during the last semester before graduation, so all curriculum requirements must be met prior to registering for this course. Credit/Noncredit. (0 credit hours)

CP731: Educational Specialist Counseling Seminar
Directed study of current issues and trends in Counseling through seminars and forums culminating with solutions, interventions, and/or implementation strategies. The seminar will cover concerns such as violence, Oppositional Defiant Disorder, spirituality and current "best practices." Prerequisite: Master's Degree or Permission of Instructor. (3 credit hours)

CP733: Advanced Educational Processes
This course is a requirement for the Education Specialist in Counseling Education and School Psychological Examiner Certification in the elementary, middle, and secondary schools. It is designed to enhance teaching practices to facilitate learning for a diverse student population. The course will promote an understanding of student characteristics and methods of assessing and evaluating variability of students and their performance. Legal and ethical issues and the effect of cultural differences are addressed. Prerequisite(s): Masters degree (or candidate) in Counseling or Education and permission of instructor. (3 credit hours)

CP735: Intelligence Testing

CP697: Advanced Internship
Advanced Internship in a Counseling setting consists of a minimum of 200 clock hours per 3 credit hours in an appropriate counseling setting under appropriate supervision. (Graded Course) Prerequisite: Master's degree in counseling or credit equivalent (48 credit hours). A minimum of 600 acceptable and verifiable clock hours of counseling experience. Permission of the instructor. (3-6 Credit hours)

CP739: Testing Practicum
Practice in an educational or clinical setting with an emphasis on the utilization of tests. Graded Course. Prerequisite(s): PY531 OR ED615, OR EX601 AND PY571 AND CP611 AND CP633, and permission of the instructor. (3 credit hours)

CP771: Counselor Supervision
Students will: become familiar with models of counseling supervision; provide individual and group supervision for Master's level practicum/internship students; and be acquainted with the research in counselor training and supervision. Individual and group supervision is provided. Video-recording of individual and dyadic supervision sessions with practicum/internship students is required. Prerequisites: Completion of or currently enrolled in the Ed.S. Degree Program, 2 years of field experience as a counselor, full certification as a school counselor and/or a licensed professional counselor, and permission of the instructor. (3 credit hours)

CRIMINAL JUSTICE (CJ)

CJ510: Comparative Criminal Justice Systems
Study of the criminal justice systems of four major countries, including Great Britain, Japan and Sweden. Each country's differing philosophical and practical approaches to criminal justice are analyzed and compared. (3 credit hours)

CJ525: Crime and Criminal Justice Public Policy
Research overview and examination of major issues in criminal justice and the policy-making process at Federal and State level. Prerequisite(s): introductory course in
criminal justice or permission of instructor. Preferred background in criminal justice or social sciences. (3 credit hours)

**CJ526: Statistical Analysis in Criminal Justice**
The use of statistical methods and computer applications for research and program analysis in criminal justice. (3 credit hours)

**CJ535: Civil Law and Liability**
Study of the civil justice system, theories of civil liability and methods for managing civil liability in the law enforcement and corrections context. (3 credit hours)

**CJ600: The Criminal Justice System: An Overview**
Exploration of the origins and significance of key ideas influencing the rise and development of the criminal justice system. Selected issues in law enforcement, courts and corrections are examined in relationship to current criminal justice policies and practices. (3 credit hours)

**CJ601: Research Methodology in Criminal Justice**
Study of the design and execution of criminal justice research; critical examination of current research in criminal justice. (3 credit hours)

**CJ610: Seminar in Law Enforcement**
An analysis of contemporary issues in law enforcement as they are translated into agency policy, programs, services, and relationships with public and private agencies, institutions and the community. (3 credit hours)

**CJ615: Criminal Justice Theory**
Overview of research on the correlates and causes of criminal behavior. Focus on the significance of current knowledge for crime and control prevention. (3 credit hours)

**CJ625: Adult Correctional Organization and Administration**
Study of adult correctional institutional organization and administration in the United States. Four levels of organization and administration are explored in detail: federal, state, county and private institutions. (3 credit hours)

**CJ630: Contemporary Juvenile Justice**
Exploration of contemporary issues in juvenile justice, including relationships among the various components of the juvenile justice system. Survey of current research literature in the field, and analysis of current philosophy, policy, law and practice in juvenile justice. (3 credit hours)

**CJ691: Independent Study in Criminal Justice** (1 credit hour)

**CJ692: Independent Study in Criminal Justice** (2 credit hours)

**CJ693: Independent Study in Criminal Justice**
Independent work in a specialized area not covered by course offerings. Prerequisite: Consent of the instructor. (3 credit hours)

**CJ694: Thesis** (3 credit hours)

**CJ695: Thesis Second Semester** (3 credit hours)

**CJ698: Master's Final Comprehensive Examination**
A four-hour examination over the degree program, required of all students who select the internship option. (0 credit hour)

**CJ699: Criminal Justice Internship**
Provides graduate students with a practical learning experience in a criminal justice agency. Students will gain experience in the operation and management of a criminal justice agency. For those presently employed in a criminal justice agency, internships must involve another agency or employment situation. (3 credit hours)

**DANCE (DA)**

**DA630: Integrating Dance in the Classroom**
Utilizing creative and folk dance to enhance the elementary curriculum. (3 credit hours)

**ECONOMICS (EC)**

**EC525: Public Policy Economics**
Economic analysis of the functions of government in a market economy. Prerequisites: EC215, EC225. (3 credit hours)

**EC561: Managerial Economics**
Application of microeconomic theory to the practical problems faced by decision makers in business environment. Prerequisites: EC215, MA134. (3 credit hours)

EC580: International Economics
Development and maintenance of trade between nations; trade policies, exchange rate determination, financial activities involved. (3 credit hours)

EDUCATION (ED)
ED615: Tests and Measurements for the Classroom Teacher
A study of standardized tests and teacher-made tests as to purpose, construction, administration, and interpretation. (3 credit hours)

ED667: Language and Literacy Learning in a Multicultural Classroom
An in-depth study of the influences of diverse cultures on the language and literacy learning in an elementary classroom. (3 credit hours)

ED694: Thesis
A written report based upon the investigation of some subject or completion of a creative project. See Thesis Plan for additional information. (3 credit hours)

ED695: Thesis
Second semester. (3 credit hours)

ED696: Thesis
Second semester. (2 credit hours)

ED697: Thesis
Second semester. (1 credit hour)

EDUCATIONAL ADMINISTRATION (EA)
EA620: Foundations of Higher Education I: The Context
An overview of higher education. Exploration of the historical development of higher education; the philosophical aspects; current functions, issues and participants; and considerations related to the future status of higher education institutions. (3 credit hours)

EA621: Finance and Assessment in Higher Education
An examination of financial and assessment components of higher education. Prerequisites: EA620 or permission of instructor. (3 credit hours)

EA622: Foundations in Higher Education II: Leadership
A study of leadership, planning, public policy, and organizational change as it applies to effective administration in higher education. (3 credit hours)

EA623: Principles and Practices in Higher Education
Principles and Practices in Higher Education. An introduction to theory and scholarship on the structure of colleges and universities, their administration, and organizational behavior. Topics include organizational theory, governance, re-structuring, and management. (3 credit hours)

EA624: Theories of Collegiate Student Development
A study and application of developmental theory as it relates to the higher education student, the higher education environment, and the interaction between student and environment. Prerequisite: Admission to the program or permission of instructor. (3 credit hours)

EA625: Foundations of Educational Administration
Introductory course for those preparing to enter one of the various jobs in school administration, especially a principalship or superintendency. Prerequisite(s): Graduate standing and valid teaching certificate OR permission of instructor. Knowledge of technology including navigating a Web page, internet skills, use of conferencing board, online and research skills. (3 credit hours)

EA626: Introduction to Student Personnel
The intent of this course is to provide a comprehensive introduction to the field of student personnel and its role within American higher education. A related goal is to help students develop a broad foundation for subsequent study, practice, and research strategies may be added. (3 credit hours)

EA628: Teaching in Higher Education
This course provides an overview of the major issues in higher education and methods of instruction in college
teaching through the use of experiential learning, lecture, collaborative activities, readings, and discussion. The intent for this course is to provide practical knowledge of designing instruction and to develop skills that will enhance college teaching. (3 credit hours)

**EA629: Internship in Higher Education**
The intent of this course is to integrate professional practice, theory, and ethical standards within a supervised higher education administration setting. (3-6 credit hours)

**EA630: Elementary School Administration**
This course provides students with knowledge and skills required for the position of elementary principal. Prerequisite(s): EA625 OR permission of instructor. (3 credit hours)

**EA634: School Supervision**
Provides the knowledge and skills necessary for personnel supervision in schools. Uses adult growth and development as the context for supervisory behavior appropriate to any supervisor-supervisee relationship. Prerequisite: Graduate Standing. (3 credit hours)

**EA635: Secondary School Administration**
The course provides students with knowledge and skills required for the position of a secondary school principal. Prerequisite(s): EA625 OR permission of the instructor. (3 credit hours)

**EA638: Women in Higher Education**
This course is designed to introduce students to the issues that are central to women students, faculty, and staff in higher education. Students will also become familiar with feminist theory and scholarship, as it relates to women in higher education. (3 credit hours)

**EA639: Ethics in Higher Education**
This course is designed to introduce students to the multiple frameworks that inform ethical; and moral decisions in the classroom and administration of higher education. Students will learn to recognize these frameworks and use them to resolve ethical dilemmas that they may encounter as professionals. Prerequisite: Graduate standing. (3 credit hours)

**EA641: Middle School Organization and Leadership**
A survey of the middle school, including the important problems of organization, administration, curriculum, and characteristics and needs of the middle school student. (3 credit hours)

**EA646: Internship in Elementary School Administration**
The course provides students with experiences on administrative and supervisory duties of the elementary school principal and complies with the Missouri certification standards. Credit/non-credit only. Prerequisite: Students must have been admitted to the program. (3 credit hours)

**EA647: Internship in Secondary School Administration**
The course provides students with experiences on administrative and supervisory duties of the secondary school principal and complies with the Missouri certification standards. Credit/non-credit only. Prerequisite: Students must have been admitted to the program. (3 credit hours)

**EA648: Internship in Vocational School Administration**
The course provides students with experiences on administrative and supervisory duties of the vocational school administrator and complies with the Missouri certification standards. Credit/non-credit only. Prerequisite(s): Students must have completed an internship in Secondary School Administration and secure permission of the instructor. (3 credit hours)

**EA649: Seminar in Current Practical Problems**
Explores current educational problems which school administrators must face in their task of administering school. Study is to include areas of curriculum, food service, special education, transportation, building needs. etc. (2 credit hours)

**EA651: School Law**
The course provides school administrators and persons seeking certification in school administration with in-depth study of Missouri and federal laws regulating the operation of public schools and a survey of the state and federal court decisions that affect the operation of public schools. Prerequisite(s): Satisfactory completion of graduate-level course in elementary or secondary administration (or equivalent) or permission of the instructor. (3 credit hours)

**EA655: School Business/Facilities Management/ Public Relations**
The course is designed to prepare the aspiring and practicing school administrator for the responsibilities at the building level in financial management, facilities management, and public relations. Prerequisite: Admittance to the graduate program. (3 credit hours)

**EA660: Administration and Supervision of Special Education**

This course is designed for persons seeking special education administration certification and for administrators responsible for supervising directors of special education. Prerequisite: Graduate Standing. (3 credit hours)

**EA682: Educational Administration-Variable Topics I**

Incorporates and explores efforts initiated by private, state, and federal educationally related entities and agencies, professional leadership organizations, professional leadership academies and grant activities designed for school improvement. Prerequisite(s): The student must have a teaching certificate and be admitted to the Masters in School Administration Program. (1-3 hours of credit)

**EA688: ISLLC Problems-Principalship**

Practical application of knowledge, competencies and management skills that research has identified as crucial to effective school administration. Credit/non-credit only. Prerequisite(s): Completion of administration core courses, EA625, EA630/635, EA634, EA646/647, EL606/SE637, admission to graduate studies, major in school administration. Permission of instructor. (1 credit hour)

**EA694: Thesis**

A written report based upon investigation of some subject or the completion of a creative project. See Thesis Plan for additional information. (3 credit hours)

**EA695: Thesis. Second semester.** (3 credit hours)

**EA696: Thesis. Second semester.** (2 credit hours)

**EA697: Thesis. Second semester.** (1 credit hour)

**EA698: Independent Study in School Administration**

This course is designed to permit the graduate student to pursue independent study in a topic of interest relating to Educational Leadership. It is expected that the student will secure approval of his/her major advisor and will be assigned a professor who will work closely with the student in structuring and directing the study. (1 credit hour)

**EA699: Independent Study in School Administration**

This course is designed to permit the graduate student to pursue independent study in a topic of interest relating to Educational Leadership. It is expected that the student will secure approval of his/her major advisor and will be assigned a professor who will work closely with the student in structuring and directing the study. (2 credit hours)

**EA703: Seminar in Educational Administration**

Designed for small groups of students to make an intensive study of current problems and emerging best professional practices in educational administration. May be repeated for a maximum of 4 credit hours. Prerequisites: Master's degree and admittance to the Specialist program or permission of instructor. (2 credit hours)

**EA707: Personnel Management in Education**

The course provides school administrators with knowledge and skills on the purposes, processes, planning procedures, and policy making in administering the personnel program. Prerequisite(s): EA625 and either EA630 or EA635 or permission of the instructor. (3 credit hours)

**EA708: Fundamentals of Collective Bargaining**

Designed to acquaint potential school administrators with some of the basic fundamentals of collective bargaining, investigate case studies, examine the literature, and preparation for collective bargaining if the need should exist. It is an introduction to bargaining and will include a study of the glossary of terms used in labor relations. On demand. (3 credit hours)

**EA709: Administrative Leadership**

An exploration of post-industrial models of leadership as they relate to administration of educational organizations. Prerequisite(s): Admission to the Ed.S. program or instructor's permission. (3 credit hours)

**EA710: School District Administration**

This course provides knowledge, skills, and dispositions in preparation for school administrators to effectively lead school districts in the twenty first century. Prerequisite(s):
Master's degree and admittance to the Specialist degree program. (3 credit hours)

**EA716: Instructional Leadership Strategies I**
This course is designed to acquaint educators with theories and current research that support innovative practices and effective teaching strategies in K-12 school settings. The emphasis of the course will be the study of design, implementation, and evaluation of curricular, instructional, and assessment decisions as they impact the teaching and learning environment of schools with diverse ethnic, socioeconomic, and special needs populations. The implications of current school improvement efforts, issues, and trends in K-12 education will be explored. The role of teachers as instructional leaders will be emphasized as this role leads to improving classroom performance and student achievement. Prerequisite: Master's degree and admittance to the Ed.S. program. (3 credit hours)

**EA718: Instructional Leadership Strategies II**
This course is designed to provide students an advanced understanding of the factors and processes related to teacher leadership in K-12 educational settings. The emphasis of the course will be improving classroom performance and student achievement as it relates to school improvement efforts. Students will learn to apply their knowledge of educational theories and current research as it relates to effective teaching strategies and innovative practices. Topics such as mentoring, community relations, shared decision-making, professional development, best practices, classroom management, and assessment issues will be addressed. Prerequisite: EA716. (3 credit hours)

**EA737: Administration of Curriculum**
The course is designed to prepare the aspiring and practicing school administrator for the responsibilities at the central office level in proper administration of development of curricula, examining the national, state, district, and school roles in curricular matters, as well as being able to research findings in educational literature to identify trends in curriculum change, and to understand the components of a district curriculum. Prerequisite(s): Master's degree and admittance to the Specialist degree program. EL606 or SE637. (3 credit hours)

**EA743: Research into Administrative Practice**
Designed to facilitate the process by which school leaders facilitate school improvement by integrating research skills and professional leadership practice. Prerequisite(s): Master's degree, admittance to the Specialist degree program, and GR691 or equivalent. (3 credit hours)

**EA755: School District Law**
A study of law that includes the basic fields of contracts, property, torts, constitutional law, and other areas of law that directly affect the educational and administrative processes of the educational system. Prerequisite(s): EA651 or permission of instructor. (3 credit hours)

**EA756: Financial Management and Leadership**
Designed to prepare the aspiring and practicing school administrator for the responsibilities of financial management at the central office level of leadership in public schools. Includes theoretical concepts and practical skills necessary for successful school administration in the realm of finance. Emphasis on building budgets using state, local, and federal funds. Prerequisite: Admittance to the graduate program Specialist level.

**EA760, EA761, EA762: Internship: Specialist Level**
Designed to provide advanced Specialist students with an opportunity to gain relevant experience in school administration. Students seeking an initial certification and four hours credit enroll in EA760. For students seeking certification renewal or advanced certification, the EA761 option is for students who completed 600 clock hours of relevant internship (Master's level), and the three hours of credit for EA762 is required of a student who completed 600 clock hours of internship. Those seeking multiple certifications will probably need at least 6 credit hours. Prerequisite(s): Students must have been admitted to the program. (EA760-4 credit hours, EA761-3 credit hours, EA762-3 credit hours)

**EA767: Missouri Department of Elementary and Secondary Education**
Designed for the Specialist student to acquire an understanding of the organization and functions of the Department of Elementary and Secondary Education (DESE) in Missouri as structure and function relate to the administration of a local school district. Particularly significant to the prospective Superintendent of Schools. Credit/non-credit. Prerequisite(s): Master's degree, admittance to the Specialist program, or permission of instructor. (1 credit hour)

**EA781: Educational Administration-Variable Topics II**
Incorporates and explores efforts initiated by private, state and federal educationally related entities and agency, professional leadership organizations, professional leadership academies, and grant activities designed for school improvement. Prerequisite(s): The student must have a teaching certificate and be admitted to the Masters in School Administration Program. (1-3 hours of credit)

**EA785: School Plant Planning and Operation**
This course provides school district administrators the fundamental concepts of planning, designing and constructing new educational facilities and/or the rehabilitation, remodeling or modernization of existing facilities. Additionally, the course includes operation and maintenance programs. Prerequisite(s): Admission to a Specialist in Educational Administration degree program. (3 credit hours)

**EA787: Topics, Issues and Trends in School Administration**
Directed study of special topics, issues and trends in school administration through seminars, forums, etc. Section 1 (1 semester hour); Section 2 (2 credit hours). Prerequisite: Permission of instructor.

**EA789: Superintendent's Assessment**
Practical application of knowledge, competencies and management skills that research has identified as crucial to effective school administration. Credit/non-credit. Prerequisite(s): Completion of administration core courses, EA625, EA630/635, EA634, EL606/SE637, EA646/647. Completion of specialist administration core courses: EA707, EA709, EA710, EA737, EA743, EA755, EA756, EA760, EA767, EA781 or EF690, 694; EA785. Admission to graduate studies, major in school administration. Permission to graduate studies, major in school administration. Permission of instructor. (1 credit hour)

**EA790: Independent Study in Educational Administration**
Directed individual study of problems and special topics in educational administration. Prerequisite: Admission to graduate status on the specialist's degree. On demand. (1 credit hour)

**EA791: Independent Study in Educational Administration (2 credit hours)**

**EA900: Leadership Theory and Practice**
This course is intended to be an advanced study of leadership theories, concepts, and inquiry as applies to educational organizations. This course will explore leadership theories, power and authority in organizations, leader effectiveness, and organizational reform. Emphasis will be placed on understanding the conduct of leadership in organizations through application and extension of leadership theories in practice. Prerequisite: Admission to Doctoral program. (4 credit hours)

**EA905: Educational Leadership Inquiry**
This introductory seminar to inquiry will focus on understanding key policies related to doctoral dissertation research as set by the University of Missouri Graduate School. In addition, the seminar will explore the use of multiple search sources for information, human subjects review requirements, and research ethics. Prerequisite: Entrance into the Ed.D. program. (1 credit hour)

**EA906: Team Building and Group Dynamics**
The seminar will focus on teaming and team development in organizations. The seminar will explore the team building process including activities to help groups move to high performance teams. Intervention strategies will be practiced to help teams and team members assume productive roles on the team. Prerequisite: Acceptance in the cooperative doctoral cohort. (1 credit hour)

**EA910: Content and Context of Learning**
Students will develop the knowledge and skills for examining, designing and implementing organization, classroom, and training conditions that support quality learning experiences for learners. This theme is about learning and the issues that can enhance quality learning contexts. Prerequisite: Acceptance in the cooperative doctoral cohort. (3 credit hours)

**EA915: Program Planning and Evaluation**
Participants will develop thorough knowledge of the theoretical underpinnings of selected approaches to planning and evaluation and the necessary integration of the two. The course will afford participants the opportunity to plan, conduct and deliver a unilization-focused evaluation to an actual client by the end of the semester. Prerequisite: Entrance into the Ed.D. Program. (3 credit hours)

**EDUCATIONAL FOUNDATIONS (EF)**

**EF651: Education and the Law**
Survey of case law, federal statutes and Missouri school codes regulating the operation of public schools with an emphasis on current legal issues and court decisions. The course is designed to support teachers, practicing school administrators and those seeking school administration certification. Prerequisite: Graduate Standing. (3 credit hours)
EF680: Topics in Educational Foundations
An examination of current issues associated with a general investigation of foundations of education, including those identified with sociology, history, philosophy and anthropology of education. (3 credit hours)

EF690: Foundations of Curriculum Development
An exploration of the school curriculum; consideration will be given to the foundations, principals and issues, and the leadership needed to guide curriculum planning through curricular evaluation. (3 credit hours)

EF691: History of American Education
An examination of education in America from the colonial period to the present, focusing on educational ideas and practices in the context of American social and intellectual history. (3 credit hours)

EF692: Philosophy of Education
A study of the nature of philosophical inquiry in education. This course includes consideration of traditional and contemporary educational thought and the philosophical analysis of the problems of education. (3 credit hours)

EF694: Urban and Rural Education: Problems and Possibilities
An inquiry into the similarities and differences between rural and urban education; will consider history, curriculum, resources, public policies, and impact of socioeconomic factors. (3 credit hours)

EF696: Education in American Society
An examination of education in the social structure of America concentrating on the social forces that affect education in a pluralistic society and on the educational functions of schools and other social institutions. (3 credit hours)

EF697: Independent Study in Foundations of Education
Independent work in an educational foundation area not covered by regular course offerings. (1, 2, or 3 credit hours)

EUROPE HISTORY (EH)
EH520: History of Spain and Portugal
Survey of the history of Spain and Portugal from the Roman era to the present. (3 credit hours)

EDUCATIONAL MEDIA (EM)
EM585: Selection and Utilization of Instructional Materials
General survey of the theoretical and practical aspects involved in the selection and utilization of instructional materials; includes limited production and evaluation of instructional materials. Instructional materials/media included are flat pictures, slides, filmstrips, overhead transparency charts and displays, relia, motion pictures, television, and computers. (3 credit hours)

EM588: Administration of Educational Media
The procurement, care cataloging, retrieving, dissemination, and organization of media within the educational system on a continuum ranging from individual learning situations, the classroom, department, building and district. Prerequisite: EM585 or permission of instructor. (3 credit hours)

ELECTRONICS AND COMPUTER TECHNOLOGY (ET)
ET562: Networking I
A study of basic knowledge, physical layer, data link layer, network layer, transport layer, transport control protocol/internet protocol fundamentals, remote connectivity and security of networks. This course will also focus on implementing the installation of a network, administering the network, maintaining and supporting the network, identifying, assessing and responding to problems, and troubleshooting the network. (3 credit hours)

ET564: Telecommunications and Networking II
A study of technical topics related to managing communications and the internet. Projects and exercises will complement conceptual coverage to provide a real-world context. Implementation strategies will be analyzed using examples of successful implementations. (3 credit hours)

ET568: Industrial Controls
A study of process controls fundamentals (Proportional Integral, Proportional Derivate, Proportional, Integral, and Derivate), sensors, transducers, actuators, and distributed controls, and their industrial/commercial applications using programmable controllers. (3 credit hours)

ET570: Energy Management
A study of energy auditing, rate structures, economic evaluation techniques, lighting efficiency improvement, HVAC
ET625: Wireless Communications and Mobile Data Networks
Topics in analog cellular phone systems (AMPS); digital cellular standards: GSM, IS-95; short message service (SMS); 2.5 G data services; cellular standards (CDMA 2000 and WCDMA/UMTS); Wireless LANs (IEEE 802.11); Bluetooth; Mobile IP; ad hoc and sensor networks. Prerequisite: ET375 or consent of instructor. (3 credit hours) (2 hours lecture and 2 hours lab)

ET635: Network Security
Topics in security services, threats, and vulnerabilities for networked environments. Principles of cryptography, security protocol design and analysis, node and service authentication, address spoofing, hijacking, SYN floods, sniffing, viruses, intrusion detection, firewalls, and ethical and legal issues. Prerequisite: ET425 or consent of instructor. (3 credit hours) (2 hours lecture and 2 hours lab)

EL585: Technology Planning and Hardware
This class will explore technology hardware and networking, care and maintenance. Students will also design a technology plan and the carry through on the technology plan. Prerequisite: Permission of instructor. (3 credit hours)

EL603: Teaching Elementary School Mathematics
A course designed to help teachers better understand mathematical ideas basic to the present elementary school mathematics programs and use them more appropriately. Emphasis is placed on diagnostic procedure, instructional strategies and use of multi sensory aids. (3 credit hours)

EL604: Techniques of Teaching Science and Mathematics in the Elementary School
Graduate students will use Standards driven instructional strategies to develop skills and abilities in science and math education. These strategies will be combined with recognition of individual and group differences, a variety of assessment strategies, and technology to enhance the learning of science and mathematics content for children. Emphasis will be placed on National Board for Professional Teaching Standards. Prerequisites: Graduate standing, EL615. (3 credit hours)

EL605: Teaching Social Studies in the Elementary School
A course designed to study the structure of the elementary school social studies program. The social sciences, as the core of the social studies, are studied. Emphasis is placed on methods of organizing the curriculum, on teaching techniques, and on new materials. (3 credit hours)

EL606: Curriculum Construction (Elementary)
A survey course designed to investigate the historical, philosophical, psychological and societal factors that have shaped the elementary school curriculum. Various organizational patterns, trends and issues are studied as they influence the curriculum. The contribution of each subject area to the total curriculum and new developments in each subject area are considered. (3 credit hours)

EL607: Portfolio Part I
Introduction to the Graduate Portfolio Assessment Process. Emphasis upon the initial stage of documenting candidate growth and transformation over time through reflective thought and critical analysis of instructional practices and the integration of the National Board for Professional Teaching Standards. Prerequisites: Admittance to Graduate Studies, basic computer skills. (1 credit hour)

EL608: Diagnosis and Remediation of Difficulties in Learning Mathematics
Designed to help elementary teachers learn to use a diagnostic approach to teaching remedial mathematics. Study will be made of the causes of difficulties in learning mathematics, tools to be used in diagnosing mathematical difficulties. On demand. (3 credit hours)

EL609: Advanced Studies in Literacy
Philosophy, psychology, and sociology of literacy are examined and related to current and emerging issues in the field. Implications of current research are examined. (3 credit hours)

EL610: Assessment and Instruction I: Early Literacy Learners
The process of literacy assessment and implications for instructional practices for early learners are explored and refined (birth through third grade). Prerequisites: EL609 or permission of instructor. (3 credit hours)
EL611: Practicum I: Early Literacy Learners
Field based application of assessment and resulting instructional decisions. Preschool through grade 3. Prerequisites: EL609 and EL610. (3 credit hours)

EL612: Elementary Teaching Practicum I
Provides supervised clinical experience in elementary classroom teaching. Prerequisite: Completion of area of emphasis. On demand. (3 credit hours)

EL614: Grant Writing for the Classroom Teacher
Provides an in-depth study on grant writing including researching sources for funding, developing needs assessment and budget, writing program narrative, and obtaining letters of support. (3 credit hours)

EL615: Research in Action
Introduction to the methods of action research for improving classroom practice. (3 credit hours)

EL617: Applications of Technology to Teaching
This class will provide an in-depth look at the use of existing computer-based technologies as they relate to teaching and learning. Prerequisite: Permission of instructor. (3 credit hours)

EL618: Elementary Education - Variable Topics I
Incorporates and explores efforts initiated by private, state and federal educationally related entities and agencies, professional leadership organizations, professional leadership academics and grant activities designed for school improvement. Prerequisites: Valid teaching certificate and be admitted to a Masters program in the College of Education. (1, 2, 3 credit hours)

EL622: Assessment and Instruction II: Older Literacy Learners
The process of literacy assessment and implications for older learners (grade 4 and above) are explored and refined. Prerequisite: EL609 or permission of instructor. (3 credit hours)

EL623: Practicum II: Older Literacy Learners
Field based application of assessment and resulting instructional decisions (grade 4 and above). Prerequisites: EL609, EL622. (3 credit hours)

EL624: Effective Literacy Leadership
Survey of leadership theories and styles and their application to the promotion of literacy in educational settings and beyond. Prerequisites: EL609 or permission of instructor. (3 credit hours)

EL625: Specialized Assessment in Literacy Instruction
A theoretical course of literacy evaluation training in the administration and interpretation of “An Observation Survey” and intervention processes. Prerequisite: Permission of instructor. (2 credit hours)

EL626: Principles of Instructional Design
This class will focus on the design and development of instruction for classrooms using computer-based media and multimedia tools. Prerequisite: EL617 or permission of instructor. (3 credit hours)

EL629: Literature and the Literate Learner
Enhancing the communicative arts for children and young adults through the study, use and evaluation of literature across the curriculum. (3 credit hours)

EL630: Designing Individual Literacy Lessons: Clinical I
This course introduces the Reading Recovery teacher in training to the theoretical foundations, purposes and procedures of Reading Recovery. Prerequisites: Admission to the Reading Recovery Program and successful completion of EL625. (3 credit hours)

EL631: Designing Individual Literacy Lessons: Clinical II
This course provides further in-depth theoretical and procedural development of teachers’ knowledge of Reading Recovery for early literacy intervention. Prerequisites: Admission to the Reading Recovery Program and successful completion of EL630. (3 credit hours)

EL632: Theoretical Seminar I
This course will introduce the Reading Recovery professional to an in-depth understanding of the theoretical base for the Reading Recovery Program as designed by Marie Clay. Prerequisites: Admission to the Reading Recovery Teacher Leader program or completion of EL630 and EL631 or EL660 and EL661. (3 credit hours)

EL633: Theoretical Seminar II
Introduces the Teacher Leader-in-training to an in-depth understanding of the theoretical base for the Reading Recovery Program as designed by Marie Clay. Prerequi-
sites: Admission to the Teacher Leader program of Reading Recovery and Completion of EL632. (3 credit hours)

**EL634: Reading Recovery Practicum I**
Teacher Leaders-in-training learn the role of the Teacher Leader in class and through field experiences. Prerequisites: Admission in the Teacher Leader Training Program and must be taken concurrently with EL630 and EL632. (3 credit hours)

**EL635: Reading Recovery Practicum II**
Teacher Leaders-in-training learn the implementation and the system impact of Reading Recovery in class and through field experiences. Prerequisites: Admission in the Teacher Leader Training Program, successful completion of EL634 and must be taken concurrently with EL631 and EL633. (3 credit hours)

**EL636: Reading Recovery Advanced Seminar**
Advanced level study of Reading Recovery theory, research, and practice. Prerequisites: Successful completion of the Reading Recovery teacher preparation program. Must also be working as a Reading Recovery teacher during the school year when the seminar is taken. The previous advanced seminar must have been taken. (1 credit hour)

**EL637: Reading Recovery Advanced Seminar** (1 credit hour)

**EL638: Reading Recovery Advanced Seminar** (1 credit hour)

**EL639: Reading Recovery Advanced Seminar** (1 credit hour)

**SE641: Teaching in Multicultural Society**
The foundations of multicultural education are considered along with approaches to multicultural education and teaching strategies applicable to all ages/grades/subjects. (3 credit hours)

**EL642: Early Literacy in Reading**
An examination of the philosophy, research base, methods, organization and evaluation of using Reading Recovery techniques in a whole class early literacy setting. (3 credit hours)

**EL644: Understanding and Applying the Multi-dimensional Process of Reading**

The course will advance the understanding and application of the theoretical base supporting reading and writing as a multi-dimensional process and an emphasis on National Board for Professional Teaching Standards. Prerequisites: Graduate standing and EL615. (3 credit hours)

**EL645: Teaching-Learning Processes**
An examination of learning processes, instructional models and the decision-making processes involved in meeting the learning needs of students in the classroom environment. Prerequisite: Valid teaching certificate. (3 credit hours)

**EL646: Inquiry and Research Models Used to Improve Reading Instruction**
This course will provide knowledge of inquiry models and research in "best practices" to implement effective literacy strategies in educational settings with an emphasis on National Board for Professional Teaching Standards. Prerequisites: Graduate standing and successful completion of EL615 and EL644, or by permission of instructor. (3 credit hours)

**EL647: Reading Assessment**
The course will provide participating graduate students with guided practice in administration, scoring, and interpretation of informal and formal literacy assessment instruments and procedures as a means of making instructional decisions and an emphasis on National Board for Professional Teaching Standards. Prerequisites: Graduate standing and successful completion of EL615, EL644 and EL646, or by permission of instructor. Prerequisites: Graduate standing and successful completion of EL615, EL644 and EL646 or by permission of instructor. (3 credit hours)

**EL649: Practicum for Emergent Readers: Evaluation, Intervention, and Implementation**
The course will provide participating graduate students with guided practice in administration, scoring, and interpretation of formal and informal reading assessments for emergent literacy learners. Appropriate intervention strategies will be designed and implemented and the role and responsibilities of reading professionals will be addressed. Prerequisites: Graduate standing and successful completion of EL615, EL644, EL646 and EL647, or by permission of instructor. (3 credit hours)

**EL650: Practicum for Developing Readers: Evaluation, Intervention and Implementation**
The course will provide participating graduate students with guided practice in the administration, scoring, and interpretation of formal and informal reading assessments for developing literacy learners. Appropriate intervention strategies will be designed and implemented and the role and responsibilities of reading professionals will be addressed. Prerequisites: Graduate standing and successful completion of EL615, EL644, EL646 and EL647, or by permission of instructor. (3 credit hours)

EL651: Independent Study in Elementary Education
Selected topics in elementary education to meet the needs of individual students. (1, 2, 3 credit hours)

EL654: Introduction to Online Instruction and Portfolio Development
This course will provide an orientation to the online delivery system and guidelines in designing and developing an effective portfolio. (1 credit hour)

EL655: Inquiry into Practice
Introduction to inquiry of practice. Students will engage in descriptive, analytical, and reflective activities, writing, and dialogue. Prerequisites: EL654 Introduction to Online Instruction and Portfolio Development (may be taken concurrently). (1 credit hour)

EL657: How Students Learn
An advanced course in the study of learning that is based in research and theory from different disciplines. Prerequisites: Successful completion of EL654, EL655, and EL658 (this course may be taken concurrently). (3 credit hours)

EL658: Schools, Students and Society
This course investigates the implications of a wide range of factors that affect teaching and learning, such as culture, politics, ethnicity, language, class, wellness, race, and gender. Prerequisites: Successful completion of EL654, EL655, and EL658 (this course may be taken concurrently). (3 credit hours)

EL659: Seminar in Professional Education
A course designed to allow graduate students to present the research from their non-thesis paper or thesis. Includes examination and analysis of current topics in education comprising the focus of students' research. Prerequisite: Acceptance of non-thesis or thesis proposal. Taken during the final semester of coursework. (1 credit hour)

EL662: Designing and Assessing Teaching and Learning
This course is a culmination of building a knowledge base on research methodology in authentic school problems, applying learning theory, and valuing the applied research process. Prerequisites: Successful completion of EL654, EL655, EL657, and EL658. (3 credit hours)

EL664: Qualitative and Quantitative Research Design
A course designed to prepare students to understand, interpret, evaluate, and design qualitative and quantitative research as well as develop the ability to select and use appropriate research methods. Prerequisites: Graduate standing, EL615 and ED615 or CE630 or EX601. (3 credit hours)

EL670: Theoretical and Knowledge Base in Reading
A study of methods and materials used in the teaching of reading in the elementary grades. Prerequisites: Successful completion of the program's core courses. (3 credit hours)

EL671: Improvement in Teaching Reading: Inquiry and Research
This course is designed to assist the student in evaluating his or her own classroom performance in the teaching of reading. Prerequisites: EL670. (3 credit hours)

EL673: Assessment in Reading
A study of the causes of reading disabilities, assessment procedures, and methods for correction. Prerequisites: Successful completion of the program's core courses and EL670 or EL671. (3 credit hours)

EL674: Practicum in Diagnosis and Intervention Strategies for Emergent Readers
Supervised practice in assessing and teaching students at the emergent stage who have reading disabilities. Prerequisites: Successful completion of the program's core courses and EL673. (3 credit hours)

EL675: Practicum in Diagnosis and Intervention Strategies for Developing Readers
Supervised practice in assessing and teaching students at the developing stage who have reading disabilities. Prerequisites: Successful completion of the program's core courses and EL673. (3 credit hours)

**EL677: Portfolio Part II**
A systematic study, using action research methodology of a significant issue in the education environment will be undertaken. The study will provide evidence of the candidate’s originality, critical and independent thinking and will contribute to knowledge of the profession. Continue portfolio development and documentation. Emphasis will be placed on the candidate’s knowledge and application of the National Board for Professional Teaching Standards as the portfolio is developed. Prerequisites: Completion of Portfolio I, EL664, ED615 or CE630 or EX601, and EL615. (3 credit hours)

**EL678: Portfolio Part III**
Completion of Graduate Assessment Portfolio documenting candidate growth and transformation over time. Emphasis will be upon documenting the improvement of instruction through reflective thought, critical analysis of teaching practices, and the application of the National Board for Professional Teaching Standards. Prerequisites: Satisfactory completion of action research project and approval of Chairperson of Action Research Committee. (2 credit hours)

**EL680: Small Group Intervention Instruction**
This course will focus on differentiating reading and writing instruction within various settings including supplemental and classroom for meeting the needs of struggling learners. Prerequisites: Students must have successfully completed EL630 and EL631. (3 credit hours)

**EN600. Orientation Seminar for Teaching Assistants**
Review of epistemological evolution of composition instruction, primary composition theories, and the sources of cognitive-based theory. Application of the phenomenological mode in designing a freshman composition program. Pedagogical procedure from the first class meeting to the final examination week. (3 credit hours)

**EN601: Research in English Studies**
Provides research strategies that will enable students to work more proficiently in the profession. In addition, addresses thesis writing, the prospectus, proposals, and the scholarly paper. (3 credit hours)

**EN604: Topics, Issues and Trends in English**
Directed study of special topics, issues and trends in English through seminars, forums, etc. (1 credit hour)

**EN605: Topics, Issues and Trends in English**
(2 credit hours)

**EN606: Topics, Issues and Trends in English**
(3 credit hours)

**EN615: Practicum in Teaching Creative Writing**
For graduate students who wish to gain mentored experience in teaching introductory creative writing and facilitating a writing workshop within the classroom setting of EN275. Prerequisites: Graduate standing and permission of the mentoring instructor. (3 credit hours)

**EN651: Seminar in Teaching Freshman English I**
Seminar in methods and materials for teaching freshman English. Open only to graduate assistants in the English Department. May not be repeated for credit. (1 credit hour)

**EN652: Seminar in Teaching Freshman English II**
A seminar in the origin of writing, the origin and evolution of writing instruction, the origin of composition texts, major theories of composition pedagogy, and philosophies and practices of major writers as relevant to teaching composition. (2 credit hours)

**EN670: Advanced Creative Writing: Poetry**
For undergraduate (EN470) and graduate students (EN670) who wish to create imaginative writing in poetry, including open form, the formal poem, and the prose poem. In addition to workshop sessions and special problems assigned in class, at least eight imaginative works in poetry must be completed during the term. EN670 may be taken up to 6 hours. (3 credit hours)

**EN678: Advanced Creative Writing: Fiction**
Description: For undergraduate (EN478) and graduate (EN678) students who wish to create imaginative writing in fiction, including traditional and experimental fiction, novellas, and novels. In addition to workshop sessions and special problems assigned in class, at least 40 pages of well-revised fiction must be completed during the term. EN678 may be taken up to 6 hours. (3 credit hours)

**EN686: Sociolinguistics**
The study of dialects, bilingualism, multilingualism, speech communities, and regional and social variations as they relate to linguistic variables. (3 credit hours)

**EN694: Thesis**
A written report based upon investigation of some subject or the completion of a creative project. See "Thesis" for Additional information. (3 credit hours)

**EN695: Thesis Second Semester** (3 credit hours)

**EN696: Thesis Second Semester** (2 credit hours)

**EN697: Thesis Second Semester (1 credit hour)**
See Literature for additional course listings.

**ENVIRONMENTAL SCIENCE (EV)**

**EV643: Epidemiology**
Concepts, methods and applications of infectious disease, chronic disease, and environmental epidemiology focused on epidemiological reasoning processes. Three hours of lectures per week. Course is offered in Spring semester of odd years. Prerequisite(s): BI200, MA134. (3 credit hours)

**EV653: Occupational Health**
Introduction to the factors influencing occupational incidents and the adverse interactions of environmental and occupational chemical/physical agents with humans. Prerequisites: Any BI or BS Living Systems course and CH181 or CH185. (3 credit hours)

**EV654: Risk Assessment Applications**
Introduction to concepts, terminology, methods, and applications of qualitative and quantitative health and ecological risk assessment and risk communication. Prerequisites: Any BI or BS Living Systems course and CH181 or CH185 and MA134. (3 credit hours)

**EV655: Industrial Hygiene**
The study of chemical and physical hazards in the occupational environment and the methods used for their evaluation and control. Prerequisite(s): BI200, CH186 & MA134. (3 credit hours)

**EV660: Introduction to Toxicology**
Introduction to the fundamental principles of toxicology, toxic agents, toxicity testing, mechanisms of toxicity, toxic effects, sources of exposure and applications of toxicology. Prerequisite(s): BI200, ZO200 & CH186. (3 credit hours)

**EV661: Business Strategies for Corporate Environmental Management**
Exploration of the importance and effects of environmental leadership in establishing management strategies for national and international businesses. Prerequisites: Admission to the MBA program; CH181 or CH185 and MA134 or permission of instructor. (3 credit hours)

**EV551: Hazardous Material Assessments**
Introduction to the performance of investigative and remedial activities at hazardous waste sites. Three-hour lecture and one mandatory field exercise. Prerequisites: CH185, CH186, EV/BI455/655 or permission of instructor. (3 credit hours)

**EXCEPTIONAL CHILD EDUCATION (EX)**

**EX514: Practicum in Early Childhood Special Education**
Clinical/classroom experience in selection of instructional goals, objectives, teaching strategies, evaluation techniques for children with disabilities birth through five years. Prerequisite: consent of instructor. (3 credit hours)

**EX545: Inclusive Class Environments for Students with Disabilities**
An overview of methods, techniques and alternatives for enhancing the classroom environment when teaching adolescents with disabilities in academically and culturally diverse secondary programs. (3 credit hours)

**EX555: Introduction to Autism Spectrum Disorders**
This course offers an overview of student characteristics, theory and teaching applications for students with Autism Spectrum Disorders (ASD). Prerequisites: None. (3 credit hours)

**EX556: Language Acquisition and Communication Strategies**
The course addresses the process of language acquisition and investigates research-based strategies for improving communication in individuals with disabilities. Prerequisites: None. (3 credit hours)

**EX557: Behavior Management and Interventions**
This course provides and analysis of the principles of behavior management and interventions for individuals with developmental and sensory disabilities. Prerequisite: Successful completion of EX555 or instructor permission. (3 credit hours)

**EX558: Research in Autism Spectrum Disorders**
This course addresses critical issues and trends in the field of developmental disabilities. Prerequisite: Successful completion of EX555 or instructor permission. (3 credit hours)

**EX559: Clinical Practicum**
This course consists of a supervised field experience conducted in a clinical environment with individuals with varying exceptionalities. Prerequisite: Successful completion of EX555 or instructor permission. (1, 2, or 3 credit hours)

**EX562: Nonverbal Language Development**
The course will prepare students to work with individuals who are at the nonverbal language development stage. (3 credit hours)

**EX601: Educational Assessment Techniques**
Develops skills in selection, administration, scoring, and interpretation of standardized tests used in special education. Appraisal process is reviewed and report writing is emphasized. (3 credit hours)

**EX602: Language Acquisition of Exceptional Children**
The process of language acquisition; language development theory; language development as part of general child development; identification and management of language problems by early childhood teachers and teachers of exceptional children. (3 credit hours)

**EX611: Historical Perspectives, Present Practices and Future Issues in Special Education**
The study of historical perspectives, current best practices, and issues and trends affecting the education and treatment of exceptional individuals. Prerequisites: Admission to the graduate program in exceptional child education or consent of instructor. (3 credit hours)

**EX612: Integrating Assistive Technology**
This class will provide a hands-on examination of assistive technology usage related to teaching and learning and successful integration of people with disabilities. (3 credit hours)

**EX613: Techniques of Teaching in Early Childhood Special Education**
Study of curriculum concerns and methods for working with families and teaching infants and young children with disabilities. (3 credit hours)

**EX614: Practicum in Early Childhood Special Education**
Clinical, classroom experience in selection of instruction goals, objectives, strategies and evaluation techniques for
children in early childhood special education. Prerequisite: EX645. (3 credit hours)

EX616: Behavior Management Techniques
Integration of theory, research, and practice perspectives necessary for understanding and influencing individual behavioral adjustment. (3 credit hours)

EX617: Programs, Accommodations, and Resources for Inclusive Practices
A course designed to prepare students to explore the issues and practicalities of inclusion in elementary, middle, and high schools. (3 credit hours) Conceptual Framework: This course prepares graduate students to become caring, reflective, and competent professionals who will be able to teach children in inclusive settings from multicultural and global perspectives by modeling best teaching practices. Instructor’s Emphasis: In keeping with the College’s conceptual framework, this course will emphasize the following aspects: 1) developing teachers’ knowledge base relative to inclusion and its contribution to student success; 2) utilizing the basic concepts of collaborative partnerships as means of ascertaining implications for the program planning and implementation of educational interventions for students in inclusive classrooms; 3) developing oral and writing skills to ensure effective communication with parents and other professional educators; 4) acquiring the skills to develop and evaluate instructional materials including technology for inclusive classrooms; and 5) analyze instructional methods in relation to student success.

EX625: Introduction to the Education of Gifted Learners
Introduction to education of gifted learners, including characteristics and needs, identification practices, program options, affective and cognitive curriculum development, recognition of and programming for atypical giftedness. (3 credit hours)

EX628: Introduction to Mild/Moderate Cross-Categorical
An overview of the field of cross-categorical special education, and K-12 students who are placed in cross-categorical settings. (3 credit hours)

EX634: Practicum with Students with Learning Disabilities
Clinical and classroom experience in selection of instructional goals, objectives, teaching strategies and evaluation techniques for children with learning disabilities. (3 credit hours)

EX635: Psychology and Education of Students with Special Needs
This course is to assist in preparing graduate students to meet the diverse educational needs of the exceptional learner: mentally retarded; learning disabled; behavior disorders; visually, hearing, speech-language and physically impaired; gifted and at risk. Prerequisites: Must be admitted to a graduate program or by permission of the instructor. (3 credit hours)

EX645: Curriculum Design for Exceptional Children
An in-depth consideration of curriculum, methods and materials required for an instructional program designed to meet the needs of the exceptional individual. Prerequisite: Exceptional child certification or permission of instructor. (3 credit hours)

EX652: Techniques of Teaching the Mild/Moderate Cross-Categorical
Methods and materials needed in teaching students with mild/moderate disabilities K-12 in cross-categorical settings will be studied. Academic, perceptual, cognitive, pre-vocational, and social skills will be emphasized. Prerequisite: EX628. (3 credit hours)

EX654: Social and Emotional Development of Gifted Persons
Factors affecting social and emotional development; potential problems of the gifted (including isolation, perfectionism, under-achievement, multipotentiality); resources and strategies for responding to needs of the gifted. (3 credit hours)

EX655: Curriculum for the Gifted
Introduces teachers and administrators to curriculum for the gifted. Emphasis on differentiation of content, process, product, and learning environment to increase appropriateness for gifted learners. Prerequisite: EX573 or consent of instructor. (3 credit hours)

EX656: Creativity and Giftedness
Creative thinking and creative problem solving in education, especially in the education of gifted students. Includes assessment of creativity; social and cultural practices which facilitate or inhibit creative thinking; and classroom
practices which stimulate or inhibit creative thinking in students and in teachers. (3 credit hours)

EX657: Supervised Practicum in Education of the Gifted
Supervised experience in identifying, teaching, and evaluating the gifted child in an after school enrichment program in a university setting. (3 credit hours)

EX671: Programs for Gifted Learners
Development of programs for gifted learners, includes the identification process, addressing the needs of the population to be served, curriculum, program models, program coordination, and program evaluation. Prerequisites: EX625, EX655, or permission of the instructor. (3 credit hours)

EX673: Advanced Practicum in Education of the Gifted
Experience in teaching the gifted child in a program for gifted children within a school setting. Prerequisites: EX625, EX655 and EX671 or permission of the instructor. (3 credit hours)

EX674: Independent Study in Special Education
Directed individual study of problems and special topics in the education of exceptional children. Prerequisite: 12 semester hours in the major field of study. (1 credit hour)

EX675: Independent Study in Special Education
(2 credit hours)

EX676: Independent Study in Special Education
(3 credit hours)

EX681: Exceptional Child Education - Variable Topics I
Incorporates and explores efforts initiated by private, state and federal educationally related entities and agencies, professional leadership organizations, professional leadership academics and grant activities designed for school improvement. Prerequisites: Valid teaching certificate and be admitted to a Masters program in the College of Education. (1, 2, 3 credit hours)

EX691: Career Education for Handicapped Individuals
A course to provide structure for infusing career education into the curriculum to fulfill the unique needs of handicapped learners. (3 credit hours)

EX693: Special Education and the Law
This course is a study of historical and current state and federal litigation and legislation affecting special education services. (3 credit hours)

EX695: Practicum in Exceptional Child Education
Clinical and classroom experience in selection of instructional goals, objectives, teaching strategies and evaluation techniques for students with specific learning needs within least restrictive settings. Prerequisite: EX645. (3 credit hours)

FAMILY ECONOMICS AND MANAGEMENT (FE)
FE614: Family Financial Intervention
This course will help students develop skills in interviewing and counseling persons who are experiencing family financial problems. Prerequisites: Basic courses in the area of family resource management and/or counseling and permission of instructor. (3 credit hours)

FINANCE (FI)
FI540: International Finance
An examination of the operations and financial strategies of multinational firms within a global environment. (3 credit hours)

I568: Portfolio Seminar
Examination of the concepts relating to modern portfolio theory. Topics include efficient markets hypothesis (EMH), risk, portfolio performance, and related topics. Prerequisite: FI368 with a minimum grade of ‘C’. (3 credit hours)

FACILITIES MANAGEMENT (FM)
FM504: Facilities Management
A variety of topics will be covered related to facilities and their management. These include: project management, facility planning, maintenance, energy management, cost estimating, accounting, preventative maintenance, and others. (3 credit hours)

FOOD AND NUTRITION (FN)
FN502: Nutrition II
Study of metabolism of proteins, fats and carbohydrates, stressing the action and interaction of nutrients within the human body. Prerequisites: FN235; FN355; /020; BS114/014; CH185/005/085; CH186; CH340. (3 credit hours)
FN503: Medical Nutrition Therapy I
Part one of the in-depth study of pathophysiology and the principles of medical nutrition therapy for various disease states. Three hours lecture and two hours lab. Prerequisites: FN235 and/or FN255; FN355; FN502; BS113/114; UI331 or permission of instructor. (4 credit hours)

FN504: Medical Nutrition Therapy II
Part two of the in-depth study of pathophysiology and the principles of medical nutrition therapy for various disease states. One hour lecture and six hours clinical rotation. Prerequisite: FN503 or consent of instructor. (4 credit hours)

FN515: Financial and Economic Aspects of Food Service and Hospitality Management
A practical introduction to the financial practices and procedures in the contemporary economy applied to food service and hospitality institutions. Prerequisites: AC220, BA100, FN440, MA134, or consent of instructor. (3 credit hours)

FN520: Nutrition in the Later Years
A study of the nutritional needs of the mature adult population in light of the physiological, psychological and socio-economic changes of aging. (3 credit hours)

FN530: Pathophysiology: Implications for Nutrition and Exercise Science
An in-depth examination of pathophysiology and the relationship to nutrition and exercise. (3 credit hours)

FN540: Community Nutrition
Fundamentals of nutritional care and delivery in community programs. A special focus on cultural food patterns, nutrition education assessment and meeting community needs on local, state and federal levels. Prerequisites: FN235, HE409, HE501. (3 credit hours)

FN560: Food Service Equipment, Layout, and Design
An in-depth study of food service facility planning, layout and design. Emphasis is on functionality of facility based upon customer expectation and menu requirements. Prerequisites: FN260, FN406, FN416 or consent of instructor. (3 credit hours)

FN600: Advanced Practice in Medical Nutrition Therapy
This course provides the supervised component of dietetic education in medical nutrition therapy. Prerequisite: Student must be accepted to the Dietetic Internship before enrolling. (4 credit hours)

FN601: Sports Nutrition
Theory and application related to nutrition for athletic performance. Application of sports nutrition concepts for recreational and elite athletes. Prerequisites: FN235/255, HL303 or permission of instructor. (3 credit hours)

FN605: Nutrition in the Family Life Cycle
Study of recent scientific findings and developments as they affect the nutrition of all individuals in the family unit. Prerequisite: An introductory nutrition course. (3 credit hours)

FN610: Advanced Practice in Food Service Systems Management
This course provides the supervised component of dietetic education in Food Service Systems Management. Prerequisite: Student must be accepted to the Dietetic Internship before enrolling. (4 credit hours)

FN620: Advanced Practice in Community Based Nutrition Services
This course provides the supervised component of dietetic education in Community Based Nutrition Services. Prerequisite: Student must be accepted to the Dietetic Internship before enrolling. (4 credit hours)

FN627: Essentials of Food Science
Application of food science principles and their effects on product quality, recipe development, nutritional value and current assessment techniques. Prerequisites: FN205, CH181, CH234, PY217 or consent of instructor. (4 credit hours)

FN630: Energy Metabolism
In-depth study of the metabolism of carbohydrates, lipid, protein and micronutrients and their utilization during exercise and training. Prerequisites: BS113, BS114, and HL331, or permission of the instructor. (3 credit hours)

FN690/HL690: Seminar in Nutrition and Exercise Science
Discussion and presentations on current issues involving the disciplines of Nutrition, Dietetics, and Exercise Science. May be repeated for credit. (3 credit hours)
FN699/HL699: Internship in Nutrition and Exercise Science
Internship with an approved agency for the purpose of applying knowledge and enhancing practical skills through an experiential learning opportunity. Completion of all coursework for M.S. in Nutrition and Exercise Science. (3 credit hours)

FOREIGN LANGUAGES (FL)
FL610: Independent Study in Foreign Language
For graduate credit in French, German, or Spanish. Prerequisite: Consent of department chairperson and Dean of the College of Liberal Arts. (3 credit hours)

FL611: Independent Study in Foreign Language
(2 credit hours)

FL612: Independent Study in Foreign Language
(1 credit hour)

FORENSIC SCIENCE (FS)
FS550: Crime Laboratory: Microscopy
Introduction to the techniques of forensic microscopy in the analysis of physical evidence. Prerequisite: CH540, or equivalent with consent of instructor. (2 credit hours)

FS552: Crime Laboratory II: Blood and Fluids
Introduction of the techniques of forensic serology in the analysis of biological evidence. Prerequisite: CH540, or the equivalent with consent of instructor. (2 credit hours)

FS601: Problems in Forensic Science
Directed study in specific topics related to forensic science, the operation and function of a crime laboratory, or methods of analysis applied to physical evidence. Prerequisite: Consent of instructor. (1 credit hour)

FS603: Problems in Forensic Science (3 credit hours)

GEOSCIENCES (GO)
GO555: Soil Classification and Resource Management
Classification, morphology, and chemical analysis of soils in terms of their physical, chemical and mineralogical composition. Interpretation of soils in terms of proper land use. Two lectures and one laboratory per week. Prerequisites: CH186 or equivalent. (3 credit hours)

sites: Five hours of chemistry and AO215 or GO110; or consent of instructor. (3 credit hours)

GO561: Advanced Topics
Consideration in depth of subject matter ordinarily unavailable in the departmental curriculum. Consult chairperson of department for further information. Lecture and/or laboratory. Prerequisite: Permission of instructor. On demand. (1 credit hour)

GO562: Advanced Topics. On demand. (2 credit hours)

GO563: Advanced Topics. On demand. (3 credit hours)

GO605: Environmental Assessment
A seminar on the philosophy and process of environmental assessment with an interdisciplinary project which includes team writing of an environmental assessment report. Prerequisite: Permission of the instructor. (3 credit hours)

GO618: Topics in Earth Science Education
A review of the basic content of earth science coupled with pedagogical models appropriate for teaching the elementary or secondary classroom. This course is not intended for students with an undergraduate or graduate major in earth science. (3 credit hours)

GO640: Remote Sensing
An introduction to the principles, concepts, and applications of remote sensing and related techniques of computer based image processing. (3 credit hours)

GO645: Geographic Information Systems (GIS)
An introduction to the theory, methods, and applications of GIS for spatial data analysis. Two lectures, one laboratory per week. Prerequisites: GO340, CS180, MA223, or SO242, or approval of instructor. (3 credit hours)

GO658: Environmental Geochemistry
Application of chemical principles to the study of near surface environments. Two lectures, 1 two-hour laboratory. Prerequisites: CH186 or equivalent. (3 credit hours)
GO661: Environmental Hydrology
An introduction to the interrelationships between the environment and the occurrence, distribution, movement, and chemistry of water. Emphasizing the influence of geologic processes and materials on surface water, groundwater, and fluid and contaminant transport through the vadose zone. Two lectures, one lab per week. Prerequisites: MA140; GO110; or consent of instructor. (3 credit hours)

GO681: Independent Study
Involves oral and written reports in a selected field of geology. Prerequisites: Graduate standing and the approval of the Department of Geosciences upon consideration of a formal proposal. On demand. (1 credit hour)

GO682: Independent Study (2 credit hours)

GO683: Independent Study (3 credit hours)

GRADUATE INSTRUCTION (GI)
GI600: Studies in Pedagogy
Intensive study and research in the art of teaching the disciplines. Topics will vary according to the areas of specialty of the instructor. (3 credit hours)

GI602: A.P. Institute: Studio Art
In this course, the participant will examine and develop Advanced Placement Studio Art curricular and assessment methodologies, explore practical classroom management strategies, and prepare teaching resources to be used in each respective studio. (3 credit hours)

GI603: A.P. Institute: Biology
A course designed to assist high school biology teachers in offering Advanced Placement Biology as part of their curriculum. 8 days, from 8 a.m.-5 p.m. each day, lab and lecture. Summer. Prerequisite: Certified biology teacher. (3 credit hours)

GI604: A.P. Institute: Chemistry
An institute designed to help prepare high school chemistry teachers to teach Advanced Placement Chemistry in their schools. Eight days, from 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. each day, lecture and lab. Summer. Prerequisites: Certified chemistry teacher. (3 credit hours)

GI609: A.P. Institute: English Language and Composition
An institute designed to prepare high school teachers to develop a curriculum that will prepare their students to take the Advanced Placement Language and Composition examination and to discuss and develop effective pedagogical techniques for teaching various types of prose passages and to practice evaluation of student writing. (3 credit hours)

GI610: A.P. Institute: English Literature/Composition
This course is designed to assist high school teachers in implementing a curriculum that will prepare their students to successfully take the College Board's Advanced Placement Literature and Composition examination. (3 credit hours)

GI611: A.P. Institute: Foreign Language
This institute is designed to prepare high school teachers of French, German, and Spanish for the AP exam. In particular, it is intended to assist in implementing a curriculum that will prepare their students to pass the College Board's Advanced Placement French, German, or Spanish examinations. (3 credit hours)

GI619: A.P. Institute: U.S. Government and Politics
An institute designed to prepare high school U.S. Government and Politics teachers to teach AP U.S. Government and Politics in their high schools and to develop pedagogical methods and techniques for teaching specific skills and to provide the high school student with a learning experience equivalent to that obtained in college introductory U.S. government and politics courses. Prerequisite: High school teacher of Social Studies. (3 credit hours)

GI621: A.P. Institute: European History
A workshop designed to prepare high school history teachers to teach the AP European History course in their high schools. Focus is upon the factual content, methods of historical interpretation and pedagogy appropriate to a college equivalent course. Prerequisites: Qualification for and experience in teaching history at the high school level. (3 credit hours)

GI622: A.P. Institute: U.S. History
A workshop designed to prepare high school teachers to teach the AP American History course in their high schools. Focus is upon the factual content, methods of historical interpretation and pedagogy appropriate to a college equivalent course. Prerequisites: Qualifications for and
experience in teaching history at the high school level. (3 credit hours)

GI623: A.P. Institute: Calculus AB
This institute assists secondary school mathematics teachers in offering an Advanced Placement Calculus course in their schools. The institute is taught over a two-week period for a total of 45 hours. Prerequisite: Mathematics teacher certificate. (3 credit hours)

GI624: A.P. Institute: Calculus BC
This institute assists secondary school mathematics teachers in offering an Advanced Placement Calculus course in their schools. The institute is taught over a one or two-week period for a total of 45 hours. Prerequisite: Mathematics teacher certificate. (3 credit hours)

GI631: A.P. AP Institute: Human Geography
An institute designed to prepare high school teachers to develop a curriculum that will prepare their students to take the Advanced Placement Human Geography test and understand the interactions of people on the surface of the earth. Prerequisites: Participants must have a bachelor's degree in social studies (or a social studies-related degree program) with course work in geography and Missouri teacher certification. (3 credit hours)

GI635: A.P. AP Institute: Environmental Science
A course designed to assist high school environmental science teachers in offering Advanced Placement Environmental Science as part of their curriculum. 8 days, from 8 a.m. to 5 p.m. each day, lab and lecture. Summer. (3 credit hours)

GI640: A.P. AP Institute: English Vertical Teams
An institute designed to prepare middle school, junior high, and high school language arts teachers to form English vertical teams and develop a sequential curriculum that will prepare their students to take either the Advanced Placement Literature and Composition or Advanced Placement Language and Composition examination, develop effective pedagogical techniques for teaching various types of nonfiction and literary works, and practice evaluation of student writing. (3 credit hours)

GI641: AP Institute: Mathematics Vertical Teams
The Advanced Placement Program Mathematics Vertical Teams Toolkit will be studied as a resource for implementing vertical teams in mathematics aimed at increasing the number and diversity of students succeeding in Advanced Placement Calculus. Prerequisites: Graduate status or consent of instructor. (3 credit hours)

GI642: AP Institute: Science Vertical Teams
An institute designed to prepare middle school, junior high, and high school science teachers to form vertical teams and develop and implement an aligned curriculum that will prepare their students to take Advanced Placement Courses in science. 3 credit hours. Prerequisites: Permission of Instructor. (3 credit hours)

GI647: AP Institute: Music Vertical Teams
An institute designed to prepare elementary, middle school, junior high and high school music teachers to form vertical teams and develop and implement an aligned curriculum that will prepare their students to take the Advanced Placement Music Theory course and the AP Music Theory examination. Prerequisites: Permission of Instructor (3 credit hours.)

GI654: Advanced Topics in Advanced Placement Chemistry
A course focusing on advanced topics in AP Chemistry and designed for experienced AP teachers. Five days, from 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. each day, lecture and lab. Summer. Prerequisites: Certified Chemistry Teacher and Experienced AP Chemistry Teacher. (2 credit hours)

GI680: Topics in Advanced Placement Teaching
An examination of trends and issues in the Advanced Placement program at the middle level and secondary education, including instructional strategies in the contemporary middle-level and secondary-school classrooms. Prerequisites: Possess middle or secondary school teaching credentials (for public school teachers only). (1-3 credit hours)

GRADUATE SCHOOL (GR)
GR525: Accounting and Reporting Considerations of Governmental and Not-for-Profit Entities
An introduction to the accounting and reporting practices of governmental and not-for-profit entities. This course is not available for students seeking credit toward any degree offered through the College of Business Administration. (3 credit hrs)

GR526: Management in Not-for-Profit Organizations
A study of the concepts of management as applied to public and private not-for-profit organizations. This course is not available for students seeking credit toward any degree through the College of Business Administration. (3 credit hours)

**GR651: Organization Development**
A study of managerial strategies, processes and techniques for bringing about change within an organization. This course is not available for students seeking credit toward any degree through the College of Business Administration. Prerequisite: GR526 (3 credit hours)

**GR603: Seminar on College Teaching**
An in depth study of, and intensive practical training in, effective classroom teaching. (3 credit hours)

**GR691: Methods of Research: Qualitative and Quantitative Designs**
This course prepares students to understand, interpret, evaluate, and design qualitative and quantitative research as well as develop the ability to select and use appropriate research methods. Prerequisite(s): Admission to the graduate program. (3 credit hours)

**GR697: MSA Internship**
Designed for students without significant administrative experience. The student will be assigned to a one hundred and twenty hour experience with an experienced administrator. (3 credit hours)

**GR698: Master's Final Comprehensive Examination**
The written comprehensive is an examination over the degree program. Students must enroll in GR698 during the final semester. If not enrolled in regular coursework a minimum enrollment fee must be paid.

**GR699: Master's Oral Examination**
The oral examination will be conducted for students writing a thesis or internship paper in lieu of the comprehensive examination. Students must enroll in GR699 during the final semester. If not enrolled in regular coursework or thesis, a minimum enrollment fee must be paid.

**HEALTH AND HUMAN SERVICES (HS)**

**HS551: Case Management: An Interdisciplinary Approach**
An interdisciplinary study of client-driven service coordination with special emphasis on strength based assessment. Prerequisites: Major in the College of Health and Human Services and senior or graduate standing or consent of instructor. (3 credit hours)

**HEALTH AND LEISURE (HL)**

**HL510: Health Concerns of Aging**
This course is designed to consider the health concerns of individuals and groups as they relate to the aging process. Emphasis will be on working with the aged population. (3 credit hours)

**HL526: Health Behavior Change**
Behavior change theory, principles, predictive models, and their application to health behavior change programs and interventions. Prerequisite(s): HL120, HD331/031, or consent of instructor, or graduate standing. (3 credit hours)

**HL531: Advanced Exercise Testing**
Development of knowledge and skills necessary to conduct exercise tests in clinical settings. 2-hours lecture, 2-hours lab. Prerequisites: HL431 or HL601, or consent of instructor. (3 credit hours)

**HL601: Physiology of Exercise**
Physiological responses to exercise, the recovery process, and systematic training regimens. Emphasis on bioenergetics, training and health. (3 credit hours)

**HL621: Exercise in Health and Disease**
The role of exercise in the prevention and rehabilitation of cardiopulmonary diseases. Emphasis on patient/client education, programming, and assessment. (3 credit hours)

**HL671: Implementation and Organization of Fitness Programs for Healthy and Diseased Populations**
Organizational structure, exercise programming, facility administration, and testing/screening procedures for programs serving apparently healthy, symptomatic, and diseased populations. Prerequisites: Graduate standing or consent of instructor. (3 credit hours)

**HL672: Health Promotion Programs**
Principles of planning, implementing, and evaluating health promotion programs in various settings. Prerequi-
HL690/FN690: Seminar in Nutrition and Exercise Science
Discussion and presentations on current issues involving the disciplines of Nutrition, Dietetics, and Exercise Science. May be repeated for credit. (3 credit hours)

HL699/FN699: Internship in Nutrition and Exercise Science
Internship with an approved agency for the purpose of applying knowledge and enhancing practical skills through an experiential learning opportunity. Completion of all coursework for M.S. in Nutrition and Exercise Science. (3 credit hours)

HL691: Applied Research
An applied research project, guided by a faculty committee within the fields of Health Promotion, Exercise Science, and Athletic Training. Prerequisites: GR691 or equivalent, PY571 or equivalent, and permission of department chair. (3 credit hours)

HISTORIC PRESERVATION (HP)
HP535: Problems in Historic Site Administration
An applied research course which deals exclusively with preservation projects such as survey, planning, historic districts, adaptive use and revolving funds. Prerequisite: HP420. (3 credit hours)

HP552: Historic Preservation Field School
Intensive field experience in documenting and preserving the built environment and the historic landscape. (3 credit hours)

HP580: History of American Building Materials and Techniques
A survey of architectural styles, building materials, and construction methods with a focus on the eighteenth and nineteenth centuries. Two lectures plus a three hour lab period weekly. (3 credit hours)

HP585: History of American Architecture
The study of architectural history as material evidence of America's social, cultural, economic, and technological development. (3 credit hours)

HP588: Legal and Economic Principles of Historic Preservation
A study of the legal and economic aspects in the procedures for locating, recording and preserving America's historical, architectural and cultural resources. Prerequisites: HP100 and HP200. (3 credit hours)

HP601: Independent Study in Historic Preservation
Prerequisite: Consent of instructor. (1 credit hour)

HP602: Independent Study in Historic Preservation
Prerequisite: Consent of instructor. (2 credit hours)

HP603: Independent Study in Historic Preservation
Prerequisite: Consent of instructor. (1 credit hour)

HP615: Heritage Education
An applied research course focusing on techniques used to teach about the diverse, rich heritage of the built environment and material culture artifacts. (3 credit hours)

HP640: Historic Preservation Internship
Graduate internship in historic preservation. 150 hours required. (3 credit hours)

HP645: Advanced Projects in Applied History
Individual or group projects requiring knowledge and skill in the field of historic preservation, historic site administration, museum administration, archives administration or heritage education. Prerequisite: Graduate with a minimum of 16 hours of graduate coursework completed. (3 credit hours)

HP650: Problems in Historic Preservation
Projects in historic preservation that acquaint the student with a broad spectrum of academic/practical problems that complement professional training. Prerequisite(s): HP200 and HP100 or HP600 or permission of instructor. (3 credit hours)

HISTORY-GENERAL (GH)
GH520: Techniques of Oral History
Study and practice in designing and carrying out oral history projects. (3 credit hours)
GH600: Introduction to Public History
Guided readings, discussion, and practice in presenting history to audiences outside the academy. Prerequisite: Graduate status. (3 credit hours)

GH601: Independent Study in History. Prerequisite: Consent of instructor. (1 credit hour)

GH602: Independent Study in History. Prerequisite: Consent of instructor. (2 credit hours)

GH603: Independent Study in History. Prerequisite: Consent of instructor. (3 credit hours)

GH610: Methods of Research in History
Location, evaluation, and presentation of historical material, including a component of historiography. Designed to prepare the student for writing research papers and the thesis. Emphasis will be upon archival and computer research tools. (3 credit hours)

GH651: Problems in Social Studies. (Subtitle will vary.) (1 credit hour)

GH652: Problems in Social Studies. (2 credit hours)

GH653: Problems in Social Studies. (3 credit hours)

GH654: Problems in Social Studies. (4 credit hours)

An analysis of special problems in teaching history and the social studies in the secondary school. Emphasis on current trends in the social studies curriculum. Prerequisites: A major or minor in history and/or social studies. (3 credit hours)

GH694: Thesis
A written report based upon investigation of a subject or the completion of a creative project. See "Thesis" for additional information. (3 credit hours)

GH695-697 Thesis
Candidates choosing the Teaching Option may elect to write a thesis under the direction of their advisor. Upon completing the thesis the candidate will defend it before a committee selected by the candidate and advisor. Candidates may elect 6 hours of coursework and 1 non-thesis paper in lieu of the thesis. (6 credit hours)

HISTORY-UNITED STATES (US)

US509: American Frontier History
The economic cultural, political, and military developments of the various frontiers. (3 credit hours)

US511: American Diplomatic History
The diplomatic affairs and foreign policy of the U.S. from the American Revolution to the present. (3 credit hours)

US520: History of American Ideas
An analysis of patterns in American thought from the colonial period to the present. On demand. (3 credit hours)

US522: American Presidential History
An examination of the presidents and the presidency in terms of personality, institutional evolution and achievements in foreign and domestic policy from 1789-present. (3 credit hours)

US523: American Constitutional History
Origins of the constitution and a survey of its development to the present. (3 credit hours)

US525: American Urban History
A study of the origins and growth of American cities from the colonial town to the modern metropolis and an analysis of the city's historical impact on American culture and institutions. (3 credit hours)

US529: American Labor History
Study of the American labor movement to the present. (3 credit hours)

US531: American Military History
A study of the changing relationship between civil-military authority, warfare, and their impact upon democratic institutions. (3 credit hours)

US535: The Age of Roosevelt
This course deals with American history from 1920-1945. It includes an examination of the domestic and foreign political events affecting the United States from the end of the First World War to the conclusion of the Second. It will focus on political, economic, social and cultural factors that formed the background of modern America. (3 credit hours)
**US600: Readings in United States History**
Selected readings in United States history. Topics will vary according to the areas of specialty of the instructor. (3 credit hours)

**US620: Studies in United States History**
Intensive study and research in United States history. Topics will vary according to the areas of specialty of the instructor. (3 credit hours)

**US635: American Material Culture**
A study of American material culture emphasizing how common-place artifacts provide historical evidence of the past and the people who made and used them. (3 credit hours)

**US660: African Americans During a Time of Slavery**
A study of Africans in America, both slave and free, from 1619 to 1865. (3 credit hours)

**HISTORY-UNITED STATES/WORLD**

**US/WH6XX: Readings in History**
Selected readings in United States, European, or World History. Topics will vary according to the area of specialty of the instructor. Emphasis will be upon discussion of readings and preparation of position papers or book reviews. (3 credit hours)

**US/WH6XX: Seminar in History**
Intensive study and research in United States, European, or World History. Topics will vary according to the area of specialty of the instructor. Emphasis will be upon preparation of a research paper.

**HISTORY-WORLD (WH)**

**WH514: History of Modern France**
The political, social, and cultural developments of modern France. (3 credit hours)

**WH516: History of Modern Germany**
The rise of the Prussian state. Germany in the nineteenth and twentieth centuries. (3 credit hours)

**WH518: History of Soviet Russia**
The 1917 revolution and analysis of the history and policies of the U.S.S.R. (3 credit hours)

**WH520: Latin American Colonial History**
Survey of the Iberian and Indian background to the voyages of discovery, European conquest; establishment of imperial institutions, Bourbon reforms of the eighteenth century and the origins of independence. (3 credit hours)

**WH524: History of Mexico Since 1810**
An examination of modern Mexico from wars of independence to the Mexican Revolution of 1910. (3 credit hours)

**WH527: Intellectual History of Modern Europe**
Examination of intellectual and social history of Europe from the seventeenth century to the present. (3 credit hours)

**WH550: The Atlantic World**
The political, social, economic and cultural history of the Atlantic world from 1492 to 1830. Prerequisites: US105 or permission of the instructor. (3 credit hours)

**WH600: Readings in European History**
Selected readings in European history. Topics will vary according to areas of specialty of the instructor. (3 credit hours)

**WH610: Readings in World History**
Selected readings in world history. Topics will vary according to the areas of specialty of the instructor. (3 credit hours)

**WH620: Seminar in European History**
Intensive study and research in European history. Topics will vary according to the areas of specialty of the instructor. (3 credit hours)

**WH630: Seminar in World History**
Intensive study and research in world history. Topics will vary according to the areas of specialty of the instructor. (3 credit hours)

**HORTICULTURE (HO)**

**HO530: Home Horticulture**
Insight into the various phases of horticulture activity as related to modern living. Designing and planting the home landscape, including the fundamentals of establishing a vegetable garden, fruit orchard, and vineyard. Plant identification, establishment, and maintenance of ornamental trees, shrubs, vines, turfgrasses, ground covers, and annual
and perennial flowering plants found in the home landscape. One lecture; two-hour lab. (2 credit hours)

**HOUSING AND INTERIOR DESIGN (HI)**

**HI518: Environmental Design for Special Populations**
A study of the principles and theories relative to the design of effective environments for children, the elderly, and people with disabilities. (3 credit hours)

**HI530: History of Furniture I**
The study of furniture styles from ancient Egypt through the Renaissance with emphasis on the economic, political and social issues which affected the development of design. (3 credit hours)

**HI532: History of Furniture II**
A study of furniture styles from the 17th century through the contemporary movement with emphasis on the economic, political and social issues. Emphasis on France, England and America. (3 credit hours)

**HI601: Housing and Environmental Living**
The study of housing needs in the American society and the design and construction of functional, aesthetically pleasing homes. (3 credit hours)

**HUMAN ENVIRONMENTAL STUDIES (HE)**

**HE501: Learning Theories and Methods for the Human Services Professional**
Application of learning theory in instructional planning, implementation and evaluation in nontraditional educational settings. Students will interview, counsel individuals and facilitate a group process related to the field of dietetics. Prerequisite: Completion of 45 hours of coursework. (2 credit hours)

**HE505: Problems in Home Economics Education**
Directed study of special problems through seminars, workshops, forum, etc. (1 credit hour)

**HE506: Problems in Home Economics Education**
(2 credit hours)

**HE507: Problems in Home Economics Education**
(3 credit hours)

**HE508: Problems in Home Economics Education**
(4 credit hours)

**HE520: Techniques of Teaching Nutrition and Health Education**
Utilization of educational principles and theory for instructional planning, implementation, and evaluation for nutrition and health education. Prerequisites: FN235 AND /04 FN255; SC105. (3 credit hours)

**HE525: Evaluating Research in Human Services**
Emphasizes understanding and evaluating research studies: identifying, differentiating, analyzing, and evaluating research components and processes. Prerequisites: Introductory statistics course or permission of instructor. (3 credit hours)

**HE600: Foundations of Human Environmental Studies**
A study of history, theory and philosophy as related to Human Environmental Studies. Prerequisite: Introductory Philosophy course or instructor's permission. (3 credit hours)

**HE603: Research Issues and Theories in Human Environmental Studies**
Critical evaluation of human environmental problems and issues using research tools to interpret, evaluate, and create theories. Prerequisites: GR691 and HE600 or consent of instructor. (3 credit hours)

**HE608: Supervision and Personnel Development in Human Environmental Studies**
Evaluation of supervision theories, models and employee development for private/public institutions with emphasis on Human Environmental Studies areas. (3 credit hours)

**HE610: Independent Study**
(1 credit hour)

**HE611: Independent Study**
(2 credit hours)

**HE612: Independent Study**
(3 credit hours)

**HE615: Qualitative Research Design**
Introduction to qualitative research design including data collecting, recording, managing analysis. Prerequisite(s): HE525, HE600 and CF630 or permission of instructor. (3 credit hours)

**HE640: Advanced Professional Practicum**
A professional practicum placement designed to enhance the development of advanced interactive skills and management practices appropriate to the discipline. Prerequisite: Graduate standing. (3 credit hours)

**HE645: Advanced Graduate Seminar**
Selected advanced topics will be offered as needed in a seminar format. Student interaction, debate and presentation skills are incorporated. Prerequisite(s): HE600, HE608, and CF630, or permission of instructor. (3 credit hours)

**HE694: Thesis**
A written report based upon investigation of some subject or the completion of a creative project. See Thesis Plan for additional information. (3 credit hours)

**HE695: Thesis. Second semester** (3 credit hours)

**HE696: Thesis. Second semester** (2 credit hours)

**HE697: Thesis. Second semester** (1 credit hour)

**INDUSTRIAL EDUCATION (IE)**

**IE501: Independent Study in Industrial Education**
Individual independent investigation in laboratory and informational content. Two hours of laboratory. On demand. (1 credit hour)

**IE502: Problems in Vocational-Industrial Education**
Study of special concerns. On demand. (1 credit hour)

**IE503: Independent Study in Industrial Education**
Four hours of laboratory. (2 credit hours)

**IE504: Problems in Vocational-Industrial Education.** (2 credit hours)

**IE505: Independent Study in Industrial Education**
Six hours laboratory. (3 credit hours)

**IE506: Problems in Vocational-Industrial Education** (3 credit hours)

**IE590: Assessment for Career and Technical Education**
Study of terminology and philosophy of career and technical education, objectives, analysis for development and evaluation of courses of study. (3 credit hours)

**IE592: Selection and Organization of Subject Matter**
Study of terminology and philosophy of industrial education; objectives, analysis for manipulative and informational units, projects, exercises, experiments, production jobs, demonstrations, textbooks, job, operation, assignment and information sheets, teaching aids, evaluations, progress charts, performance tests, master teaching plan, instructional guides and courses of study. On demand. (3 credit hours)

**IE593: Principles and Practices of Technical Subjects**
A vocational teacher training course designed to serve trade, technical, health, CETA teachers. Designed to give practical and substantial assistance to instructors through the study of the most useful methods, basic principles, and techniques for teaching. (3 credit hours)

**IE594: Guidance in Career and Technical Education**
Problems, methods, and procedures involved in assisting individuals to choose, prepare for, enter and become adjusted in their vocations. Designed for teachers and counselors, employment service personnel, and others. (3 credit hours)

**IE595: Teaching Adults in Career and Technical Education**
Definition, importance, concepts, problems, and movement with characteristics, interests, and abilities of adults. Techniques of overcoming problem areas, methods of conducting classes, and role of school system in an adult vocational education program. (3 credit hours)

**IE596: Foundations of Career and Technical Education**
Introduction to the foundations of vocational and industrial education including history, philosophy, definitions, state plan, handbook, certification, recertification, occupational surveys, safety programs, career education, area vocational-technical schools, co-op education, CETA programs, apprenticeships, related instruction, state department eval-
IE597: Coordination of Cooperative Education
Organization and operation of cooperative programs, including advisory committees, classroom, development of training stations, methods of instruction and student organizations. (3 credit hours)

IE602: Independent Study in Industrial Education
(1 credit hour)

IE604: Independent Study in Industrial Education
(2 credit hours)

IE606: Independent Study in Industrial Education
(3 credit hours)

IE613: Introduction to Career and Technical Education
Study of topics critical to beginning vocational administrators. Topics to include organization, rules and regulations, state forms, budgeting, planning, evaluation of programs and teachers, and public relations. Prerequisites: Employment as a vocational school administrator or enrollment in a school administration degree program. (3 credit hours)

IE699: Topics in Career and Technical Education
In conjunction with the Missouri Council of Vocational Administrators Leadership Development Academy, provide instruction on topics relevant to the field. On demand. (1 credit hour)

IM501/601: Independent Study in Industrial and Engineering Technology
Individualized independent investigation in laboratory and informational content. (1 credit hour)

IM502: Problems in Industrial and Engineering Technology
Study of special concerns. (2 credit hours)

IM504: Problems in Industrial and Engineering Technology
Study of special concerns. (2 credit hours)

IM505/605: Independent Study in Industrial and Engineering Technology
Individualized independent investigation in laboratory and informational content. (3 credit hours)

IM506: Problems in Industrial and Engineering Technology
Study of special concerns. (3 credit hours)

IM581/681: Independent Study in Industrial and Engineering Technology
Individualized independent investigation in laboratory and informational content. (1 credit hour)

IM583/683: Independent Study in Industrial and Engineering Technology
Individualized independent investigation in laboratory and informational content. (2 credit hours)

IM585/685: Independent Study in Industrial and Engineering Technology
Individualized independent investigation in laboratory and informational content. (3 credit hours)

IM601: Industrial Safety and Ergonomics
This course will examine the role and importance of management in producing and maintaining a safe workplace environment. Topics covered will include the role of Occupational Safety and Health Administration (OSHA) in industry and business, OSHA inspections, regulations, and required documentation and legal and ethical issues regarding safety issues. (3 credit hours)

IM602: Advanced Quality Concepts
The role(s) and application of quality concepts to modern industrial organizations. The design, development and application of a quality system and its impact on organizational productivity, culture, and employee roles will be covered. (3 credit hours)

IM603: Industrial Supervision in a Diverse Workplace
The role(s) and knowledge required for managers to effectively supervise, interact, communicate, and motivate
employees of various demographics in current work environments. (3 credit hours)

**IM605: Innovation**
This course is aimed at preparing students for careers in industry. A team of students will identify and develop solutions to practical problems or market needs. Students will develop creative problem-solving abilities and other skills necessary for innovative thought and innovation. (3 credit hours)

**IM606: Knowledge Management**
The goal of the course is to prepare students to become familiar with the current theories, practices, tools, and techniques in knowledge management (KM) organizations. In addition, students will learn to determine the infrastructure requirements to manage the intellectual capital in organizations. (3 credit hours)

**IM617: Manufacturing Resources Analysis**
Prediction of costs involved in manufacturing processes and systems. Students learn how to create effective production and inventory control applications throughout all production phases. Activities will include application of Enterprise Resource Planning Software. Prerequisite: IM311 or consent of instructor. (3 credit hours)

**IM693: Applied Research Project**
Designed to develop an understanding of the process by which industrial supervisors respond to problems. Integrates research skills and professional practices and provides an opportunity to apply current research to an identified problem. (3 credit hours)

**IM694: Thesis** (3 credit hours)

**INTERNATIONAL (IN)**
**IN510: Introduction to Comparative Education**
A cross-national examination of various historical, political, economic, cultural, and social issues affecting education in selected countries throughout the world. Prerequisites: IN510 or graduate standing. (3 credit hours)

**IN520: Issues in Comparative and International Education**
A cross-national examination of various historical, political, economic, cultural, and social issues affecting education in selected countries with emphasis on the non-western world. Prerequisites: IN510 or graduate standing. (3 credit hours)

**IN550: International Education Internship**
Intensive professional internship experience requiring demonstration of culturally appropriate intercultural education competencies. Prerequisites: EL274, UI347, IN510, IN520 or graduate standing. (3 credit hours)

**LITERATURE (LI)**
**LI510: Literature and the Bible**
A study of literature based on Biblical parallels and archetypes. Includes novels, stories, poems, and plays. Prerequisites for undergraduates: EN140 and one 200-level literature course (excluding LI 243). (3 credit hours)

**LI542: Literature for the Young Adult**
A survey of the literature written for young adults (grades 7-12) with emphasis on literary analysis and evaluation of the literature and on the reading interests of young adults. Prerequisites for undergraduates: EN140 and one 200-level literature course (excluding LI243). (3 credit hours)

**LI560: Chaucer**
Chief works of Chaucer and Chaucer criticism with some instruction in Middle English. Prerequisites for undergraduates: EN140 and one 200-level literature course (excluding LI243). (3 credit hours)

**LI565: Southern Literature**
Southern writers from colonial days to the present, with particular emphasis upon the Southern Renaissance, c. 1920-1945. Prerequisites for undergraduates: EN140 and one 200-level literature course (excluding LI243). (3 credit hours)

**LI568: Nineteenth Century American Novel**
A study of the American novel from its beginning to 1890. The major novelists studied are Cooper, Hawthorne, Melville, Twain, Howells, and James. (3 credit hours)

**LI570: Modern and Contemporary American Novel**
A study of the contemporary American novel and new techniques in fiction as revealed in the works of novelists who have made their appearance since World War II. Prerequisites for undergraduates: EN140 and one 200-level literature course (excluding LI243). (3 credit hours)

**LI571: Modern American Poetry**
An intensive study of selected modern and contemporary major American poets with the emphasis on critical interpretation of selected poems. Prerequisites for undergraduates: EN140 and one 200-level literature course (excluding LI243). (3 credit hours)

LI572: The Modern Essay
A study of the development of the personal essay form, intensive reading of works by contemporary American and British essayists, and composition of original personal essays. Prerequisites for undergraduates: EN140 and one 200-level literature course (excluding LI243). (3 credit hours)

LI574: Australian Literature
A survey of Australian literature, focusing on major themes and important issues in its development. Prerequisites for undergraduates: EN140 and one 200-level literature course (excluding LI243). (3 credit hours)

LI576: American Fiction of the Twenty-First Century
For undergraduate and graduate students who wish to study the social and cultural junctures and fractures explored by twenty-first century American fiction and its criticism. Prerequisites: Any 200-level literature course (except LI243). (3 credit hours)

LI577: Studies in Early English Literature
A course which focuses on the study of early modern English literature from 1450-1785. It addresses issues, periods, or genre studies in the literature of England not addressed in the regular course listings. May be repeated for elective credit. Prerequisites: EN140 or equivalent and any 200 level literature course. (3 credit hours)

LI578: Studies in Later English Literature
Studies in Romantic, Victorian, Modern, or Contemporary Literature: issue, period, or genre studies in British literature not addressed in the regular course listings. Topics will be announced when course is offered. Prerequisites: EN140 and 200-level course. (3 credit hours)

LI582: Topics in Literature
Directed study of special topics in literature. Prerequisites for undergraduates: EN140 and one 200-level literature course (excluding LI243). (3 credit hours)

LI587: Women and Madness
A thematic study of the madwoman in autobiography, literature, drama, opera, and film. Various literary/cultural motifs of female madness ranging from Greek drama to contemporary writings will be examined. This course will fit into the curriculum in the following ways: 1) as a Women's Studies Minor course; 2) a World Literature option; 3) a Literature elective. Prerequisites for undergraduates: EN140 and one 200-level literature course (excluding LI243). (3 credit hours)

LI605: Contemporary Anglophone Literature/Contemporary Theory
An examination of contemporary theory through contemporary literature (British, Irish, Indian, and other post-colonial writing). Includes as well Commonwealth literature (Canadian). Focuses on issues raised by contemporary theory: how does narrative become associated with desire; how does it produce ideology; whose stories are suppressed? (3 credit hours)

LI615: Practicum in Teaching Literature
Teaching practicum: Mentored experience in teaching undergraduate literature; experience includes techniques for writing, presenting, facilitating discussion, and finding employment. (3 credit hours)

LI621: Cross-Cultural American Voices
Studies in fiction, poetry, drama, film, and nonfiction written by African American, Native American, Hispanic, Asian American, Jewish, feminist, gay, lesbian, and other diverse voices. (3 credit hours)

LI658: Literary Criticism
Basically a course in the techniques of close analysis of literary form. (3 credit hours)

LI665: Shakespeare
An extensive study of the works of William Shakespeare and Shakespeare criticism. (3 credit hours)

LI674: Studies in Modern American Literature
A study of American literature from the Civil War to the present. Variable content; may be repeated. (3 credit hours)

LI676: Early Twentieth-Century British Literature
Representative fiction, poetry, and drama in British and Irish literature from the late 1890s to the 1970s. This
course will focus primarily on modernist literature (1890s through the 1940s), but will conclude with the mid-century's critique of modernism and an exploration of how the modern is echoed in the postmodern. (3 credit hours)

LI679: Independent Study
Independent work in a specialized area not covered by regular course offerings. (1 credit hour)

LI680: Independent Study in English (2 credit hours)

LI681: Independent Study in English (3 credit hours)

MANAGEMENT (MG)
MG550: Improving Team Performance
The course will investigate team performance and techniques required to improve term performance. Prerequisites: MG301 or equivalent, or permission of the instructor. (3 credit hours)

MG560: International Management
Economic, cultural, political, and environmental variables of international management. Includes trends, organization for international operations, international management of human resources. Prerequisites: MG301 with minimum grade of "C." (3 credit hours)

MANAGEMENT INFORMATION SYSTEMS (MI)
MI575: Information Technology Management
The major focus is business alignment with technology as pertaining to strategic frameworks for IT deployment in an organization. The course is of applied nature, with discussions on industry practices. Prerequisites: MI375 or IS275 with minimum grade of "C" and senior standing. (3 credit hours)

MANUFACTURING ENGINEERING TECHNOLOGY (MN)
MN512: Computer Integrated Manufacturing
Provides students an opportunity to study the integration of robots, CNC, CAD/CAM, databases, and automated systems into the manufacturing environment. Prerequisites: MN354; MN356 or consent of instructor. (3 credit hours)

MN516: Manufacturing Seminar
This is a course involving all of the student's previous coursework in an interdisciplinary format. The course will cover the use of Mathematics, Physics, Product Design,
Finite differences, numerical differentiation and integration, numerical solution of equations, linear systems of equations, and differential equations, with reference to algorithm speed and stability. Prerequisites: MA240, MA334. (3 credit hours)

**MA545: Linear Algebra and Matrices**
Vector spaces, linear transformations, matrices, characteristic polynomials, eigenvalues, and eigenvectors. Prerequisite: MA445. (3 credit hours)

**MA546: Advanced Calculus I**
Elementary set theory and topology, sequences and series, continuous and differentiable functions on Euclidean n-space. Prerequisite: MA240. (3 credit hours)

**MA547: Advanced Calculus II**
Convergence of series of functions, Implicit Function Theorem, integration. Prerequisite: MA546. (3 credit hours)

**MA550: Differential Equations II**
Theory and techniques of solving linear differential equations, nonlinear differential equations, partial differential equations, and boundary value problems, with an emphasis on series solutions, asymptotic expansions and Fourier series. Prerequisite: MA350. (3 credit hours)

**MA560: Research Methods of Mathematics**
An overview of research methods. Practice in the methods for the formulation and solution of problems. Prerequisite: MA240 or MA445. (3 credit hours)

**MA580: Experimental Design and Analysis of Variance**
Completely randomized design and analysis, randomized block design and analysis, factorial experiments, split-plot design and analysis, repeated measurement experiments and analysis, analysis of covariance. Prerequisites: MA223 or consent of instructor. (3 credit hours)

**MA630: Basic Concepts of Modern Mathematics**
An introduction to logic and sets, algebraic systems, and elementary concepts in geometry. Designed for elementary school teachers. (3 credit hours)

**MA632: Foundations of Geometry**
Historical development of the postulational approach to geometry, coordinatization of affine and projective planes and metric postulates for Euclidean, hyperbolic, and elliptic planes. (3 credit hours)

**MA633: Differential Geometry**
Basic properties of curves and surfaces in three dimensional space, arc length, curvature, torsion. Frenet-Serret formulas, surface normal, tangent plane, fundamental forms of surface theory. Prerequisite: MA240. (3 credit hours)

**MA635: Topology**
Study of sets, relations, functions, products, cardinality, metric spaces, topological spaces, convergence, continuity, separation axioms, connectedness, compactness, homotopy, and fundamental group. (3 credit hours)

**MA636: The Nature of Mathematical Thought**
This course will examine the nature of mathematics along with its historical, social, and cultural aspects. Students will become familiar with the national as well as state principles and standards for teaching and learning mathematics. Students will explore current issues and trends in mathematics education. Credit only for The Missouri Cooperative Online Masters Degree in Teaching and Learning-Elementary Education. Prerequisites: Successful completion of the program’s core courses. (3 credit hours)

**MA637: Mathematical Processes**
This course will examine both finite and infinite mathematical processes used when solving problems involving discrete or continuous data. The course connects experiences from the concepts of numbers, algebra, and data analysis. Credit only for The Missouri Cooperative Online Masters Degree in Teaching and Learning-Elementary Education. Prerequisites: Successful completion of the program's core courses and MA636. (3 credit hours)

**MA638: History of Mathematics**
A historical account of mathematics from the time of Newton and Leibniz to its twentieth century developments. (3 credit hours)

**MA640: Seminar in Contemporary School Mathematics**
A survey of the major issues and curricular trends in mathematics for secondary schools (7-12). Prerequisites: Secondary mathematics teaching experience or consent of instructor. (3 credit hours)
MA641: Geometry and Measurement
In this course, students will use geometric concepts and relationships to describe and model mathematical ideas and real world constructs and understand measurable attributes of objects and the units, systems, and processes of measurement. The student will formulate questions that can be addressed with data and collect, organize, and display relevant data. Credit only for The Missouri Cooperative Online Masters Degree in Teaching and Learning-Elementary Education. Prerequisites: Successful completion of the program’s core courses and MA636. (3 credit hours)

MA643: Number Theory
A study of prime numbers, congruences, quadratic residues, and numerical functions. (3 credit hours)

MA645: Algebra
A study of the basic algebraic (number) systems including groups, rings, modules, and categories. Prerequisites: MA445 and either MA345 or MA545 or consent of instructor. (3 credit hours)

MA646: Modern Real Analysis
A study of sets, metric spaces, the Lebesque integral, Hilbert space. Prerequisite: MA546 or the equivalent. (3 credit hours)

MA647: Complex Analysis
Complex numbers, analytic function, integrals, power series, residues and poles, and conformal mapping. Prerequisites: MA240. (3 credit hours)

MA648: Independent Study in Mathematics
Study of topics in specialized area not covered by regular course offerings. (1 credit hour)

MA649: Independent Study in Mathematics (2 credit hours)

MA650: Independent Study in Mathematics (3 credit hours)

MA651: Mathematics Capstone
In this course students will synthesize and demonstrate their understanding of mathematical concepts learned in the three prerequisite mathematics courses by successful completion of a final independent paper/project. Other activities will be assigned to connect and extend the student's existing mathematical knowledge and experiences.

Credit only for The Missouri Cooperative Online Masters Degree in Teaching and Learning-Elementary Education. Prerequisites: Successful completion of the program’s core courses and MA636, MA637, and MA641. (3 credit hours)

MA694: Thesis
A written report based upon investigation of some subject or the completion of a creative project. See Thesis Plan for additional information. (3 credit hours)

MA695: Thesis. Second semester. (3 credit hours)

MA696: Thesis. Second semester. (2 credit hours)

MA697: Thesis. Second semester. (1 credit hour)

MUSIC (ME, MH, MM, MU, MP)
ME651: Topics in Music Education
Each section of this course will focus on a specific area of interest in music education: elementary or secondary; general, choral or instrumental. Prerequisite: Graduate standing. May be repeated with different topics to 8 hours. (1 credit hour)

ME652: Topics in Music Education
Each section of this course will focus on a specific area of interest in music education: elementary or secondary; general, choral or instrumental. Prerequisite: Graduate standing. May be repeated with different topics to 8 hours. (2 credit hours)

ME653: Topics in Music Education
Each section of this course will focus on a specific area of interest in music education: elementary or secondary; general, choral or instrumental. May be repeated up to 6 hours. (3 credit hours)

ME681: Foundations of Music Education
Designed to give the student an understanding of the historical, philosophical, and psychological foundations of music education, and to gain an overview of general principles pertaining to objectives, organization, sequence, methodology, administration, supervision, and evaluation applicable to music education. (3 credit hours)

ME682: Current Trends in Music Education
An overview of current practices in school music instruction in areas such as curriculum, materials of instruction, instructional procedures, evaluations and support. (3 credit hours)

ME683: Introduction to Research in Music
Investigation of the basic procedures and topics of research in music with emphasis on library orientation and preparation of particular topics of interest. (3 credit hours)

ME694: Thesis
A written report based upon the investigation of some subject or the completion of a creative project. See Thesis Plan for additional information. Prerequisite: ME684. (3 credit hours)

ME695: Thesis Second semester (3 credit hours)

ME696: Thesis Second semester (2 credit hours)

ME697: Thesis Second semester (1 credit hour)

MH503: Seminar in Music Analysis
Designed to examine critically masterworks from the Middle Ages to the present. Variable content. Topics may include the Polyphonic Mass, keyboard works, concerto and sonata literature, musical drama or theoretical writings in music. May be repeated for up to 6 hours of credit. Prerequisite(s): MM204 or passing score on Graduate Theory Diagnostic Test. (3 credit hours)

MH504: Seminar in Music History
Designed to examine various historical style periods and topics in western music from the Middle Ages to the present. Variable content. Topics may include musical criticism, aesthetic theory, historical, genre, or media studies and may be organized with respect to chronology or genre. May be repeated for up to 6 hours of credit. (3 credit hours)

MH507: Basic Music Synthesis
Basic principles, terminology, concepts and techniques of synthesized music including tape manipulation. Musique Concrete and electronic sound synthesis. On demand. (2 credit hours)

MH535: Piano Literature
A study of basic piano literature through guided listening and score analysis with attention to stylistic characteristics. On demand. (2 credit hours)

MH540: Vocal Literature
The study of vocal literature song texts. On demand. (2 credit hours)

MM503: Seminar in Music Analysis
Designed to examine critically masterworks from the Middle Ages to the present. Variable content. Topics may include the Polyphonic Mass, keyboard works, concerto and sonata literature, musical drama or theoretical writings in music. May be repeated for up to 6 hours of credit. Prerequisite(s): MM204 or passing score on Graduate Theory Diagnostic Test. (3 credit hours)

MP501-698: Applied Music (Private Lessons) (1-2 credit hours)
Private lessons in voice, piano, harpsichord, organ and orchestral instruments are available during the fall and spring semesters. Consult the Department of Music office for specific information.

MU524: Vocal Pedagogy
The processes involved in voice production: respiration, phonation, articulation, resonance. The physiological, acoustical problems in teaching singing. On demand. (2 credit hours)

MU525: Piano Pedagogy
A course for those preparing to teach piano. Problems include the development of technique, tone production, memorizing, fingering, phrasing, etc.; some attention to teaching materials. On demand. (2 credit hours)

MU579-598 Ensembles

MU589: Choral Union
The Choral Union is a non-auditioned mixed choir open to community singers and all university students, faculty, and staff, and specializes in the performance of major choral works with orchestra. Prerequisite: Permission of Graduate Advisor. (1 credit hour)

MU598: Opera Workshop
Practical experience in various phases of opera and music theatre production and participation in musical and dramatic preparation of appropriate repertory. 4 rehearsal hours per week. Prerequisite: Permission of Graduate Advisor. (1 credit hour)
MU599: Chamber Music and Accompanying
Study and performance of chamber music in small ensembles or keyboard accompanying. Prerequisites: Permission of instructor and graduate student status. (1 credit hour)

MU636: Integrating Music into the Classroom
Investigating historic/cultural contexts in which music compositions were created. Engaging in critical/aesthetic discussions and creating an integrated music unit. (3 credit hours)

MU641: Advanced Conducting
Rehearsal and performance problems as related to choral and instrumental scores. Thorough study of the conductors' role in interpreting major musical compositions. Improvement of score-reading ability. On demand. (2 credit hours)

MU646: Integrating Music into the Classroom
Investigating historic/cultural contexts in which music compositions were created. Engaging in critical/aesthetic discussions and creating an integrated music unit. (3 credit hours)

MU690: Independent Study in Music
Specialized study in areas not covered by, or that go beyond the scope of regular course offerings. Normally limited to three hours credit in one area. On demand. (3 credit hours)

MU691: Independent Study in Music. On demand. (2 credit hours)

MU692: Independent Study in Music. On demand. (1 credit hour)

MU694: Thesis in Music
Prerequisite: ME683. (3 credit hours)

NURSING (NS)
NS600: Theoretical Foundations for Nursing Practice
Provides a basis for examining theory construction and the role that theory plays in providing the scientific basis for nursing practice. (3 credit hours)

NS605: Advanced Nursing Concepts I
Presents skills basic for advanced nursing roles to function professionally and autonomously in a competitive health care market. Two and one-half hours class and three hours lab per week. Prerequisite: Admission to the MSN program. (3 credit hours)

NS610: Public Policy and Issues in Health Care
Explores the nature of the U.S. health care system and the forces influencing the delivery of health care in rural and other settings. Examines health policy development and the role of nurses in advanced practice in analyzing the effect of policy on the health of rural families. Prerequisites: Admission to the MSN program or instructor consent. (3 credit hours)

NS612: Nursing Legal and Ethical Issues
Analyzes legal and ethical situations from the consumer and professional perspective encountered in advanced nursing roles. (2 credit hours)

NS620: Advanced Nursing Research Methods and Designs
Focuses on nursing research as a process in the development and testing of nursing theory. Critical analysis of nursing research, research designs, and the role of the advanced nurse practitioner as a consumer and practitioner of nursing research emphasized. History and trends in nursing research, ethical issues, and reporting outcomes discussed. Three hours class, two hours lab. Prerequisites: Completion of a basic course in statistics or instructor consent. (4 credit hours)

NS625: Advanced Pharmacology
Builds on basic knowledge of pharmacology. Provides a comprehensive study for advanced practice nurses who manage drug therapy for a variety of clients. Drugs used commonly, pharmacokinetics and pharmacotherapeutics studied in depth. Legal aspects of prescribing, client/family education, client compliance and cost-effective choices of pharmacological therapies discussed. Meets the requirements for prescription writing by advanced practice nurses. Prerequisite: BSN or instructor consent. (3 credit hours)

NS628: Advanced Health Assessment
Builds on basic physical assessment skills, health history, and family dynamics. Systematic approach to health assessment is utilized. A combination of classroom and clinical experiences are provided weekly. Prerequisite: BSN or instructor consent. (3 credit hours)

NS633: Advanced Nursing Roles I
Provides foundation for knowledgeable caring with diverse vulnerable populations in an advanced nursing role.
Emphasizes creative resource utilization. Three hours class and six hours lab per week. Prerequisite: Instructor consent. (4 credit hours)

**NS634: Advanced Nursing Roles II**
Promotes approaches to the care of diverse vulnerable populations through advanced nursing roles. Emphasizes systematic modes of inquiry. Three hours class and six hours lab per week. Prerequisite: Instructor consent. (4 credit hours)

**NS636: Advanced Pathophysiology and Symptom Management**
Explores the physiologic human response to illness from a symptom management perspective. Prerequisites: BSN or instructor consent. (3 credit hours)

**NS638: Primary Care I Family Health**
Prepares providers of primary health care to families in rural areas. Emphasis on defining needs of the members of the family across the lifespan, using concepts of family and rural health to achieve an optimal level of wellness. Focus on common etiologies of variances from the optimal level. Prerequisites: NS625, NS628, NS626 or instructor consent. (3 credit hours)

**NS639: Primary Care I Family Health Clinical Practicum**
Focuses on preparation of the family nurse practitioner as an advanced practice nurse in a family practice setting. Practice guided and directed by an experienced practitioner. Opportunities to integrate theory and practice. Twelve hours clinical per week. Prerequisite: Instructor consent. (2 credit hours)

**NS641: Internship**
Provides opportunities for supervised experiences in an advanced nursing role. Six hours lab per week. Prerequisite: NS634. (1 credit hour)

**NS642: Advanced Roles Seminar**
Presents theoretical content pertinent to the implementation of role development for the nurse practitioner, the clinical nurse specialist and the nurse educator. Prerequisites: NS634 or NS638 and NS639. (2 credit hours)

**NS648: Primary Care II Adult Health**
Prepares providers of primary health care to clients in rural areas. Emphasis is on defining needs of adults with selected acute and chronic problems, using concepts of family and rural health to assist in the achievement of optimal level awareness. Common etiologies and management plans focus of discussions. Prerequisite: Instructor consent. (3 credit hours)

**NS649: Primary Care II: Adult Health Clinical Practicum**
Prepares the family nurse practitioner as an advanced practice nurse in a family practice setting. Emphasizes adult health, and explores relationship to family. Practice guided and directed by an experienced practitioner. Opportunities to integrate theory and practice. Twelve hours clinical per week. (2 credit hours)

**NS650: Topics and Issues in Nursing**
Directed study of special topics and issues in nursing through seminars, forums, etc. (1 credit hour)

**NS651: Topics and Issues in Nursing**
Directed study of special topics and issues in nursing through seminars, forums, etc. (2 credit hours)

**NS652: Topics and Issues in Nursing**
Directed study of special topics and issues in nursing through seminars, forums, etc. (3 credit hours)

**NS653: Clinical Practicum Clinical Nurse Specialist/Care management**
Explores the Clinical Nurse Specialist/Care Manager role in acute and chronic care settings. Observational experiences include an urban acute care hospital and outpatient facilities. Prerequisite(s): NS634 or instructor consent. (3 credit hours)

**NS658: Primary Care III Issues in Primary Care**
Explores issues that influence the practitioner in a primary care setting. Discussions include management and economics of practice, certification, marketing, legal and political issues influencing advanced practice, and regulations for rural health clinical certification. Prerequisite: Instructor consent. (1 credit hour)

**NS659: Primary Care III Clinical Role Practicum**
Focuses on development of the family nurse practitioner as primary care provider in a family practice setting. In depth practice provided with guidance and direction of an experienced practitioner. Practice areas provide role analysis, and integration through application of theory in the clinical set-
ting. Twenty-four clinical hours per week. Prerequisite: NS649 or instructor consent. (4 credit hours)

NS661: Independent Study (3 credit hours)

NS662: Independent Study (2 credit hours)

NS663: Independent Study (1 credit hour)

NS693: Nursing Research Project
Implements research process for the purpose of professional presentation and/or publication. Prerequisite: NS620. (3 credit hours)

NS694: Thesis
A written report based upon investigation of a nursing problem. See Department Thesis Guidelines for additional information. (3 credit hours)

NS695: Thesis. Second semester. (3 credit hours)

PHILOSOPHY (PL)
PL697: Independent Study in Philosophy
A study of a major trend or issue in philosophy with emphasis on interdisciplinary connections. (1 credit hour)

PL698: Independent Study in Philosophy. (2 credit hours)

PL699: Independent Study in Philosophy. (3 credit hours)

PHYSICS (PH)
PH501: Optics
Selected topics in geometrical and physical optics including simple ray tracing, pupils and stops, aberrations, matrix and computer ray tracing, Maxwell's equations, the Fresnel laws of refraction and reflection, Fourier analysis, polarization and birefringence, interference, Fraunhofer diffraction, and Fourier optics. Spring of even years only. Prerequisites: PH231/031; MA245; or consent of instructor. (3 credit hours)

PH502: Modern Physics
Theory of special relativity, quantum physics, atomic structure, nuclear physics, elementary particles. Selected topics chosen from recent developments in physics. Fall of odd years only. Prerequisites: PH231/031; MA245; or consent of instructor. (3 credit hours)

PH503: Mechanics

Selected topics in Newtonian mechanics, including kinematics and dynamics of particles, oscillations, gravitation, Lagrangian and Hamiltonian dynamics, central-force motion, noninertial reference frames, and rigid body dynamics. Fall of even years only. Prerequisites: PH231/031; MA245; or consent of instructor. (3 credit hours)

PH504: Electromagnetics
Electric field concepts; potential, dielectrics, magnetic fields, magnetic properties; Maxwell's equations and electromagnetic waves. Fall of odd years only. Prerequisites: PH231/031; MA245; or consent of instructor. (3 credit hours)

PH505: Quantum Mechanics
The fundamental postulates of quantum mechanics and their applications to selected systems. Topics include one-dimensional systems, perturbation theory, three-dimensional systems, angular momenta, one-electron atoms, Hartree-Fock formalism, variational principles and quantum theory of scattering. Spring of odd years only. Prerequisites: PH231/031; MA245; or consent of instructor. (3 credit hours)

PH570: Mathematical Physics
Selected topics in vector analysis, coordinate transformations, Fourier series, Legendre and Bessel functions, and partial differential equations. Emphasis on practical applications in physics. Spring of even years only. Prerequisites: PH231/031; MA350; or consent of instructor. (3 credit hours)

PH518: Topics in Physics Education
A review of the basic content of physics coupled with pedagogical models appropriate for teaching in the elementary or secondary classroom. This course is not intended for students with an undergraduate physics major. (3 credit hours)

POLITICAL SCIENCE (PS)
PS602: Fundamentals of Public Administration
A contemporary view of public agencies from an internal and external perspective. To introduce graduate students to the concepts and functions of administrative organizations. (3 credit hours)

PS603: Public Personnel Administration
An analysis of public agency personnel practices, procedures, and issues. Exposes students to the history, concepts, research and operation of government personnel administration. (3 credit hours)

PS605: Organization Theory and Behavior
This course will introduce students to the major concepts of organization theory and behavior. Topics include organization structure and design, bureaucracy, the systems concept, leadership, culture, job satisfaction, and motivation. (3 credit hours)

PS615: Government Budgeting
Procedures and decision-making strategies involved in the preparation, authorization, and expenditure of the Budget at all levels of government. (3 credit hours)

PS618: Public Policy Analysis
This course is a systematic introduction to the conduct of policy analysis. It is designed for practitioners and for those seriously interested in how policy analysts do their work. (3 credit hours)

PS625: Administrative Law and Procedure
An analysis of rules, procedures and decision-making practices of public agencies at the state and federal level. (3 credit hours)

PS630: Seminar in American Government
A study of problems facing national, state, and local government with emphasis on the one problem area chosen by the student. (3 credit hours)

PS635: International Relations in Social Science Curriculum
Oriented toward developing a viable course in international relations involving the origin, history, functional structure, and objectives of international relations as a field of social science for the secondary school curriculum. (3 credit hours)

PS640: Seminar in Twentieth Century Political Thought
Study of twentieth century political philosophies. (3 credit hours)

PS645: Research Methods for Public Administrators
This course provides a foundation in the theory and practice of applied research methodology for public administrators, from conceptualization to practical data analysis. (3 credit hours)

PS655: Federalism
This course covers the theory and practice of federalism and intergovernmental relations. (3 credit hours)

PS687: Independent Study for Political Science
Directed individual study of special topics of particular interest to the student. (1 credit hour)

PS688: Independent Study for Political Science. (2 credit hours)

PS689: Independent Study for Political Science. (3 credit hours)

PS691: Topics in Political Science
Analysis of variable topics in Political Science such as interest groups, rational choice theory or environmental politics. May be repeated for credit when different topics are offered. (3 credit hours)

PS697: Internship
Provides graduate students with an alternative academic and practical learning experience with a public agency or nonprofit organization. Introduces the student to first-hand experiences in the operations and management practices of public agencies. For those presently employed in public agencies, internships will be in a different type of employment situation. (3 credit hours)

PSYCHOLOGY (PY)
PY521: Advanced Child Development
An in-depth investigation of selected topics in cognitive, social, emotional, and physical development from conception through late childhood. Prerequisite: PY120 or PY220. (3 credit hours)

PY525: Maturity and Aging
Investigation of the physical, intellectual, social and cultural influences on post-adolescent development. (3 credit hours)

PY529: The Psychology of Death and Dying
An examination of the processes of death, dying and bereavement in contemporary society. Topics will include the physiology, demography and classification of death, developmental changes in attitudes toward death, reactions to the knowledge of impending death and the needs of the
dying patient; the process of mourning and the needs of the bereaved; ethical issues related to death and dying; and the development of death education. (3 credit hours)

PY531: Psychological Testing
Technical and methodological principles of test construction, as well as an overview of psychological tests employed in various applied settings. (3 credit hours)

PY543: Clinical Psychopharmacology
Survey of the clinical uses of the major classes of drugs employed in the treatment of psychological disorders. (3 credit hours)

PY553: Perspectives on Stress
Applications of stress principles in the practice of psychology and management pertaining to organizational behavior. Emphasis is given to sources of stress in the workplace and the management of organizational stress. Critical examination of theory and research on ways to reduce stress. (3 credit hours)

PY555: Health Psychology
Applications of psychology which contribute to the promotion of health and the prevention of disease through behavior change in health and the prevention of disease through behavior change in health enhancing directions. Topics to be covered include health promotion and wellness, psychosomatic illness, risk factor identification, and disease prevention, career opportunities in health psychology for administrators, service providers, and consultants. (3 credit hours)

PY571: Introductory Behavioral Statistics
An introduction to descriptive and inferential statistics used in the reporting of educational and psychological research. (3 credit hours)

PY630: Applied Regression Analysis
An introduction to applied multiple regression/correlation analysis. Topics include matrix algebra, partial and semi-partial correlation, and hierarchical modeling. Prerequisite: PY571 or equivalent course in statistics. (3 credit hours)

PY644: Advanced Psychopathology
Advanced study of the clinical features, causes, and treatment of the major forms of psychopathology. Prerequisite: Undergraduate course in abnormal psychology or consent of the instructor. (3 credit hours)

PY650: Organizations as Open Systems

Organizations and organizational behavior are studied from an open system theory orientation. Social psychological principles are applied to problems of morale, motivation, productivity, effectiveness, communication, power, leadership, and change processes in organizations. (3 credit hours)

PY662: Learning and Memory
Basic phenomena of learning and memory, including principles of classical and instrumental conditioning; the roles of contiguity, practice, and reinforcement in learning; transfer of learning; and retention of learning. (3 credit hours)

PY690: Independent Study in Psychology (1 credit hours)
PY691: Independent Study in Psychology (2 credit hours)
PY692: Independent Study in Psychology (3 credit hours)

RECREATION (RC)
RC630: Program Delivery in Leisure Services
Comprehensive analysis of levels of leisure service delivery including needs assessment, program planning, inclusion and diversity issues, policy implementation, evaluation of program impact. Prerequisite: Graduate standing. (3 credit hours)

RC680: Recreation in Community Development
An analysis of the role of recreation programming and facilities in the community, with emphasis on the importance of inclusion of leisure services in community development. Prerequisite: Graduate standing. (3 credit hours)

SCIENCE TEACHING (ST)
ST601: Introduction to Science Education
Overview of current thinking and trends in science education, focusing on issues in science teaching, learning and learners, curriculum, and assessment. Emphasis on application of the ideas to science in the classroom, including practical techniques and multimedia strategies for science teaching and learning. Three hours in class, plus 1.5 hours on-line (must have Internet access) per week and two Sat-
ST 603: Research Methods in Science Education  
An overview of assumptions, limitations, and methods of research in science education with emphasis on classroom situations and application to published research; preparation of a proposal for classroom-based research. (3 credit hours)

ST 610: Integrated Science  
An emphasis on the integrated nature of science in the natural environment and the design, development and study of teaching units integrating various topics from the fields of biology, chemistry, geosciences, and physics that are appropriate for science classes in a variety of settings, including the public schools. Prerequisite: Consent of Instructor. (3 credit hours)

ST 630: History, Nature, and Social Perspective of Science  
An examination of the history of human scientific endeavor and the exploration of nature. How scientific facts, ideas, principles, laws, and theories have changed with the change of our concepts in view of new evidence will be explored. The course will focus on the issues that have emerged in human society because of science and scientific ideas of the nature and the way the world works. Only students in the On-Line Masters Program in Teaching and Learning in Elementary Education may enroll in this course. Prerequisite: Successful completion of the program's core courses. (3 credit hours)

ST 631: Teaching Science to Elementary Students: A Content-Based Science Methodology  
This is a content-based science methods course for teachers of elementary science. This course will examine the various methods and techniques of teaching elementary science content as reflected in the Show-Me State Standards. It will focus on the view that science can best be described as both a process and a set of ideas, and that it is the science process skills that generate understandings about the natural world and science itself. Only students in the On-Line Masters Program in Teaching and Learning in Elementary Education may enroll in this course. Prerequisites: Successful completion of the program's core courses. (3 credit hours)

ST 632: Field-based Inquiry and Problem Solving  
This course involves the application of inquiry-based science learning processes to the student's real-life context or situations. Only students in the On-Line Masters Program in Teaching and Learning in Elementary Education may enroll in this course. Prerequisite: Successful completion of the program's core courses. (3 credit hours)

ST 633: Capstone: Curriculum, Instruction, and Assessment in Science Education  
This course will address the issue of designing, implementing, and assessing a science curriculum, weaving the skills obtained in the other science courses within the program. Only students in the On-Line Masters Program in Teaching and Learning in Elementary Education may enroll in this course. Prerequisites: ST 630, ST 631, and ST 632. (3 credit hours)

ST 660: Advanced Topics in Science Education  
An in-depth consideration of subject matter that is not a part of the established curriculum. Topics available can be obtained from the department chairperson. Lecture, discussion, and practical application sessions. Prerequisites: ST 603 or permission of instructor. (3 credit hours)

SE 500: The Internet in Education  
Study of the internet and its uses in education, including the design of educational web pages and planning of internet-based activities for students. In addition, this course will give students a background for the management issues surrounding the development and use of information technology in education. Prerequisites: EM 102 or permission of instructor. (3 credit hours)

SE 600: Multimedia in Education  
This is a product-oriented course that examines the role of a variety of media sources in the classroom. Working with sound, photos, and video to design multimedia presentations will be a focal point of the course, and the integration of multimedia productions to in the content curriculum will be addressed. (3 credit hours)

SE 601: Schools in the Middle
This course is designed for persons interested in understanding more about the evolution, current structure, status and progress of middle schools. (3 credit hours)

SE602: Effective Teaching at the Middle Level
This course is designed for teachers of middle level students. The course will focus on the determination of specific needs of middle level students and the teaching techniques/strategies most effective in meeting those needs. Prerequisite/Corequisite: SE601. (3 credit hours)

SE603: Curriculum Development at the Middle Level
The course is designed for teachers of middle level students or persons interested in the curricular structure of the middle school. Prerequisite: SE602. (3 credit hours)

SE604: Designing Interdisciplinary Units
The course is designed for teachers of middle level students. The course will focus on the relevance and design of interdisciplinary activities at the middle level. Prerequisite: SE603. (3 credit hours)

SE605: The Affective Dimension of the Middle School
The course is designed for persons who work with early adolescents in the educational environment. Emphasis will be on enhancing self-perceptions of the early adolescent. Prerequisite: SE602. (3 credit hours)

SE606: Using Multimedia in the Middle Level Classroom
This is a product-oriented course designed for teachers interested in learning to integrate multimedia presentations into the content curriculum. Participants will work together to produce a CD-ROM that includes multimedia presentations to be used with the standard middle level curriculum. (3 credit hours)

SE607: Foundations of Educational Technology
An introduction to educational technology and integration into educational programs through examination of history, philosophy, theory, planning, funding, and current issues and trends in technology. (3 credit hours)

SE608: Theories of Learning and Instructional Strategies - Middle and Secondary
Introduces the student to theories of individual development, learning styles, organization and curriculum of middle and secondary schools, instructional strategies and assessment. Prerequisites and Co-requisites: Graduate status, permission of instructor. This course is designed for students without current teacher certification. (3 credit hours)

SE609: Curriculum Construction (Secondary)
Designed to provide individuals with understanding of the theory and practice of curriculum development in middle and secondary schools. Prerequisite: Graduate Standing. (3 credit hours)

SE610: Improvement of Instruction and Assessment
The class is designed for those teachers who are interested in increasing their knowledge and understanding of the teaching process and effective procedures for the improvement of instruction, classroom management, and assessment in the learning environment. (3 credit hours)

SE611: Analysis/Prescription of Learning
Skills for participating secondary teachers common to instruction in all subject areas: awareness of needs, identification of strengths, implementation, and evaluation. (3 credit hours)

SE612: Supervised Field Study in Secondary Education
The supervised field study will provide the student with the opportunity to synthesize knowledge from both professional education and the subject matter courses. This synthesis will occur primarily in an appropriate field site with on-campus meetings with the college supervisor. Prerequisites: Twenty-four semester hours must be completed, including GR691, SE638, SE639. (3 credit hours)

SE680: Topics in Middle and Secondary Education
Directed study of contemporary issues in middle level and secondary education. (1-3 credit hours)

SE681: Components of Professional Practice in Teaching
This field-based course provides novice teachers expanded mentoring through a comprehensive framework that provides theory, practice, collaboration, and reflection about best teaching practices. Prerequisite(s): Classroom instructional certification awarded by the state of Missouri. (2 credit hours)

**SE683: Instructional Design and Technology**  
Design and development of instruction for classrooms incorporating computers and multimedia tools to enhance learning through instructional materials and web pages. (3 credit hours)

**SE685: Planning for Technology in the School District**  
An examination of technology in school districts combined with an exploration of issues and trends from current literature and planning for future technology needs. (3 credit hours)

**SE694: Thesis**  
A written report based upon investigation of a subject or the completion of a creative project. See Thesis Plan for additional information. (3 credit hours)

**SE698: Independent Study in Secondary Education**  
Independent work in a specialized area not covered by regular course offerings. Prerequisite: Consent of instructor. (1-3 credit hours)

**SOCIOLOGY (SO)**  
**SO570: Sociology of the Child**  
Childhood and socialization; ecological, social and cultural forces. Both urban and rural environments will be covered to include the status of the child in social change. Prerequisite: SO101 or 102. (3 credit hours)

**SO600: Seminar on Sociological Concepts for Teachers**  
An introduction and evaluation of the basic concepts of sociology which could be taught to students. Examines the perspectives, theories and research methods specific to sociology. Prerequisite: SO100 or approval of the instructor. (3 credit hours)

**SO605: Seminar on American Minorities**  
Evaluates the concepts, theories, and notion of change with regard to minority groups with reference to the concepts presented, and provides individuals (teachers) with a broader cultural background for effectively dealing with members of these different groups. (3 credit hours)

**SO687: Independent Study for Sociology**  
Directed individual study of special topics of particular interest to the student. On demand. (1 credit hour)

**SO688: Independent Study for Sociology.** (2 credit hours)

**SO689: Independent Study for Sociology.** (3 credit hours)

**SPANISH (SN)**  
**SN635: Hispanic Civilization as a Background to Literature**  
Course offered in English to familiarize teachers with the historical, sociological, and political factors underlying artistic and literary movements in the Iberian Peninsula. (3 credit hours)

**SN636: Hispanic American Civilization as a Background to Literature**  
Course offered in English to familiarize teachers with the historical and sociological and political factors underlying artistic and literary movements in Latin America. (3 credit hours)

**SN640: Modern and Contemporary Latin American Literature**  
A study of modern and contemporary trends in Latin American literature. (3 credit hours)

**SPEECH COMMUNICATION (SC)**  
**SC505: Seminar in Criticism of American Public Address**  
A course in rhetorical criticism. Treatment of the methodology of speech criticism as it has developed from prominent rhetorical theories throughout the history of public address. (3 credit hours)

**SC510: Communication Principles of Leadership and Team Building**  
A study and survey of leadership theories and concepts of team building. Emphasis on the communication competencies necessary for successful leadership and teamwork within the organizational culture. (3 credit hours)
SC560: Organizational Communication
Study of communication functions and networks in organizations. Emphasis on leadership functions and principles needed for effective management of organizational communication processes. (3 credit hours)

SC590: Communication and Attitudes: Theory and Research
Study of contemporary theory and research regarding attitude formation and change, and the implications for public communication. (3 credit hours)

SC625: Seminar in Directing Forensics
Principles and practices in directing forensics programs. (3 credit hours)

SC630: Seminar in Speech Education
Designed primarily for those teaching professionals already engaged in high school teaching. Methods, strategies, and perspectives in teaching communication. (3 credit hours)

SC661: Independent Study. (1 credit hour)

SC662: Independent Study. (2 credit hours)

SC663: Independent Study. (3 credit hours)

SC664: Independent Study in Forensics. (1 credit hour)

SC665: Independent Study in Forensics. (2 credit hours)

SC666: Independent Study in Forensics. (3 credit hours)

SPORTS MANAGEMENT (SM)
SM540: Legal Aspects of Sport and Physical Activity
This course is designed to introduce the student to the various legal principles applicable to the sport industry. Prerequisite: Senior or graduate standing or permission of instructor. (3 credit hours)

SM570: Management and Leadership in Sport Organizations
This course will provide students with the opportunity to understand and apply contemporary management concepts to the operations of sport organizations. (3 credit hours)

SM610: Principles and Practices of Sport Management
Sport management principles and practices for international, collegiate and professional sport. Prerequisite: Graduate standing. (3 credit hours)

SM612: Topics, Issues and Trends in Sport
Directed study of special topics, issues and trends in sport through seminar. Prerequisite: Six hours of graduate credit in Athletic Administration or permission of instructor. (3 credit hours)

SM655: Design and Operations of Sport Related Facilities
Prepares the prospective and practicing athletic administrator in the design and operations of sport related facilities. Prerequisite: PE460 or permission of instructor. (3 credit hours)

TESOL (TL)
TL525: Theories of Language, Learning and Teaching English to Speakers of Other Languages
Basic theories and introduction to methods of teaching ESOL. Includes work with ESOL students and description of personal theory and method of ESOL teaching. (3 credit hours)

TL530: Practicum for Teaching English to Speakers of Other Languages
Provides students with supervised classroom experience in teaching English to Speakers of Other Languages (ESOL). (3 credit hours)

TL585: Methods and Techniques for Teaching ESOL
Introduces students to techniques for teaching ESOL. Includes curriculum development, class observations, and hands-on experiences. Prerequisite: TL525 or consent of instructor. (3 credit hours)

TL601: Research Methods in TESOL
An introduction to methods, analysis, interpretation, and presentation of original research in language, teaching, and composition. Course may be offered through several delivery modes (on-campus, Web-based, hybrid, etc.). (3 credit hours)

TL604: One Hour Workshop for TESOL
Strategies; Grammar; Culture and Special Needs; Standards.

TL610: Developing Intercultural Awareness and Competence
The course focuses on diverse worldviews, cultural adaptation and integration. Teaching strategies and materials for a multicultural classroom are developed. Prerequisite: Graduate standing. (3 credit hours)

TL620: Approaches to Teaching Grammar
Structural, transformational, and traditional approaches to the teaching of grammar. The class will be concerned with the ways in which they differ, and the underlying theories (philosophies) that gave rise to each approach. (3 credit hours)

TL625: Materials Development and Adaptation for Teaching ESOL and ESOL Assessment
Advanced course in the analysis and preparation of materials for teaching ESOL and the basics of test development in ESOL. Prerequisite: TL585. (3 credit hours)

TL630: Seminar in Teaching English as a Second/Foreign Language
Professional seminar which focuses on current issues in the Teaching of English as a Second/Foreign Language. Topics vary from term to term according to the interests of the students. Prerequisite: TL625. (3 credit hours)

TL634: Teaching English to Speakers of Other Languages at the University Level
Seminar in methods and materials for teaching ESOL at the university level. Open only to graduate assistants in the English Department who are teaching ESOL. May not be repeated for credit. (1 credit hour)

TL635: Seminar in Teaching ESOL at the University Level II
Seminar to discuss classroom communication, the impact of relationship of classroom experience to the outside world, and selection of materials. Philosophies of teaching are discussed in relation to the graduate assistants' experiences in the classroom. Open only to teaching assistants in the English Department who are teaching English to Speakers of Other Languages. (2 credit hours)

TL648: Foundations in Linguistics
A foundation course which uses Chomsky's generative paradigm to provide students with the skills needed to conduct basic linguistic analysis. Primary focus will be linguistic analysis, particularly in phonetics, phonology, morphology, syntax, and semantics. An on-campus course, which is also offered as a multimedia online course. Computer literacy and e-mail access required. (3 credit hours)

TL650: Approaches to Second Language Literacy Instruction
The course introduces current approaches and research-supported practice in teaching reading, writing and academic literacy to nonnative English learners with an emphasis on the development of an informed personal approach to teaching second language literacy to targeted second language learners. Offered via the traditional classroom, ITV and web enhanced. (3 credit hours)

THEATRE (TH)
TH550: Theatre History 525 BC-1660
Dramatic literature, producing organizations, styles of production, development of drama and theatre from ancient Greece to the English Restoration. (3 credit hours)

TH551: Theatre History 1660-Contemporary
Development of drama and theatre from the English Restoration to the contemporary era. (3 credit hours)

TH560: Dramatic Theory
A study of the aesthetics of theatre art. Emphasis on the place of the theatre in modern life. (3 credit hours)

TH630: Seminar in High School Play Production
Designed primarily for a high school instructor who desires training of a specific nature in order to be a better play director. (3 credit hours)

TH633: Integrating Drama into the Classroom
Investigating historic/cultural contexts in which drama & dramatic activities were created. Engaging in critical/aes-
thetic discussions and creating an integrated drama unit. (3 credit hours)

TH661: Independent Study. (1 credit hour)

TH662: Independent Study. (2 credit hours)

TH663: Independent Study. (3 credit hours)

TELECOMMUNICATIONS & COMPUTER NETWORKING

TN563: Local Area Network Switching
Switching and operation of networking technologies and protocols. Topics include operation and security configurations of VLAN, trunking, VTP (VLAP Trunking Protocol), inter-VLAN routing and layer two networks. Prerequisites: TN275 or TN562. Two hours lecture and two hours lab. (3 credit hours)

TN565: Network Management
Design, performance analysis, monitoring, optimization, and troubleshooting of modern data communication networks. Topics include managing TCP/IP networks using SNMP, protocol analysis, remote management, and performance improvement. Prerequisite: TN563. Two hours lecture and two hours lab. (3 credit hours)

TN566: IP Telephony
Theories of Voice over IP (VoIP) and data networking. Topics include managing TCP/IP network, voice packetizing and compression, VoIP protocols and architecture, Quality of Service (QoS) and security of IP telephony systems. Prerequisite: TN563. Two hours lecture and two hours lab. (3 credit hours)

UNIVERSITY STUDIES (UI)

UI500: History of the English Language
Origin and development of the English language, including grammatical forms, principles of sound change, and growth of English vocabulary. (3 credit hours)

UI503: Age of Alexander the Great
The civilization and physical geography of the world of Age of Alexander the Great. (3)

ZOOLOGY (ZO)

ZO501: Fundamental Concepts of Zoology
Consideration of basic theories and facts which emphasize structure and function as reciprocal aspects of animal organization. Not credited on the departmental undergraduate major or minor. Not credited on the departmental graduate area of emphasis or complementary areas for the M.N.S. Prerequisites: Thirty semester hours of acceptable undergraduate credit in science and mathematics for the M.N.S. degree. (1 credit hour)

ZO614: Developmental Biology
The differentiation of germ layers into tissues and organs with an emphasis on genetic processes and morphological patterns. Two lectures and one two-hour laboratory. Prerequisites: BI300 and BI381. (3 credit hours)

ZO620: Animal Behavior
An evolutionary approach to the study of behavior of the individual and group. Topics include proximate and ultimate explanations of behavior. Three lectures. Prerequisites: ZO200, BI300, and one course from the following: ZO459, ZO460, ZO465, ZO466, or ZO478; or consent of instructor. (3 credit hours)

ZO630: Invertebrate Zoology
Invertebrate biology, diversity, phylogeny, structure, life history, development, and additional selected topics in invertebrate zoology. Studio style course. Prerequisite: ZO200 or permission of instructor. (4 credit hours)

ZO641: Parasitology
Introduction to the symbiotic association known as parasitism, with special emphasis on animal parasites. Protozoa, platyhelminths, and nematodes are stressed, particularly host-parasite relationships and life cycles. Prerequisite: ZO200. On demand. One lecture and two two-hour laboratories. (3 credit hours)

ZO659: Mammalogy
Introduction to the ecology, zoogeography, structure/function, evolution, and behavior of mammals. Prerequisites: ZO200 and BO200 or equivalents. One lecture and two-hour laboratories. (3 credit hours)

ZO660: Herpetology
An introduction to the biology of the amphibians and reptiles. Evolutionary history, ecology, behavior, physiology, and distribution. Three lectures. Prerequisite: ZO200, or equivalent, or permission of instructor. (3 credit hours)

ZO665: Entomology
Insect biology, behavior, control, structure, diversity, physiology, and additional selected topics in entomology. Two lectures and two hours lab. (3 credit hours)

ZO666: Ornithology
The physical structure, habits, ecology, geographical distribution, physiology, evolution, and conservation of birds. Emphasis on current topics in the scientific literature. Two lectures and one, two-hour laboratory or field trip per week. One Saturday field trip. Odd year II. Prerequisites: BI154 or equivalent. (3 credit hours)

ZO669: Vertebrate Adaptations
A survey of vertebrate adaptations to aerial, arboreal, aquatic, and terrestrial environments. Mechanistic and morphological adaptations for feeding, thermoregulation, locomotion, reproduction, and sensory systems are among the topics included for study. Prerequisite: ZO200 or permission of instructor. One lecture and two two-hour laboratories. (3 credit hours)

ZO678: Ichthyology
An introduction to the evolution, zoogeography, taxonomy, and ecology of fishes with particular reference to Missouri fishes. Prerequisite: ZO200, equivalent, or permission of instructor. Two lectures and one two-hour laboratory or field activity. One Saturday and one weekend field trip required. (3 credit hours)

Note: The following courses are offered through the Gulf Coast Research Laboratory, Ocean Springs, Mississippi. Credit is awarded by Southeast Missouri State University Department of Biology. See department chairperson for details.

ZOLOGY (GULF COAST) (ZO)

ZO500/502: Marine Invertebrate Zoology and Laboratory
A concentrated study of the important free-living, marine and estuarine invertebrates of the Mississippi Sound and adjacent continental shelf of the northeastern Gulf of Mexico with emphasis on structure, classification, phylogenetic relationships, larval development, and functional processes. Prerequisites: Sixteen hours of zoology including at least an introductory course in invertebrate zoology. (5 credit hours)

ZO510/511: Comparative Histology of Marine Organisms and Laboratory
A detailed study of the histological organization of representative marine organisms. Fixation, processing, and study of tissues using light microscopy, transmission electron microscopy, and scanning electron microscopy. The relationship between structural changes and physiological changes during the life cycle of organisms. Histopathology with respect to tissue responses to infection and to damage by toxic agents. (6 credit hours)

ZO540/541: Parasites of Marine Animals and Laboratory
A study of the parasites of marine and estuarine animals with emphasis on morphology, taxonomy, life histories, and host-parasite relationships. (6 credit hours)

ZO552/553: Marine Fisheries Management and Laboratory
An overview of practical marine fisheries management problems. Prerequisite: consent of instructor. (4 credit hours)

ZO554/555: Marine Aquaculture and Laboratory
An introduction to principles and technologies applied to the culture of commercially important marine organisms. Prerequisite: Sixteen hours of biology. (6 credit hours)

ZO559/560: Marine Mammals and Laboratory
Emphasis on the natural history and population ecology of cetaceans, including life history, distribution, population dynamics, diet and feeding, social structure, evolution, and zoogeography. Marine mammal identification, survey techniques and applications, photo-identification techniques and applications. Prerequisites: Sixteen hours of biology, including general zoology and general botany; and Marine Science I, Marine Science II, or Marine Ichthyology. (5 credit hours)

ZO561/562: Marine Ecology and Laboratory
A consideration of the relationship of marine organisms to their environment. The effects of temperature, salinity, light, nutrient concentration, currents, food, predation, and competition on the abundance and distribution of marine organisms are considered. Prerequisites: Sixteen hours of biology, including general zoology, general botany, and invertebrate zoology. (5 credit hours)

ZO563/566: Fauna and Faunistic Ecology of Tidal Marshes, Seagrasses, and Sand Beaches and Laboratory
A field survey course dealing with the taxonomy, distribution, trophic relationships, reproductive strategies, and
adaptations of animals commonly found associated with tidal marshes, seagrasses, and sand beaches with emphasis on those occurring in the northern Gulf of Mexico. Abiotic and biotic factors controlling or limiting the occurrence and distribution of fauna in these three habitat types will be compared and contrasted. Prerequisites: 16 hours of biology and junior standing or consent of instructor. (5 credit hours)

ZO564/574: Marine Ichthyology and Laboratory
A study of the biology of marine fishes. Emphasis placed on the principles involved in the classification and taxonomy of marine and estuarine fishes. Prerequisite: 16 semester hours of biology, including comparative anatomy. (6 credit hours)

ZO565/567: Early Life History of Marine Fishes and Laboratory
Reproductive strategies and early developmental processes of marine fishes. Includes discussion of temporal and spatial distribution patterns, population dynamics, and ecological interactions of fish eggs and larvae; role of early stages of fishes in fisheries, oceanography, marine ecology, and systematics; methods of sampling and identifying fish eggs and larvae; data quantification and analysis; rearing experiments; techniques for studying larval fish dynamics. (4 credit hours)
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  Dr. Joseph Wen
Dept. of Economics and Financing,
  Dr. Rebecca Summary
Dept. of Management and Marketing,
  Dr. Judy Wiles

COLLEGE OF EDUCATION
Dr. Sue Shepard, Dean
Dept. of Educational Leadership and Counseling,
  Dr. Zaidy Mohdzain
Dept. of Elementary, Early, and Special Education,
  Dr. Deborah Lo
Dept. of Middle School and Secondary Education,
  Dr. Simin Cwick

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  Mjr. Kevin Colyott
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  Dr. Sakina Drummond
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   Dr. Ragu Athinarayanan

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SCHOOL OF UNIVERSITY STUDIES AND ACADEMIC INFORMATION SERVICES
   Dr. David Starrett, Dean

KENT LIBRARY
   Mr. Ed Buis, Director

STUDENT DEVELOPMENT
   Dr. Larry Baker, Dean
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