

Graduate Bulletin

**The following degrees are
available from Southeast Missouri State University:**

Master of Arts

Master of Business Administration

Master of Natural Science

Master of Public Administration

Master of Science

Master of Science in Nursing

Specialist

Doctor of Education - Cooperative

Degree with University of Missouri

2010-2011

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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

HISTORY OF SOUTHEAST MISSOURI STATE UNIVERSITY

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 with a global perspective; professional and liberal arts and sciences curricula; co-curricular opportunities; and real-world experiences. By emphasizing student-centered and experiential learning, the University, in collaboration with other entities as appropriate, 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.

STRATEGIC VISION

Becoming The University of First Choice

Southeast Missouri State University will be the university of first choice for students, for faculty and staff, and for employers in a geographical area that includes eastern Mis-

souri and surrounding states. The University will be nationally recognized as a leader among all area higher education institutions in serving the agriculture, arts, business, education, health, human service, science, and technology needs of that region.

PRIORITY I: ACADEMICS and STUDENT EXPERIENCE

To be the university of first choice for a multi-state region centered in Cape Girardeau, Southeast must be nationally recognized for a high-quality undergraduate and graduate student experience that includes academic excellence, a strong liberal arts foundation, and a wealth of "real world" learning opportunities preparing students for professional careers or advanced graduate education. The University must provide to its students a supportive, student-centered environment that challenges them, treats them with dignity, and helps them to grow and succeed.

Objective I:

Maintain or enhance the current quality of all academic programs, including achieving national accreditation for any unaccredited programs for which such national standards are available, enhancing opportunities for experiential learning, strengthening student transitions and retention programs, internationalizing the campus and the curriculum, and identifying undergraduate and graduate academic programs required to meet the needs of the multi-state service area.

Objective II:

Evaluate and improve the support of research and creative activities to enhance the student experience and outreach to our multi-state region.

Objective III:

Enhance the educational experience of students by evaluating and improving student support services, advising, extra- and co-curricular activities, and campus life to improve the recruitment, retention, and graduation of students.

Objective IV:

Enrich the Southeast experience and develop a stronger sense of community and pride among students, faculty,

staff, and alumni by highlighting and improving campus life.

Objective V:

Evaluate and enhance the quality of all athletic programs, including providing opportunities for student participation as both student athletes and fans; strengthening and enhancing funding and facilities; enhancing the educational experience, retention and graduation rates of student athletes; and cultivating meaningful relationships with fans and benefactors.

Objective VI:

Update and implement the Strategic Enrollment Management Plan that establishes the desired size, quality, and diversity of the student body.

Objective VII:

Improve student services and community outreach and evaluate the need for additional degree programs at the regional campuses as feasible based on available resources and potential student enrollments.

PRIORITY II: PEOPLE

To be the university of first choice for a multi-state region centered in Cape Girardeau, Southeast must recognize and value the people who make it possible - its students, faculty, staff, benefactors, and the employers of its graduates. These individuals are essential, even more important than physical assets and financial resources.

Objective I:

Improve the ability of the University to attract and retain highly qualified faculty and staff by offering competitive salaries, benefits, and professional development opportunities.

Objective II:

Develop succession plans for recruiting and retaining excellent and diverse faculty and staff due to an increased number of projected retirements.

Objective III:

Continue to cultivate meaningful relationships with local communities, employers, and potential benefactors to

expand economic development initiatives and advance the region's economic appeal and strength.

Objective IV:

Maintain and improve effective structures for shared governance that value input from students, faculty, and staff.

PRIORITY III: COMMUNICATION

To be the university of first choice for a multi-state region centered in Cape Girardeau, Southeast must not only be an outstanding public comprehensive university, but also must be recognized as such by the general public. This message must be communicated internally, as well as regionally, nationally, and globally to the University's alumni, the employers of its graduates, prospective donors, government officials, and others.

Objective I:

Define, develop, and market a unique Southeast brand based on the University's attributes, resources, mission, priorities and objectives.

Objective II:

Develop and implement an integrated marketing and communications plan which improves both internal and external communications.

PRIORITY IV: FUNDING

To be the university of first choice for a multi-state region centered in Cape Girardeau, Southeast must partner with stakeholders to identify alternative funding sources to support its mission, to initiate innovative programs and services that meet the changing needs of students and the region, and to continue providing high-quality education at a reasonable cost.

Objective I:

Maintain and/or enhance fiscal responsibility and the proper stewardship of the University's limited resources.

Objective II:

Enhance private fund-raising through strengthened focus, alignment, and planning among the Foundation and the University to include developing and building relationships with alumni, corporations, foundations and private donors.

Objective III:

Evaluate the need and rationale to establish differential fees to support high-cost and/or high-demand academic programs.

Objective IV:

Develop, enhance, and strengthen strategies to educate and inform local-, regional-, state-, and federal-elected officials about the financial needs of Southeast Missouri State University, with special emphasis on needed capital expenditures to maintain and enhance the quality of academic programs.

PRIORITY V: INFRASTRUCTURE

To be the university of first choice for a multi-state region centered in Cape Girardeau, Southeast must offer its students, faculty, and staff an aesthetically pleasing campus and access to state-of-the-art facilities and technology. The University must also promote safety and sustainability and lead the region's efforts to protect the environment and conserve natural resources.

Objective I:

Update the Campus Master Plan (all six campuses) to include the need for and/or the use of physical facilities, land, landscaping, construction, routine maintenance, and capital improvements, taking into consideration energy efficiency, sustainability, and staffing.

Objective II:

Update the University Information Technology Strategic Plan to incorporate new academic and non-academic technologies, applications, and programmatic needs.

Objective III:

Update the Technology Village Master Plan, addressing areas such as infrastructure, construction, and maintenance to support economic development and provide faculty and student applied-research opportunities.

Objective IV:

Develop, enhance, and strengthen strategies to promote ecological sustainability and to protect the environment and conserve natural resources.

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
Albert M. Spradling III, Cape Girardeau
Reginald D. Dickson, Saint Louis
James P. Limbaugh, Cape Girardeau
Doyle Privett, Kennett
Daren Todd, Kennett
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

- Career Counseling
- Communication Disorders
- Mental Health Counseling
- School Counseling
- School Administration
- Elementary Education
- Exceptional Child Education
- Secondary Education
- Higher Education Administration
- English
- Public History
- Teacher Leadership
- Teaching English to Speakers of Other Languages (TESOL)
- History
- Human Environmental Studies

Master of Business Administration

- Accounting
- Entrepreneurship
- Environmental Management
- Financial Management
- General Management
- Health Administration
- Industrial Management
- International Business
- Sports Management

Master of Natural Science

- Biology
- Chemistry
- Mathematics
- Science Education

Master of Public Administration

- Public Administration

Master of Science

- Criminal Justice
- Environmental Science
- Technology 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 mental health counseling must have an undergraduate preparation of either 18 credit hours in psychology, counseling, and/or sociology or psychology, counseling, or sociology-focused university studies courses, including a 3 credit course in statistics.

- 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 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 Bachelors degree, submit GMAT scores of no less than 400, and 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. **Accelerated Program**-Southeast Missouri State University offers eligible undergraduate students the opportunity to get both undergraduate and graduate credit for some courses. Please contact the department to ascertain what courses are acceptable for the

Accelerated Program. The requirements for admission to this program are:

1. Limit to 6 hours (500- or 600- level)
2. Minimum grade point average of 3.25
3. Have junior standing with at least 90 credit hours completed
4. Submit 2 strong recommendation letters from faculty
5. Submit formal application along with application fee

All application documents are submitted to the department for approval prior to being sent to the Graduate Office. The deadline for receipt of all materials by the Graduate Office is the last working day prior to the beginning of each semester

7. **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 (IELTS) with a score of 6 or better. (Any exceptions to this policy will be considered only on an individual basis)

OR

Satisfactorily completing one year at a U.S. college or university

2. Submit an Application for Admission to the Office of International Education & Services. No acceptance letter or I-20 will be issued to an international applicant after the following dates: Fall semester - July 1; Spring semester - November 1; Summer semester - April 1.
3. All applicants must have a degree equivalent to a four-year baccalaureate degree awarded by U.S. Universities or colleges.
 - Applicants with a four-year degree: Submit an official transcript (marksheet) of your baccalaureate and graduate record from all colleges attended, showing the courses taken, grades earned, rank in class, grade point average, and class or division earned, if applicable. If the original is in a foreign language, an English translation must be provided. The applicant will be notified when the transcript (marksheet) evaluation is complete.
 - Applicants with a three-year degree: Submit a general report from an NACES member credential-evaluation service that demonstrates degree equivalency with a U.S. four-year baccalaureate degree.
 - Colleges, departments and programs may require additional course-by-course evaluations. Departments and programs make the final determination of suitability of the applicant for a program based on established criteria, such as minimum GPA requirements, GRE or GMAT scores, letters of recommendation, personal statements, and other credentials.

4. Submit a statement verifying ability to provide financial support: A financial statement made by the applicant, parent, sponsor, or bank indicating source and amount of funds available per year.
5. Pay \$40 nonrefundable application fee.
6. Submit appropriate admission test scores (GRE, GMAT, Miller Analogies Test, etc.).
7. Have a physical examination by a licensed physician in the home country. A physical examination form will be sent after the applicant's credentials have been evaluated and found satisfactory for admission here.
8. International students are required to purchase health insurance at a cost of approximately \$655 annually or provide documentation of a comparable plan subject to the approval of the Center of Health & Counseling.
9. International students without prior educational experience in the United States may not be awarded a teaching assistantship until one semester in residence has been completed.
10. 1. Conditional admission. International students who have not submitted all the required admission test scores (e.g., TOEFL or IELTS, GRE, GMAT) may be conditionally admitted. Conditionally admitted students may not enroll in graduate class until they satisfy all graduate school and graduate program admission criteria, including those related to required test scores.

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 \$35 (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 Communication Disorders 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
- 9 hours of completed graduate level coursework in his/her degree program with at least a 3.5 graduate g.p.a.

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: residencelife@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 or higher on a scale of 4.0 in all graduate work taken is required for a degree, unless otherwise required by a degree program. A student who accumulates a graduate grade point average below 3.0 will be placed on academic probation subject to the following provision.
2. A student who receives a failing grade ('F') in a graduate course may not continue in a graduate program until obtaining the written approval from the appropriate college/department/program official(s) and the Dean of the School of Graduate Studies. Failure to follow this procedure will result in suspension from the graduate school. To be removed from academic probationary status, the student must successfully retake the failed course and have a cumulative grade point average of 3.0 or higher.

3. A student who accumulates 6 or more hours of graduate credit in which a grade of "C" is earned may not continue in a graduate degree program until obtaining the written approval from the appropriate college/department/program official(s) and the Dean of the School of Graduate Studies. Failure to follow this procedure will result in suspension from the graduate school. To be removed from academic probationary status, the student must have a cumulative grade point average of 3.0 or higher.
4. A student with a cumulative graduate grade point average below 3.0 but who does not meet the conditions of items 2 or 3 may continue in a graduate degree program for one additional semester. To be removed from academic probationary status, the student must have a cumulative grade point average of 3.0 or higher at the end of subsequent semester. A student who does not achieve a 3.0 or higher cumulative grade point average may not continue in a graduate degree program until obtaining the written approval from the appropriate college/department/program official(s) and the Dean of the School of Graduate Studies.
5. Non-degree-seeking students are expected to meet the same standards as degree students with respect to maintaining a 3.0 or higher grade point average.
6. Graduate courses are graded 'A,' 'B,' 'C,' and 'F.' There is no 'D' grade at the graduate level.
7. A grade of "Incomplete" must be removed during the next academic year, exclusive of the summer semester, or a grade of F will be recorded and the student will be placed on academic probation. The exception is for the final research project which may have an incomplete recorded until it is completed. When the research project is completed and the final grade recorded, the I will be automatically removed.

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 examination is normally scheduled for not more than two hours.
10. The oral examination should be scheduled by the thesis advisor in accordance with the deadlines announced in the class schedule for the appropriate term.
11. At the successful conclusion of the oral examination, all members of the committee and the department chairperson sign the Thesis Acceptance form. Copies of the form and thesis guidelines are available in the School of Graduate Studies office and its web site.
12. At least two weeks prior to graduation (one week in the summer), the student must present the original copy of the thesis and approval forms to the Dean of the School of Graduate Studies. The thesis should be submitted as a hard copy and on a compact disk in portable document format (pdf). The thesis acceptance form must be submitted as a hard copy document.
13. The original and one copy of the thesis will be bound and placed in Kent Library. Students may have additional copies made for themselves, their advisors and in some instances the departmental library.
14. The student must assume the binding and copy costs. The thesis must follow the style sheet appropriate to the discipline in which it is written as well as the requirements of the School of Graduate Studies.

CREATIVE THESIS IN LIEU OF THESIS

Some students may choose a significant creative thesis as a demonstration of personal artistic accomplishment. The creative thesis is particularly useful as a vehicle for students in the humanities. Such theses may include production of original literary or musical compositions, paintings, film, sculpture or other art forms. The creative thesis is created and executed under the supervision of a three-person committee similar to that used in the thesis model. The creative thesis is a credit-bearing project that follows the steps outlined for the thesis, with a main-body structure devised by each department. The creative thesis shall include a researched introduction by the student to the student's work, the length and medium of which is determined by each department. The introduction may be, for example, an exploration of an influence or influences on the student

work, a theme inherent in the work, a pedagogical focus for which the work was developed, or the treatment of an historical period(s) to which the work relates.

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 a capstone experience for MBA students. 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 assign-

Approved by Board of Regents, December 5, 1985

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.

ments 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.

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

Approved by President, November, 1985

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

Approved by President, November, 1985



HARRISON COLLEGE OF BUSINESS

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MASTER OF BUSINESS ADMINISTRATION

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AACSB Accredited

PROGRAM OBJECTIVES

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 **Entrepreneurship** option is designed to prepare graduate business students for success in the increasingly entrepreneurial global economy. This option is for individuals choosing to create new ventures, assuming corporate entrepreneur leadership roles, or taking up management of a family firm. This program integrates conceptual classroom knowledge with practical hands-on skills through dynamic mix of emerging information, interaction with successful entrepreneurs, and experimental development of the critical skills of innovation, market concentration, and business planning critical to all varieties of entrepreneurship.

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 Sci-

ence and Mathematics, both at Southeast Missouri State University. The **Financial Management** degree option seeks to enhance the student understanding of the current conceptual 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 **General Management** option (available both in class and on the web) 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 option 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.

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

In an economy where growth and competitive advantage increasingly comes from innovation, entrepreneurship has become more central to the success of regional and national economies. (Kauffman Foundation, 2007) Entrepreneurs, whether corporate leaders or new venture creators, execute the critically important functions by which ideas get translated into commercial business successes.

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 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 breadth 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 multi-national companies throughout the world.

The **Sport Management** option provides a differential advantage because of advanced education for individuals interested in the Sports Management field. The Sport Management option prepares a graduate business student to work in a variety of sports programs, be it in schools, public organizations or private businesses.

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:

Regular Admission

All applicants need to meet the admissions requirement of the graduate school and meet the following (satisfy the formula):

- Overall Grade Point Average - GPA (on a 4 point scale) times 200 plus GMAT equal to 1000 or above

OR

- Grade Point Average -GPA (on a 4 point scale) in last 60 hours of college credit times 200 plus GMAT score equal to 1000 or above
- GMAT score of at least 450
- Grade of at least "C" on all undergraduate foundation (prerequisite) course required

Provisional Admission

All applicants need to meet the admissions requirements of the graduate school and meet the following:

- Overall Grade Point Average -GPA (on a 4 point scale) times 200 plus GMAT score equal to 1000 or above

OR

- Grade Point Average -GPA (on a 4 point scale) in last 60 hours of college credit times 200 plus GMAT score equal to 1000 or above
- GMAT score of at least 400, yet below 450
- Grade of at least "C" on all undergraduate foundation (prerequisite) course required
- Provisional admitted students must complete their first 9 hours of course work, including at least 6 hours at the 600 level, with a grade "B" or better. Students not meeting this requirement are subject to dismissal from the program.

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.

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

BA600	Management Communication and Leadership	3
BA620	Quantitative and Qualitative Research Methods	3
BA630	Integrated Decision Information Systems	3
BA650	Strategic Decision Making	3
BA651	Strategic Marketing	3
BA660	Strategic Cost Analysis and Financial Applications	3
BA668	The Financial Environment	3
BA657	Applied Research Project (Topic must relate to option selected)	3
Total		24

GENERAL MANAGEMENT OPTION 9 Hours of Electives

BA521	Topics in Entrepreneurship	3
BA560	International Business Study Practicum	3
BA640	Managing Quality	3
BA656	Applied Human Resource Management	3
BA658	Business Internship	3
BA661	External Environment of Business	3

BA662	Contemporary Issues in Business	3
BA663	International Business Strategies	3
BA664	Organizational Leadership	3
BA665	Financial Institutions, Credit Markets, and Regulatory Policies	3
BA667	Liability Risks, Prod and Services	3
BA678	Operations Management	3
EC561	Managerial Economics	3
MG526	Managing and Developing Talent	3
MG548	Project Management	3
MG550	Improving Team Performance	3
MG560	International Management	3
MG566	Legal & Union Issues in Human Resources	3
MG575	Information Technology Management	3
MK560	International Marketing	3
EC580	International Economics	3
FI540	International Finance	3
MA532	Foundations of Geometry	3
MA538	History of Mathematics	3
MA580	Experimental Design of Analytical Variance	3
MA623	Statistical Analysis for Forensic Science	3
MA643	Number Theory	3
MA643	Modern Real Analysis	3
	Other graduate coursework may be enrolled in this option	3
Total		9

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

ACCOUNTING OPTION

AC631	Advanced Cost Analysis	3
AC637	Advanced Auditing	3
AC647	Emerging Issues in Accounting	3
AC5XX	Accounting Course	3
AC5XX	Accounting Course	3

Electives

AC548	Government and Not-for-Profit Accounting	3
AC534	Financial Accounting and Reporting III	3
AC537	Advanced Auditing and Assurance Services	3
AC545	Taxation of Business Entities	3
AC547	Accounting Theory	3
AC563	Legal and Ethical issues in Accounting	3
AC573	Accounting Internship	3

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

ENTREPRENEURSHIP OPTION

BA521	Topics in Entrepreneurship (Senior standing or consent of instructor)	3
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BA531	Imagination, Creativity and Innovation (Junior standing or MBA Admission or consent of instructor)	3
BA551	Managing and Growing New Ventures (BA361 or MBA Admission)	3
BA561	Business Planning for New Ventures (BA361 or MBA Admission consent of instructor)	3
BA641	Creating the Entrepreneurial Adventure	3
Please note: BA657 Applied Research Project (core course) needs to be related to Entrepreneurship.		

ENVIRONMENTAL MANAGEMENT OPTION

EV661	Business Strategies for Corporate Management	3
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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

BA665	Financial Institutions, Credit Markets and Regulatory Policies	3
FI540	International Finance	3
FI568	Portfolio Seminar	3

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

INDUSTRIAL MANAGEMENT OPTION

IM601	Industrial Safety and Ergonomics	3
IM602	Advanced Quality Concepts	3
IM604	Facilities Management	3

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

INTERNATIONAL BUSINESS OPTION

BA663	International Business Strategies	3
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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	Health Care Budgeting and Reimbursement	3

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

SPORT MANAGEMENT OPTION

SM610	Principles and Practices of Sport Management	3
SM612	Topics, Issues and Trends in Sports	3
SM655	Design and Operations of Sports Related Facilities	3

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

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. Margaret Noe, Dean

SPECIALIST IN COUNSELING EDUCATION

Dr. Verl T. Pope, Graduate Program Coordinator
(573) 651-2399
E-mail: vpope@semo.edu

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 masters 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

CP610	Orientation to Counseling	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
	OR	
PY636	Personality Assessment	3
GR691	Methods of Research: Qualitative and Quantitative Designs	3
CP680	Counseling Practicum	3
Specialist Students also must have the completed the 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	
CP644	Counseling Ethics	1
CP686	Internship-Mental Health	6
CP687	Internship-Mental Health	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-Mental Health	3
CP735	Intelligence Testing	3

CP739	Testing Practicum	3
EX642	Psychology & Education of the Exceptional Child	3

Other Electives may be available with approval of advisor. Students must work closely with their respective advisors to determine a program of study that meets appropriate certification and/or licensure requirements.

All students must have a minimum, including the Master's, of 72 credit hours to graduate from the Educational Specialist program.

ADVISING

The Coordinator of the Specialist Program (CSP) selects an advisor from the specialist degree faculty. The CSP serves as the student's advisor during the first term after the student is admitted to the Specialist's program and until an advisor is appointed. The student's advisor and the CSP normally have primary responsibility for approval of the program of study, including any electives.

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 effect learning experience for the individual students 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 Listing](#)" 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:

- Superintendency 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 Leadership Admissions Committee. The admissions committee will act only upon applications which are complete.

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 Equivalent¹

EX390	Psychology and Education of the Exceptional Child	3
GR691	Methods of Research: Qualitative and Quantitative Designs	3
EA630		
or	Administration	3
EA635		3
EA634	Supervision	3
EL606		
or	Curriculum Construction	3
SE637		3
EA651	School Law	3
EA655	School Business/Facilities Management/ Public Relations	3
EA646		
or	Internship in Elementary or Secondary School Administration	3
EA647		
EA660	Administration & Supervision of Special Education	3
EA625	Foundations of Educational Administration	3
Total		0-30

¹ Required unless completed as part of the Master's program or unless the candidate has one year of experience as an elementary or secondary school principal (as applicable).

Missouri certification desired? Yes ___ No ___

Valid Missouri teaching certificate ___

Four years of administrative/teaching experience ___

Superintendency: Specialist

Core Course Requirements

EA781	Variable Topics	3
EA709	Administrative Leadership	3

EA743	Research into Administrative Practice	3
EA760	Internship: Specialist Level	4
EA737	Administration of Curriculum	3
EA756	Financial Management and Leadership	3
EA755	School District Law	3
EA785	School Plant Planning and Operation	3
EA707	Personnel Management in Education	3
EA710	School District Administration	3
EA767	The Department of Elementary and Secondary Education	1
EA789	Superintendent Assessment	1
GR799	Specialist Oral Examination	0
Total		33

Electives (3 to 8 credit hours)

EA courses as required to meet degree requirements.

EA781	Variable Topics	3
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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

EA625	Foundations of Educational Administration	3 or 0
EA709	Administrative Leadership	3
EA716	Instructional Leadership Strategies I	3
EA718	Instructional Leadership Strategies II	3
EA743	Research into Administrative Practice	3
EA761	Internship: Specialist Level ¹ Advanced Principalship	3 or 0
GR799	Specialist Oral Examination	0
Total		12-18

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

Other Requirements

EA635	Elementary School Administration	3
EA707	Personnel Management and Leadership	3

EA737 Administration of Curriculum	3
EA785 School Plant Planning and Operation	3
Total	9-12

Electives (6 to 15 credit hours)

EA courses as required to meet degree requirements. May include EA710, EA767, EA755, EA756, or EA781/782.

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

EA625 Foundations of Educational Administration	3 or 0
EA709 Administrative Leadership	3
EA716 Instructional Leadership Strategies I	3
EA718 Instructional Leadership Strategies II	3
EA743 Research into Administrative Practice	3
EA761 Internship: Specialist Level ¹ Advanced Principalship	3 or 0
GR799 Specialist Oral Examination	0
Total	12-18

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

Other Requirements

EA635 Secondary School Administration	3 or 0
EA707 Personnel Management and Leadership	3
EA737 Administration of Curriculum	3
EA785 School Plant Planning and Operation	3
Total	9-12

Electives (6 to 15 credit hours)

EA courses as required to meet degree requirements. May include EA710, EA755, EA756, EA767, or EA 781/782.

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.**

ADVISING

The CSP selects an advisor from the specialist degree faculty. The CSP serves as the student's advisor during the first term after the student is admitted to the Specialist's program and until an advisor is appointed. The student's advisor and the CSP normally have primary responsibility for approval of the program of study, including any electives.

INTERNSHIP

For students seeking a new superintendent certification, four (4) hours of internship credit are required which consists of a year experience with a total of 600 clock hours. For students completing a specialist degree in the advanced principalship, three (3) hours of internship study credit are required which consists of a year experience with a total of 600 clock hours. **Missouri certification recommendations specialist degree faculty require field study experiences totaling at least 120 hours under the supervision of a person holding the job for which certification is to be requested.** For internship study the student will be placed by the CSP and supervised by the advisor as well as by the field supervisor, and CSP will certify when the experience has been completed.

Internship experiences are individualized for each candidate. Candidates are expected to select appropriate objectives and secure approvals by the University and school district supervisors. In addition to direct participation and role practice efforts, the student is encouraged to engage in the development of programs, materials, and policy proposals. These include development of a program of in-service education for the school district, a faculty or student handbook, a procedure for computerized grade reporting/ recording, a newsletter for school patrons, etc.

The internship should be completed the semester prior to graduation.

ORAL EXAMINATION

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 in-state 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. Ray Dowdy, Graduate Program Coordinator
(573) 651-2421
E-mail: rdowdy@semo.edu

The Specialist in Educational Leadership Development degree has one advising track. The advising track is 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 or EA651 School Law	3

EA756 School Finance	3
EA785 School Plant Planning & Operation	3
EA716 Instructional Leadership Strategies I	3
EA718 Instructional Leadership Strategies 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) or rroberts@semo.edu.

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, with comprehensive exams.
- 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

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:

EA737	Administration of Curriculum	3
EA756	Financial Management and Leadership	3
EA755	School District Law	3
EA785	School Plan Planning and Operation	3
EA707	Personnel Management and Operation	3
EA710	School District Administration	3
EA760	Internship: Specialist Level	4
EA789	Superintendent Assessment	1
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

	C460	Organizational Analysis	4
SS(MU)	C410	Educational Leadership Inquiry	2
	C410	Professional Seminar	3
FS(no site)	EA900	Leadership Theory and Practice	4
SpS(on site)	EA930	Quantitative Analysis I	3
	EA905	Educational Leadership Inquiry	1

Year 2

	C460	Professional Seminar	2
SS(MU)	A456	Qualitative Analysis I	3
	C460	Policy Analysis	4
	EA910	Content and Context of Learning	3
FS(no site)	EA906	Team Building & Group Dynamics	1
SpS(on site)	EA915	Program Planning & Evaluation	3
	EA905	Educational Leadership Inquiry	1

SS	Comprehensive	34 Semester Hours
C490	Dissertation	12 Semester Hours

Program Requirements Total 46 Semester Hours

Prerequisites

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

See "[Graduate Course Listing](#)" for a complete list of graduate courses and descriptions.

MASTER OF ARTS IN CAREER COUNSELING MASTER OF ARTS IN MENTAL HEALTH AND MASTER OF ARTS IN SCHOOL COUNSELING

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

Dr. Janice Ward, Counseling Program Coordinator

(573) 651-2415

E-mail: jward@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 Career Counseling or Mental Health Counseling, applicants must present the following:

1. Prerequisites: 18 total cr. in the social sciences, including, psychology, counseling, sociology or appropriately focused university studies courses. This must include a 3 cr. course in statistics.
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 and have teacher's certification.
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 8-13 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 and GR691 Methods of Research: Qualitative and Quantitative Designs. A student earning any grade less than a "B" in any of the first nine hours, but still maintaining a 3.0 g.p.a., will be allowed to repeat

the course one time and must earn a grade of "B" or better.

APPEALS PROCESS

Applicants who are denied admission have the opportunity to appeal to the College of Education Graduate Appeals Committee.

PROGRAM RETENTION

The counseling faculty reserves the right to review students at any stage of the student's coursework. A review process will automatically be triggered by any grade less than a "B" or equivalent in any of the following courses: 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 CAREER COUNSELING

All counseling students must have the Counseling Core.

Master of Arts - counseling Core 36 credit hours

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
CP631	Crisis Intervention and Consultation	3
CP643	Psychodiagnostics and Treatment	3

CP680	Counseling Practicum	3
GR691	Methods of Research	6

Career Counseling Major

CP626	Advanced Career Counseling	3
CP681	Internship-Career	3-6

AND credit hours in one of the following

CP682	Internship- Elementary	3
CP683	Internship- Secondary	3
CP687	Internship- Mental Health	3

Minimum Credits 48

Other Electives may be available with approval of advisor. Students must work closely with their respective advisor to determine a program of study that meets appropriate certification and/or licensure requirements.

All students must have a minimum of 48 credit hours to graduate from the Masters of Arts in Career Counseling program.

Free elective credits:

The appropriate number of approved electives to reach a **minimum** of 48 total credit hours.

Requirements for thesis, internship or other capstone experience:

Exit procedures will include a comprehensive exam, portfolio and an oral defense of counseling and testing abilities.

MASTER OF ARTS IN MENTAL HEALTH COUNSELING

Dr. Melissa Odegard, Graduate Program Coordinator
(573) 651-2420

E-mail: modegard@semo.edu

Core Course Requirements

The 54 hour program in Mental Health consists of the following courses:

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
CP631	Crisis Intervention and Consultation	3
GR691	Methods of Research	3
CP640	Mental Health Counseling	3
CP643	Psychodiagnostics and Treatment	3
CP645	Marriage and Family Counseling	3
CP680	Counseling Practicum	3
CP686	Internship -- Mental Health	6
CP687	Internship -- Mental Health	3
Electives	Choose 3 hours Electives	3
Total		54

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 licensure.

MASTER OF ARTS IN SCHOOL COUNSELING

Dr. Janice Ward, Graduate Program Coordinator

(573) 651-2415

E-mail: jward@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	Crisis Intervention and Consultation	3
CP643	Psychodiagnostics and Treatment	3
CP680	Counseling Practicum	3
CP682	Internship -- Elementary	3
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	

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

EA653 - Curriculum for Leaders in Education

OR

SE635 - Theory of Learning and Instructional Strategies

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 Missouri Department of Elementary and Secondary Education.

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:

CP611	Developmental Theories	3
CP615	Career Development	3
CP735	Intelligence Testing	3
CP617	Assessment in Counseling	3
CP655	Advanced Educational Processes	3
CP739	Testing Practicum	3
CP643	Psychodiagnostics and Treatment	3
PY571	Introduction to Behavioral Statistics	3
Total		24

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 Listing](#)" 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. David Stader, Chairperson
(573) 651-2417
E-mail: dstader@semo.edu

Dr. Lisa Bertrand, Graduate Program Coordinator
(573) 651-2424
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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, provisional 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	3
EA635	Secondary School Administration	
EA634	School Supervision	3
EA651	School Law	3
EA655	School Business/Facilities Manage- ment/Public Relations	3
EA660	Administration & Supervision of Spe- cial Education	3
EA646	Internship: Elementary	
	OR	3
EA647	Internship: Secondary	
EA688	ISLLC Problems - Principalship	1
EX390	Psychology and Education of the Exceptional Child	3 or 0
Total		28 or 31

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
EA682	Variable Topics	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
EA641	Middle School Organization and Leadership	3
EA682	Variable Topics	3

One course from:

PY571	Introductory Behavioral Statistics	3
ED615	Tests and Measurements for the Classroom Teacher	3
IE596	Foundations of Vocational Education	3
SE602	Effective Teaching at the Middle Level	3
EA682	Variable Topics	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.

Special Education Director Certification

Students wishing to pursue certification as a special education director must hold a license to teach in an area of special education or student services. In addition, students must have a minimum of two (2) years of special education or student services teaching experience approved by the Missouri Department of Elementary and Secondary Education. Students must then complete a master's degree in school administration and successfully complete the building-level-administrator's school leaders licensure assessment. The planned program for the special education directorship includes twenty-four (24) semester hours of graduate credit in courses focusing on administration and supervision of the elementary or secondary school. All coursework and directed field experiences are incorporated into the master's in school administration, with an emphasis on knowledge and competencies in areas required for the special education director certification.

Middle School Principle Certification

Students wishing to pursue certification as a middle school principal must hold a valid Missouri teaching or principal's certificate. Students must also have earned undergraduate or graduate credit for the following courses:

EL262	Foundations of Reading Techniques (or equivalent)	3
EL355	Reading Study Strategies and Skills (or equivalent)	2
EL353	Techniques of Teaching Elementary Mathe- matics	2

The planned program for the middle school principal certification includes twenty-four (24) semester hours of graduate credit in courses focusing on administration and supervision of the secondary or elementary school. In addition, students must complete the following:

SE603	Curriculum Development at the Middle Level	3
EA641	Middle School Organization and Leadership	3
SE602	Effective Teaching at the Middle Level	3

Athletic Director

Students wishing to pursue an interest in athletic administration must complete the twenty-four (24) semester hours of graduate credit in courses focusing on administration and supervision of the elementary or secondary school. In

addition, students may desire to take any of the following courses as electives within the degree program:

SM540	Legal Aspects of Sports and Physical Activity	3
SM570	Management and Leadership in Sports Organizations	3
SM612	Current Topics, Issues, and Trends in Sports	3
SM655	Design and Operation of Sport Related Facilities	3

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.

MASTER OF ARTS IN TEACHER LEADERSHIP

Department of Educational Leadership And Counseling
Dr. David Stader, Chairperson
(573) 651-2417
E-mail: dstader@semo.edu

Dr. David Stevens, Graduate Program Coordinator
(573) 986-4944
E-mail: dwstevens@semo.edu

The Master of Arts in Teacher Leadership degree would have one advising track. The advising track would be designed for all students. All students must have a baccalaureate degree and a teaching certificate related to education from a regionally accredited college or university (math, science, elementary, secondary, social studies, English, etc.).

Required Courses

GR-691	Methods of Research	3
EA-634	School Supervision	3
EA-651	School of Law	3
EA-655	School of Facilities/Public Relations	3
EA-660	Administration of Special Education	3
EA-653	Curriculum for Leaders in Education	3
	Total Required Hours	18

Elective courses

EA-682	Educational Leadership Variable Topics I (Aligned with local public school district's professional development/school improvement plan)	12
	Total Elective Hours	12

Free elective approved credits

The appropriate number of approved level electives to reach a minimum of 30 total graduate credits for the master's degree.

Requirements for thesis, internship or other capstone experience

Exit procedures will include submission of a graduate paper or thesis, oral comprehensive exam and portfolio of materials for all classes.

MASTER OF ARTS IN HIGHER EDUCATION ADMINISTRATION

Department of Educational Leadership And Counseling
Dr. David Stader, Chairperson
(573) 651-2417
E-mail: dstader@semo.edu

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

- Applicants who qualify for full admission to a graduate program must present the following credentials:
 - 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.
 - The applicant must have achieved an undergraduate grade point average (g.p.a.) of 2.75.
- 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 full admission, denial of admission, or probationary 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.

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.

EA620/ CP620	Foundations of Higher Education I	3
EA623/ CP623	Principles and Practices in Higher Education	3
EA624/ CP624	Theories of Student Development	3
EA628	Teaching in Higher Education	3
EA629	Internship in Higher Education	3
GR691	Methods of Research: Qualitative and Quantitative Designs	3
PY571	Introduction to Behavioral Statistics	3
Total		21

Electives for Higher Education Administration**Focus**

EA622	Foundations in Higher Education II: Leadership	3
EA626	Introduction to Student Personnel	3
EA629	Internship in Higher Education	3
EA638	Women in Higher Education	3
Elective ¹		3
Total		15

¹Additional 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

CP610	Orientation to Counseling	3
CP611	Developmental Theories	3
CP613	Social and Cultural Aspects of Counseling	3
CP614	Counseling Skills	3
CP680	Counseling Practicum	3
Total		15

Electives for Higher Education Athletic Administration Focus

SM540	Legal Aspects of Physical Activity and Sport	3
SM570	Management and Leadership in Sports Organizations	3
SM612	Current Topics, Issues, and Trends in Sport	3
SM655	Design and Operation of Sport Related Facilities	3
Electives ¹		3
Total		15

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

See "[Graduate Course Listing](#)" 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. Margaret Noe, Interim Chairperson
(573) 651-2123

E-mail: mnoe@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.)

EL677 Portfolio II	3
EL615 Research in Action	3

One of the following:

EX601 Education Assessment Techniques	3
CE630 Assessing Young Children's Learning and Development-Part I	3

One of the following:

EL606 Curriculum Construction: Elementary	3
CE610 Curriculum and Methods: ECE	3

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. Julie Ray
(573) 651-2444

E-mail: jaray@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
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Emphasis in Reading

Graduate Contact: Cheryl Mader
(573) 651-2405

E-mail: cmader@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. Thamin Khalid
(573) 651-2505

E-mail: tkhalid@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
MA640 Seminar in Contemporary School 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

Dr. Margaret Noe, Interim Chairperson
(573) 651-2123

E-mail: mnoe@semo.edu

The program leading to the Master of Arts with a major in exceptional child education requires a minimum of 33 semester hours. Students should work closely with their advisor in designing a program of studies unique to their needs.

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 or courses which strengthen knowledge in a teaching area.

OR

Related Option: Autism Spectrum Disorders Certificate of Completion Program

EX507	Parent and the Exceptional Child	3
EX555	Introduction to Autism Spectrum Disorders	3
EX556	Language Acquisition & Communication Strategies	3
EX557	Behavior Management & Intervention	3
EX558	Seminar: Research in Autism Spectrum Disorders	3
EX559	Clinical Practicum	3
Total		12

Total Hours - 33

The Missouri Special Education Administration Certificate may be obtained in this degree program. 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).

See "[Graduate Course Listing](#)" for a complete list of graduate courses and descriptions.

MASTER OF ARTS IN SECONDARY EDUCATION

Department Of Middle And Secondary Education (EF) (SE)

Dr. Simin Cwick, Chairperson and Graduate Program Coordinator

(573) 651-5965

E-mail: scwick@semo.edu

PROGRAM OBJECTIVES

The Master of Arts with a major in Secondary Education is designed to serve the need for advanced study at the graduate level by middle, junior and senior high school teachers and is built upon the Model of the Teacher as Competent Professional Educator.

The objective of the degree is to enhance the teaching and organizational ability of the candidate and thus improve classroom instruction.

Competencies, Knowledge and Skills to be Achieved

1. The student will demonstrate knowledge of professional responsibilities through an understanding of the role of education in American society, both currently and historically, and through the understanding of the social and philosophic dynamics that shape and drive education in our culture.
2. The student will demonstrate understanding of the instructional process through coursework in research, curriculum theory and curriculum development.
3. The student will demonstrate understanding of techniques of classroom management and interpersonal relationships through coursework in analysis and 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 admissibility.
 - 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 Studiess 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 for both Options

Educational Studies Courses - 18 credit hours

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*
SE641	Multicultural Education	3
Total		18

*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 content courses, AP Workshops, Teacher Education courses, or SE680 Variable 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
Total		15

See "[Graduate Course Listing](#)" for a complete list of graduate courses and descriptions.



COLLEGE OF HEALTH AND HUMAN SERVICES

Loretta Prater, Dean

MASTER OF ARTS IN COMMUNICATION
DISORDERS

Department Of Communication Disorders (CD)
Dr. Tom Linares, Chairperson
(573) 651-2155
E-mail: tlinares@semo.edu

Dr. Marcia Haims, Graduate Program Coordinator
(573) 651-2188
E-mail: mjbrown@semo.edu

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:

CD211	Anatomy and Physiology of the Speech Mechanism	4
CD225	Phonetics	4
CD230	Introduction to Communication Disorders	4
CD340	Normal Speech and Language Development	3
CD371	Anatomy and Physiology of the Hearing Mechanism	3
CD406	Service Delivery in Communication Disorders	4

CD411	Nature of Assessment and Intervention of Speech and Language Disorders	4
CD426	Hearing Disorders: Audiologic Assessment	3
Total		29

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
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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
CD669	Externship in Communication Disorders	3
CD669	Externship in Communication Disorders	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 Listing](#)" for a complete list of graduate courses and descriptions.

MASTER OF SCIENCE IN CRIMINAL JUSTICE

Department Of Criminal Justice (CJ)

Dr. Diana Bruns, Chairperson

(573) 651-2686

Email: dbruns@semo.edu

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
CJ635	Civil Law and Liability	3
CJ640	Ethics in Criminal Justice	3
Total		18

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
CJ841	Death Penalty in America	3
Total		12

Up to 6 hours outside of criminal justice may be applied with the approval of the department chair.

Thesis, Internship Or Other Capstone Experience

Students will have the option of either a thesis, an internship, a capstone seminar, or additional coursework. The internship will consist of a 120-hour field placement and a paper describing the objectives and outcomes of the experience (3 hours). The capstone seminar will include analysis of current issues and trends in criminal justice, and a practical program or policy review and a writing component (3 hours). Students selecting the additional coursework 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)

Internship or Capstone Seminar Option

CJ699	Internship	6
CJ6**	Seminar in Criminal Justice Practice	3
	Three hours additional graduate level electives	3

Non-Capstone Option

- GR698 Comprehensive Examination in Criminal Justice (0)
- Six more hours at the graduate level (6)

36 Total Credits

Prerequisites: 18 total credits in the social sciences, including criminal justice, criminology, sociology, psychology, social work, political science or relevant university studies courses. This must include a 3 credit hour course in statistics.

See “[Graduate Course Listing](#)” for a complete list of graduate courses and descriptions.

MASTER OF ARTS IN HUMAN ENVIRONMENTAL STUDIES

Department Of Human Environmental Studies (CF) (CT) (FN) (HE) (HI)

Dr. Paula King, Chairperson and Graduate Program Coordinator

(573) 651-2312

E-mail: pkking@semo.edu

PROGRAM OBJECTIVES

The Master of Arts in Human Environmental Studies is designed for people with a baccalaureate degree 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 Committee 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

HE525	Evaluating Research in the Human Services	3
	One Approved Graduate-level Research Methods Course	3
PY571	Introductory Behavioral Statistics	3
HE600	Foundations of Human Environmental Studies	3
HE608	Supervision and Personnel Development in Human Environmental Studies	3
HE625	Evaluating Research in Human Services	3
CF630	Advanced Family Systems	3
Total		21

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

The Southeast Missouri State University Dietetic Internship provides the experiences needed to meet the competencies required by the Commission on Accreditation for Dietetics Education (CADE). 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 FN600, FN610, FN620 and HE612 for a total of 14 hours. These credit hours can be applied toward the MS in Nutrition and Exercise Science or the MA in Human Environmental Studies.

The goals of the Dietetic Internship are to:

1. Prepare entry level graduates who are competent to practice in administrative, clinical and community dietetics;
2. Provide opportunities for the training of Registered Dietitians that will impact the health and nutrition needs of residents within the geographic location of the program;
3. Develop and promote the role of the dietetics profession throughout the service region;
4. Encourage and promote self-assessment and lifelong learning for 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.
4. Graduate Record Examination.

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 \$50.00. 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 pri-

tize 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 \$45.00 charge for computer matching that is due with the applicant's prioritized ranking. Address requests to: D&D Digital Systems, 304 Main Street, Ames, IA 50010-6148. (www.dndigital.com/ada)

8. Application must be made separately to the School of Graduate Studies at Southeast Missouri State University. An application can be obtained by contacting the School of Graduate Studies, Southeast Missouri State University, Cape Girardeau, MO 63701 or online at www.semo.edu/gradschool/apply.htm.

The Southeast Missouri State University Dietetic Internship is accredited by the Commission on Accreditation for Dietetics Education. For more information contact: The American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, (800) 877-1600, www.eat-right.org.

See "[Graduate Course Listing](#)" for a complete list of graduate courses and descriptions.

Department Of Nursing (NS)

MASTER OF SCIENCE IN NURSING

Department Of Nursing (NS)

Dr. Marcia Hobbs, Chairperson

(573) 651-5154

E-mail: mhobbs@semo.edu

Dr. Elaine Jackson, Director of Graduate Studies

(573) 651-2585

E-mail: ejackson@semo.edu

PROGRAM OBJECTIVES

The Department of Nursing offers a Master of Science in Nursing (MSN) degree with a family nurse practitioner option and an advanced role specialization option. Advanced role specialization includes development of the adult health clinical nurse specialist/care manager or nurse educator. The MSN program is the only graduate nursing program located in the region and focuses on the assessment, management, and delivery of health care services to individuals and families across the lifespan. Particular

emphasis is directed to health care needs of underserved populations in rural areas. The program prepares graduates for critical investigation, integration, and synthesis of scientific knowledge in advanced nursing. A total of 40 credit hours is required for the advanced role specialization option and 42 credit hours for the family nurse practitioner option. A post-master's family nurse practitioner curricular sequence is available and requires 21 credit hours depending upon previous master's degree preparation. The MSN program is fully accredited by the Commission on Collegiate Nursing Education.

ADMISSION REQUIREMENTS

The applicant must meet both the Southeast Missouri State University School of Graduate Studies and Department of Nursing prerequisites for admission to the MSN program of study.

Regular Admission

- A baccalaureate degree with an upper division major in nursing from a program accredited by the National League for Nursing or the Commission on Collegiate Nursing Education.
- A minimum grade point average (G.P.A.) of 3.25 on a 4.0 scale.
- A current Missouri license as a registered professional nurse.
- Evidence of professional liability insurance of \$1,000,000/\$3,000,000 coverage.
- 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:** Continuation into the family nurse practitioner clinical course NS638 Primary Care I: Family Health requires 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 a 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.

Time Limit to Finish MSN Degree Policy

All requirements for the MSN degree must be completed within a 4-year period. Under extenuating circumstances, the student may apply in writing to the Graduate Program Committee to extend the program of study.

Dismissal from MSN Program Policy

The graduate nursing faculty reserves the right to review a student at any stage of the student's program of study. A review process will automatically be triggered by any grade less than a "B". This review has the potential to result in the dismissal of the student from the MSN program.

CORE COURSE REQUIREMENTS

NS600	Theoretical Foundations for Nursing Practice	3
NS605	Advanced Nursing Concepts	3
NS610	Public Policy & Issues in Health Care	3
NS612	Nursing Legal and Ethical Issues	2
NS620	Advanced Nursing Research Methods and Designs	4
NS625	Advanced Pharmacology	4
NS628	Advanced Health Assessment	4
NS636	Advanced Pathophysiology and Symptom Management	3
NS642	Advanced Roles Seminar	2
Total		28

Students may choose to complete a thesis OR a non-thesis scholarly paper and a written comprehensive examination.

ADVANCED ROLE SPECIALIZATION REQUIRED COURSES

NS633	Advanced Nursing Roles I	4
NS634	Advanced Nursing Roles II	4
NS635	Nurse Educator Practicum (for Nurse Educator Students only)	3
NS641	Internship	1
NS643	Advanced Nursing Roles I	4
NS644	Advanced Nursing Roles I	4
NS653	Clinical Practicum Clinical Nurse Specialist/Care Management (For CNS students only)	3

FAMILY NURSE PRACTITIONER REQUIRED COURSES

NS638	Primary Care I Family Health	3
NS639	Primary Care I Family Health Clinical Practicum	2
NS648	Primary Care II Adult Health	3
NS649	Primary Care II Adult Health Clinical Practicum	2
NS659	Primary Care III Clinical Role Practicum	4

POST-MASTER'S FAMILY NURSE PRACTITIONER REQUIRED COURSES

NS628	Advanced Health Assessment	3
NS638	Primary Care I Family Health	3
NS639	Primary Care I Family Health Clinical Practicum	2
NS642	Advanced Roles Seminar	2
NS648	Primary Care II Adult Health	3
NS649	Primary Care II Adult Health Clinical Practicum	2
NS659	Primary Care III Clinical Role Practicum	4
NS663	Independent Study: Family Concepts and Theory in Nursing Practice	1

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

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

Capstone Requirements

All students in the MSN program will complete either a thesis with GR699 OR a non-thesis scholarly paper with GR698.

See "[Graduate Course Listing](#)" for a complete list of graduate courses and descriptions.

MASTER OF SCIENCE IN NUTRITION AND EXERCISE SCIENCE

Department of Health, Human Performance & Recreation
Dr. Thomas Joseph Pujol, Chairperson
(573) 651-2197
E-mail: jpujol@semo.edu

Dr. Jeremy Barnes, Graduate Program Coordinator
(573) 651-2782

E-mail: jbarnes@semo.edu

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

HL601	Physiology of Exercise	3
FN690/ HL690	Seminar in Nutrition and Exercise Science	3
HL621	Exercise in Health and Disease	3
GR691	Methods of Research: Qualitative and Quantitative Designs or HE637 Research Design in HES	3
PY571	Introductory Behavioral Statistics	3
FN550	Vitamin Metabolism	3

FN530	Pathophysiology: Implications for Nutrition and Exercise Science	3
FN605	Nutrition in the Life Cycle	3
Electives	At least 3 of the 9 required elective hours must come from either HL or FN classes	9
HL691	Applied Research ¹	
HL/ FN699	Internship ¹	
Total		39

¹HL 691-Applied Research and HL/FN 699-Internship may be replaced by HE694 and HE695: Thesis if the student chooses that option.

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

FN530	Pathophysiology: Implications for Nutrition and Exercise Science	3
FN605	Nutrition in the Life Cycle	3
Electives	At least 3 of the 9 required elective hours must come from either HL or FN classes	9
HL691	Applied Research ¹	
HL/ FN699	Internship ¹	
Total		39

¹HL 691-Applied Research and HL/FN 699-Internship may be replaced by HE694 and HE695: Thesis if the student chooses that option.

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



COLLEGE OF LIBERAL ARTS

Frank Barrios, Dean

**MASTER OF ARTS IN ENGLISH AND
MASTER OF ARTS IN TESOL**

Department of English (EN) (LI) (TL)

Dr. Carol Scates, Chairperson and Graduate Program
Coordinator

(573) 651-2156

E-mail: cscates@semo.edu

For further information on graduate studies in TESOL con-
tact 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 consti-
tutes 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 prepara-
tion 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 ref-
ugees and immigrants, or in college and university pro-
grams. The workplace may be within the United States or
overseas. The program emphasizes the practical applica-
tion 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 The-
ory:** 3

UI500 History of the English Language or

TL648 Foundations in Linguistics or

EN686 Sociolinguistics or

LI658 Literary Criticism or

LI605 Contemporary Anglophone Literature/Con-
temporary Theory

One Course in Writing:	3
EN550 Style in Writing or	
EN670 Advanced Creative Writing: Poetry or	
EN678 Advanced Creative Writing: Fiction	
Electives	24
Total	36

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 Grad-
uate Studies policy, may not, except in unusual
circumstances, duplicate an existing course.
2. Completion of a thesis or completion of a compre-
hensive 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 stu-
dent's teaching philosophy, pedagogy, and curric-
ular 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 require-
ment 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 stu-
dent can enroll in thesis hours. Students should be
conscientious in observing all criteria and dead-
lines established by the School of Graduate Stud-
ies 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 Department Web site and the Graduate Bulletin for more information.

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

TL525	Theories of ESL/EFL Learning	3
TL585	Methods of Techniques of TESOL	3
TL625	Materials Development and Assessment Tools for TESOL	3
TL530	Practicum in TESOL	3
TL648	Foundations in Linguistics	3
OR		
UI501	Principles of Language	3
TL620	Approaches to the Teaching of Grammar	3
EN686	Sociolinguistics	3
TL601	Research Methods in TESOL	3
OR		
GR691	Methods of Research: Qualitative and Quantitative Designs	3
TL630	Special Problems in TESOL	3
Total		27
Elective Courses		
EN606	Topics, Issues and Trends in English	3
TL610	Developing Intercultural Awareness and Competence	3
TL650	Approaches to Second Language Literacy Instruction	3
Total		9

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 GR698-740 (Masters Comprehensive Exam) the semester they plan to take the MA TESOL exam (GR698-740 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 information, contact Dr. Deqi Zen, Director of the MA TESOL.**

OTHER

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. Missy Phegley. See contact information.

CENTER FOR FAULKNER STUDIES

The Brodsky Collection is one of the world's most outstanding gatherings of Faulkner materials. Included are signed limited editions, first trade editions with dust jackets, autographed and inscribed manuscripts, letters, movie scripts, drawings, and biographical documents. Professor Robert Hamblin, author, co-author, and editor of twenty 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 par-

ticipate in the scoring of Southeast's Writing Proficiency Exam. For further information, contact Dr. Jake Gaskins.

SOUTHEAST MISSOURI STATE UNIVERSITY PRESS

Southeast Missouri State University Press strives to provide meaningful and essential information that serves the University, region, state, and nation. It supports a professional publishing practicum for students at Southeast Missouri State University through a minor-degree program in Small-press Publishing for undergraduate students in any major who wish to acquire the basic skills for independent-press publishing and editing. Directed by Dr. Susan Swartwout, who founded the Press in 2001, the Press serves as a first-rate publisher in our underpublished region. Recognition won by the Press's books includes the James Jones First Novel Award, the Langum Award for Historical Fiction, two Governor's Book Awards, a United We Read selection, and the Kniffen Book Award for best U.S./Canada cultural geography. The Press produces *Journey* student literary magazine and the international journals *The Cape Rock*, edited by Dr. Harvey Hecht, and *Big Muddy: Journal of the Mississippi River Valley*. The Press sponsors the Visiting Writers Program, Journey Student Reading Series, Wordsfair: A Celebration of Words, and three annual writing contests: the Mighty River Short Story contest, the Wilda Hearne Flash Fiction contest, and the Copperdome Poetry Chapbook Competition.

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. Missy Phegley
Supervisor of English TAs
English Department
MS 2650
Southeast Missouri State University
Cape Girardeau, MO 63701
mphegley@semo.edu

For information on the Writing Center:

Dr. Jake Gaskins
English Department

MS 2650
Southeast Missouri State University
Cape Girardeau
jgaskins@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
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cscates@semo.edu

See "[Graduate Course Listing](#)" for a complete list of graduate courses and descriptions.

MASTER OF ARTS IN HISTORY AND MASTER OF ARTS IN PUBLIC HISTORY

Department of History (GH) (HP) (US) (WH)
Dr. Wayne H. Bowen, Chairperson
(573) 651-2179
Email: wbowen@semo.edu

Dr. Joseph R. Werne, 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 submit a letter of intent indicating how the applicant's past experiences have prepared him or her for a graduate degree. In addition to the admission requirements of Graduate School, 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.

Core Courses in History (15 hours)

GH600	Introduction to Public History	3
GH610	Methods of Research in History	3

US/WH-6XX	Readings in History	6
US/WH-6XX	Seminar in History	3
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
GH680	Practicum in Teaching History	0
Total		3

ADVANCEMENT TO CANDIDACY

Having passed GH-600 and GH-610 with a grade of "B" or higher, the student must complete the Application for Candidacy form obtainable from the School of Graduate Studies office. 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 IV. 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 of 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

A. History (E.H., U.S., W.H., S.S.)

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. The graduate advisor will send formal notification of pass or fail to the graduate school.

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 Listing](#)" for a complete list of graduate courses and descriptions.

PROGRAM OF STUDY

MASTER OF ARTS IN PUBLIC HISTORY

The degree is offered in a 36 hour program consisting of: 18 hours of common course, 6 hours of Thesis or Internship/Advanced Project, 6 hours of specialized courses in

each of two options, historic preservation and education, and 6 hours of approved electives for each option.

REQUIREMENTS FOR ADMISSION

To be admitted to the Graduate Program in History, applicants must hold a baccalaureate degree, and submit a letter of intent indicating how the applicant's past experiences have prepared him or her for a graduate degree. In addition to the admission requirements of Graduate School, 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.

Required for All (24 hours)

GH600	Introduction to Public History	3
GH610	Methods of Research in History	3
US/ WH600	Readings in History	3
US/ WH600	Seminar in History	3
HP615	Heritage Education	3
US635	American Material Culture	3
<i>And Either:</i>		
GH695- 697	Thesis	6
OR		
HP640	Internship	3
<i>And</i>		
HP645	Advanced Project in Applied History	3
Total		24

Historic Preservation Emphasis (12 hours)

HP585	History of American Architecture	3
HP588	Legal and Economic Principles of Historic Preservation	3

Electives (6 hours)

Students choosing the Historic Preservation emphasis may select from the following:

GH620	Techniques of Oral History	3
HP540	Topics in Historic Preservation	3
HP552	Historic Preservation Field School	3
HP580	History of American Building Materials and Techniques	3

HP589	Historic Preservation Based Economic Revitalization	3
HP640	Internship	3
HP645	Advanced Project in Applied History	3
HP650	Problems in Historic Preservation	3

Student may also choose 3 hours from

GH653	Problems in Social Studies	3
SS678	Issues in Social Studies	3
Total		12

Heritage Education Emphasis (12 hours)

GH653	Problems in Social Studies	3
SS678	Issues in social studies	3

Electives(6 hours)

Students choosing the education emphasis may select from any history(GH,US,WH,EH), historic preservation (HP), or social studies(ss) courses at the 500 or 600 level. Up to three elective hours may be earned through pre-approved workshops(e.g. AP Institutes)

Requirements for thesis, internship or other capstone experience:

Students are required to complete either a thesis based on original research or complete an internship and an avaced project in applied history

Any unique feature such as interdepartmental cooperation:

The unique feature of the degree is the integration of social studies and educational perspectives with the applied history, particularly GH600 and HP615. Integration of these perspectives can be achived using existing departmental resourses.

MASTER OF PUBLIC ADMINISTRATION

Department of Political Science, Phisophy and Religion
Dr. Hamner Hill, Chairperson
(573) 651-2816

E-mail: hhill@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

PS602	Fundamentals of Public Administration	3
PS603	Public Personnel Administration	3
PS605	Organizational Theory and Behavior	3
PS615	Government Budgeting Process	3
PS618	Public Policy Analysis	3
PS645	Research Methods (or equivalent)	3
PS655	Federalism	3
Total		21

(*course has yet to be proposed)

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 cap-stone: | 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)

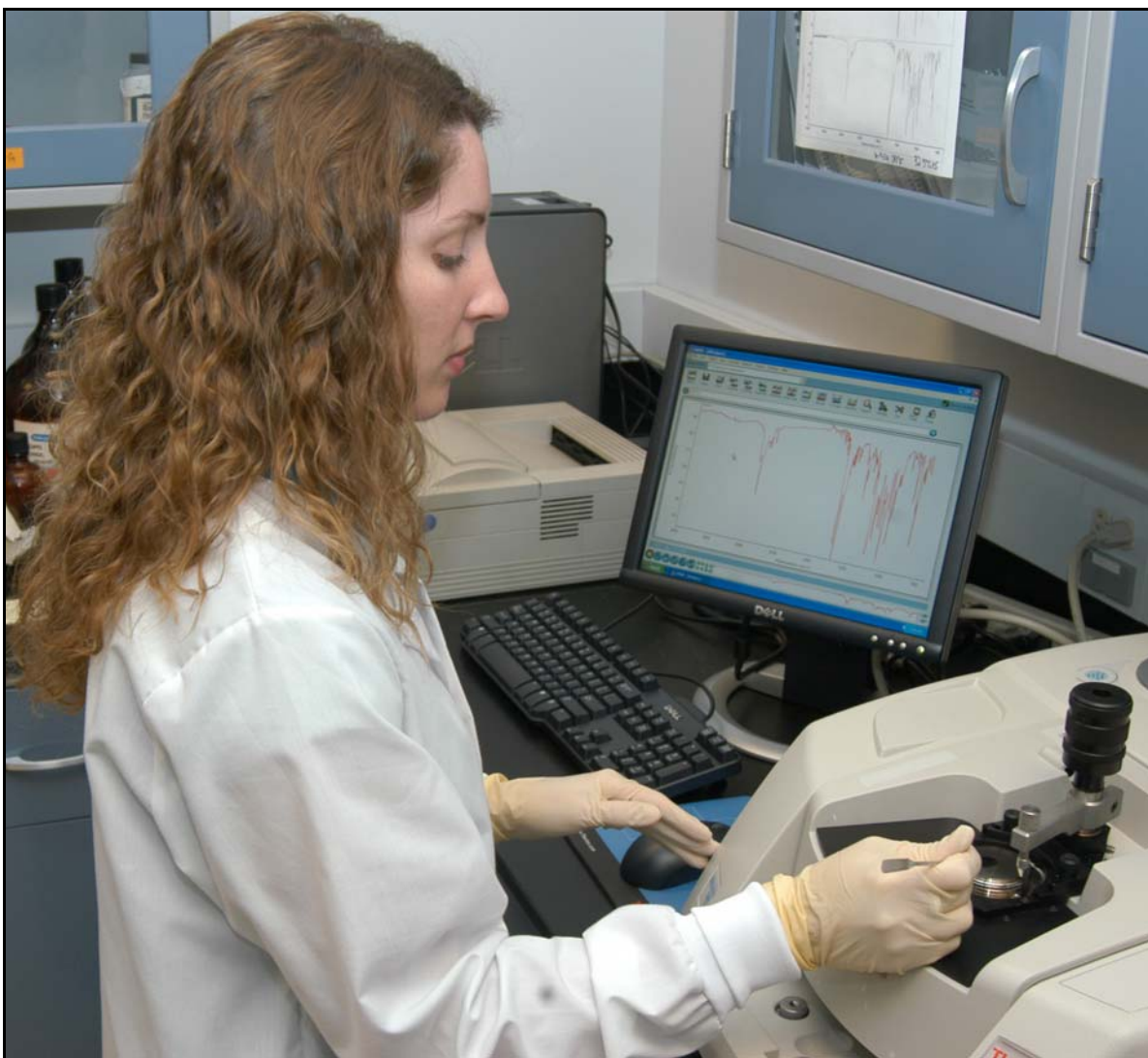
Each student will obtain an approved internship in a public or not-for-profit agency. The student will write a scholarly internship paper, and present and defend it during an oral examination.

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 Listing](#)" 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	Areas of emphasis are restricted to disciplines in the natural sciences.	15-18
Complementary Area	May be chosen from any department in the University.	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	Areas of emphasis are restricted to disciplines in the natural sciences.	18
Complementary Area	May be chosen from any department in the University.	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

E-mail: pcrawford@semo.edu

Dr. Matthew Fasnacht, Graduate Program Coordinator
(573) 651-2371

E-mail: mfasnacht@semo.edu

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	1-3
CH691- CH695	Research ¹	3-5

¹A 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. Tamela Hanebrink, Chairperson

(573) 651-2164

E-mail: thanebrink@semo.edu

Dr. Robert Sheets, Graduate Program Coordinator

(573) 651-2164

E-mail: rsheets@semo.edu

DEPARTMENT OF PHYSICS AND ENGINEERING PHYSICS

Dr. David Probst, Chairperson

(573) 651-2167

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SCIENCE EDUCATION EMPHASIS

Dr. Rachel Morgan Theall, Director

(573) 651-2372

E-mail: rmtheall@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	6
PH618	Topics in Physics Education	

One appropriate graduate course in the College of Science

AND

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	
SE637	Secondary Curriculum Construction	6
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	6
PH618	Topics in Physics Education	

One appropriate graduate course in the College of Science

AND

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.**

SE601	Schools in the Middle	
SE602	Effective Teaching at the Middle Level	
SE603	Curriculum Development at the Middle Level	
SE604	Designing Interdisciplinary Units	6
EL604	Teaching Science in the Elementary School	
EL606	Elementary Curriculum Construction	
EL645	Teaching-Learning Processes	
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
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Middle School Science Education

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 Listing**” for a complete list of graduate courses and descriptions.

MASTER OF SCIENCE IN ENVIRONMENTAL SCIENCE

Environmental Science Program(EV)
Dr. Stephen R. Overmann, Program Director
(573) 651-2386,
Email: srovermann@semo.edu
Dr. John C. Kraemer, Graduate Coordinator
(573) 651-2355,
Email: jkraemer@semo.edu

PROGRAM OBJECTIVES

The goal of the degree is to develop Master’s level environmental scientists for government and the private sector. These highly trained specialists will help to meet the grow-

ing need for personnel with expertise on the environmental issues facing society.

The specific objectives are to:

1. further develop the interdisciplinary scientific knowledge base of students regarding environmental issues.
2. further develop the ability of students to critically analyze environmental challenges.
3. further develop the ability of students to formulate, implement and manage short and long-term solutions to environmental challenges.
4. prepare students for productive professional careers in environmental science.
5. provide students the academic preparation for successful application to doctoral programs.

ADMISSION REQUIREMENTS

1. Admission to the program will require a B.S. degree from an accredited college or university with 20-hours minimum of undergraduate credit in science and at least a 3.0 GPA in these science hours.
2. All applicants must submit a letter of application stating their academic and professional goals.
3. All applicants must submit two letters of recommendation from professors and/or employers.
4. Submission of scores for the general portion of the graduate record exam (verbal, quantitative and analytical).
5. Compliance with the university and the experiential learning sites’ requirements regarding criminal background checks.
6. Other admission requirements as stipulated by the school of graduate studies also apply to the students entering the program.

COURSE REQUIREMENTS

The M.S. degree may be completed through either thesis or non-thesis tracks. Both tracks require a minimum of 32 credit hours.

Thesis Track

1. Required 18 hours of graduate Environmental Science (EV prefix) courses. Six of these credit will be thesis research (EV 691-3). An oral defense of the thesis is required.
2. Elective 14 credit hours of additional graduate coursework. Electives may be chosen from any

department or discipline, with no restriction on the total number of hours from any department or discipline.

Non-Thesis Track

1. Required 18 hours of graduate Environmental Science (EV prefix) courses. Six of these credit will be internship (EV 681-3) and/or Research (EV671-3). A scholarly paper and oral defense of the scholarly paper are required. A comprehensive written examination is also required.
2. Elective 14 credit hours of additional graduate coursework. Electives may be chosen from any department or discipline, with no restriction on the total number of hours from any department or discipline.



SCHOOL OF POLYTECHNIC STUDIES

Randall Shaw, Dean

MASTER OF SCIENCE IN INDUSTRIAL MANAGEMENT

Dr. Ragu Athinarayanan, Chairperson and Graduate Program Coordinator

(573) 651-2104

E-mail: rathinarayana@semo.edu

PROGRAM OBJECTIVES

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 equivalent).

alent). 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

GR691 Methods of Research: Qualitative and Quantitative Designs	3
IM601 Industrial Safety and Ergonomics	3
IM602 Advanced Quality Concepts	3
IM603 Industrial Supervision in a Diverse Workplace	3
IM604 Facilities Management	3
IM605 Innovation	3
IM606 Knowledge Management	3
IM693 Applied Research Project or	3
IM694 Thesis	
Total	24

OTHER REQUIREMENTS

Select 12 hours from one focus area

Technical Focus

ET562 Networking I	3
ET564 Telecommunications and Networking II	3
ET568 Industrial Controls	3
ET570 Energy Management	3
ET625 Wireless Communications and Data	3
ET635 Network Security	3
MN512 Advanced Manufacturing Systems	3
MN516 Manufacturing Seminar	1
Total	12

Industrial Environment and Health Safety

Select 12 hours from:

EV653 Occupational Health	3
EV654 Risk Assessment Applications	3
EV655 Industrial Hygiene	3
EV660 Introduction to Toxicology	3

EV661 Business Strategies for Corporate Environmental Mgt	3
EV551 Hazardous Material Assessments	3
Total	12

Training and Development

IE590 Assessment for Career and Technical Education	3
IE592 Selection and Organization of Subject Matter	3
IE593 Principles and Practices of Technical Subjects	3
IE595 Teaching Adults in Career and Technical Education	3
IE596 Foundations of Career and Technical Education	3
IE597 Coordination of Cooperative Education	3
Total	12

Customized

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

See “[Graduate Course Listing](#)” for a complete list of graduate courses and descriptions.



COURSE LISTING

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: Financial Accounting and Reporting III

Business combinations consolidated financial statements, partnerships, and not-for-profit accounting. Prerequisite: AC332 with a minimum grade of 'C'. (3 credit hours)

AC537: Advanced Auditing and Assurance Services

In-depth examination of auditor legal liability, ethics, audit procedures, statistical sampling, and audit research using electronic databases and the Internet. Prerequisites: AC437 with a minimum grade of 'C' or consent of instructor. (3 credit hours)

AC545: Taxation of Business Entities

An examination of federal tax laws with an emphasis on corporate taxpayers, partnerships, and fiduciaries. Prerequisites: AC435 with a minimum grade of 'C' or consent of instructor. (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)

AC563: Legal and Ethical issues in Accounting

A study of legal issues confronting business decision-makers, including negotiable instruments, debtor-creditor relationships, securities regulation and business organizations. Prerequisite: BL255 or its equivalent with a minimum grade of 'C'. (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)

AC631: Advanced Cost Analysis

Introduction and application of strategic cost/managerial accounting concepts and procedures. Prerequisites: AC331 or its equivalent with a minimum grade of 'C'. MBA 660, or consent of instructor. (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)

AC647: Emerging Issues in Accounting

Study and application of accounting theory to current and emerging issues in accounting practice. Prerequisite: AC331 with a minimum grade of 'C'. (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: SE370 or equivalent and SE314. (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 soils 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 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. (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. (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. (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. 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. Two lectures and one two-hour laboratory. 1-2 weekend field trips may be required. (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, intra- and interspecific interactions. On demand. Three lectures. (3 credit hours)

BI634: Marine Evolutionary Ecology

Integration of evolutionary and ecological processes that govern community structure and function in the marine environment. Human impacts on the marine environment. (3 credit hours)

BI635: Conservation Biology

Discussion of ecological principles relating to conservation of biodiversity, with a review of social, political, and eco-

conomic constraints. 1-2 weekend field trips may be required. Three lectures. 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 bio diversity. (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. 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. 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. 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. (3 credit hours)

BI645: Microbial Physiology

A detailed consideration of prokaryotic structure and function, encompassing morphology, metabolism, genetics, and growth. 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. 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. 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. (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. 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. 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. 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. 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. Students are limited to a total of 6 credit hours of readings during their program. 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. Prerequisite: consent of the instructor. (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

A course designed to introduce the students, particularly inservice teachers, to the study of marine science and to promote the teachings of marine biology at all grade levels. Prerequisites: Biology background or consent of instructor. (3 credit hours)

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)**BI595: Special Problems in Marine Science (3 credit hours)****BI596: Special Problems in Marine Science (4 credit hours)****BI597: Special Problems in Marine Science (5 credit hours)****BI598: Special Problems in Marine Science (6 credit hours)****BI671: 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)

BI672: Graduate Research (2 credit hours)**BI673: 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)**BT650: 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. (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. (3 credit hours)

BO645: Plant Physiology

Physiological processes and responses of plants to the environment with emphasis on metabolism, development and transportation. Two lectures, one two-hour laboratory. Prerequisites: BI154 or AO125/125. Odd-year Fall. (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. 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. One, 2-hour lecture/discussion per week during first 8-week period and two, 4-hour labs per week during 2nd 8-week period. BI154; BO200 preferred. Even-year Spring. (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.

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; treating 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)

BA531 Imagination, Creative and Innovation

An investigation of imagination, creativity, and innovation in the context of one's intrapersonal, interpersonal, social, and organization environment. Prerequisites: Junior standing or MBA Program admission or consent of instructor. (3 credit hours)

BA551 Managing and Growing the New Venture

An investigation of the fundamental business concepts in the context of successfully launching and managing a new venture. Prerequisites: BA361 or MBA Program admission. (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: Business Planning for New Ventures

Focused on entrepreneurial analysis with a primary emphasis on strategic and business planning for a new venture; an applied course where students develop comprehensive business plans. Prerequisite(s): BA361 or MBA program admission or consent of instructor. (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 and 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)

BA656: Applied Human Resource Management

Study of applied human resource management in the field 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

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. Prerequisite: Admission into the MBA Program. (3 credit hours)

BA6XX: Human Resource Management

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)

BA681: Health Administration Policy

An introduction to policies impacting health administration. Prerequisites: Admission into the MBA program or approval of MBA Director. (3 credit hours)

BA682: Health Care Budgeting and Reimbursement

This course is an introduction to health care budgeting and reimbursement and the impact of resource allocation on health care delivery. Prerequisites: Admissions into the MBA program or approval of MBA Director. (3 credit hours)

BUSINESS LAW (BL)

BL563: Legal and Ethical Issues in Accounting

A study of legal issues confronting business decision-makers, including negotiable instruments, debtor-creditor relationships, securities regulation and business organizations. Prerequisite: BL255 or its equivalent with a minimum grade of 'C'. (3 credit hours)

CHEMISTRY (CH)

CH511: Fundamentals of Physical Chemistry

A one-semester survey of the basic concepts of physical chemistry and their applications to understanding chemical and physical phenomena. M.N.S. refresher course. Three lecture plus four lab hours. Fall only. Prerequisite: graduate student status. (2 credit hours)

CH531: Biochemistry I

Structure and function of amino acids, proteins, and carbohydrates. Generation and storage of metabolic energy. Three lecture hours. Fall only. Prerequisites: CH540 or consent of instructor. (3 credit hours)

CH532: Biochemistry II

Metabolism and biosynthesis of lipids, amino acids, and nucleic acids. Transmission and expression of genetic

information. Two lecture hours. Spring only. Prerequisite: CH531. (2 credit hours)

CH533: Biochemistry Laboratory

Laboratory course dealing with selected biochemical techniques. Major areas of study include amino acids, proteins, carbohydrates, lipids, and nucleic acids. Four lab hours. Fall only. Prerequisite or Corequisite: CH531. (2 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)

CH/EV650 Environmental Chemistry

A study of the sources, reactions, transport, and fate of chemical entities in the air, water, and soil environments. Prerequisites: CH341 and CH342, or consent of the instructor. Two lecture hours and two lab hours. (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 interactional 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 II

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

CF520: Family Assessment

Overview of strategies and tools necessary for assessment of the family system. Administration and evaluation of the assessment process. Prerequisites: CF102; CD209; CF402; CF430; or consent of instructor. (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. Prerequisites: 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 Supervised Field Experience (I), and compliance with the university and the practicum sites' requirements regarding criminal background check. (3 credit hours)

CF536: Advanced Applied Behavior Analysis

An in-depth study of principles assessment procedures, and intervention strategies in Applied Behavior Analysis along with ethical considerations that surround these topics. Prerequisite(s): Admission to the ABA certificate program; Satisfactory completion of CF 533, CF534, & CF535; Practicum Classes (I) and (II); Or Permission of the instructor and program director. (3 Credit hours.)

CF537: Special Issues & Topics in Applied Behavior Analysis

Advanced coverage of special topics within the field of Applied Behavior Analysis and its applications in a variety of educational and clinical settings to address specific issues. Prerequisite(s): Admission to the ABA certification program; Satisfactory completion of CF531; CF532; and CF533 – Or Permission of the instructor and program director. (3 Credit hours)

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)

CF565: Family Service Internship

Capstone professional internship in a human service agency, program or organization. Criminal background check required. Prerequisites: CF207, CF340, CF405 and CF520 with grades of 'C' or better; or permission of the instructor. (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: Advanced 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 curriculum. 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 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)

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)

CT518: Social Psychological Aspects of Clothing

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 field-work 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)

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. Prerequisite: CD411 or equivalent undergraduate course. (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)

CD 669: Externship in Communication Disorders
Supervised clinical practicum in either a pediatric or 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 GPA of 3.0; completion of a minimum of 100 clinical clock hours obtained at the graduate level, including diagnostic hours in speech, language and hearing; completion of or concurrent enrollment in CD 630, CD 651 and CD 652 for adult sites; completion of CD 620;

CD 634 and CD 635 for pediatric sites; permission of instructor for all sites.

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, counselee 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). Prerequisites: CP680 completed with credit and permission of instructor. (3-6 credit hours)

CP686: Internship-Mental Health

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-Mental Health

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

Provides the student with the training needed, under direct supervision, to administer and score individual intelligence tests. Prerequisite: CP617 or PY531 and permission of the instructor.(3 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)

CP788: 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)

CRIMINAL JUSTICE (CJ)

CJ635: 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. Prerequisites: graduate standing. (3 credit hours)

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)

CJ626: Statistical Analysis in Criminal Justice

The use of statistical methods and computer applications for research and program analysis in criminal justice. Prerequisite: Graduate Standing. (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)

CJ635: 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. Prerequisites: graduate standing. (3 credit hours)

CJ640: Ethical Issues in Criminal Justice

An exploration of the ethical issues that confront criminal Professionals. Ethical issues include professional conduct in policing, correctness and court. Prerequisites: Graduate standing. (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)****CJ699: Internship**

Provides graduate students with an experiential learning environment 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. Prerequisite: Graduate Standing. Corequisite: GR699. (6 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)

See Childhood Education, Educational Foundations, Educational Media, Elementary Education, Exceptional Child Education, Industrial Education, Science Teaching, and Secondary Education for additional course listings.

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 supervisor 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. Pre-

requisite(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, socio-economic, 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 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)

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 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 utilization-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 transparencies 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 telecommunications 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 optimization, combustion and use of industrial waste, steam generation and distribution system performance, Distributed Digital Control systems, process energy management, and maintenance considerations. (3 credit hours)

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)

ELEMENTARY EDUCATION (EL)

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

Provide 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)

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: Reading Recovery Seminar I

Introduces Reading Recovery teacher-in-training to Reading Recovery: its theoretical foundations, purposes and procedures. Classroom instruction is coordinated with the individual instruction of four at-risk students in an integrated field experience. Prerequisite: Admission to the Reading Recovery Program. (3 credit hours)

EL631: Reading Recovery Seminar II

Further in-depth theoretical and procedural development of Reading Recovery for at-risk first graders. Classroom instruction is coordinated with the individual instruction of four at-risk students in an integrated field experience. Prerequisite: 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. Prerequisite:

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)

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 the 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)

EL660: Reading Recovery Advocate Seminar I

Introduces Reading Recovery advocates-in-training to Reading Recovery; its theoretical foundations, purposes and procedures. Classroom instruction is coordinated with

the individual instruction of one to three at-risk students in an integrated field experience. Prerequisite: Admittance to the Reading Recovery Advocate program. (3 credit hours)

EL661: Reading Recovery Advocate Seminar II

Further in-depth theoretical and procedural development of Reading Recovery for at-risk students. Classroom instruction is coordinated with the individual of one to three at-risk students in an integrated field experience. Prerequisites: Admittance to the Reading Recovery Advocate program and successful completion of Reading Recovery Advocate Seminar I. (3 credit hours)

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)

EL681: Differentiating Literacy Instruction for Classroom Teachers

This course introduces classroom teacher to theories, purposes, and practices of differentiated instruction in literacy creating literacy supportive classrooms. Prerequisite: Permission of instructor. (3 credit hours)

ENGINEERING PHYSICS (EP)

EP501: Thermal Analysis

Thermodynamic laws and processes. Applications to heat engines, turbines, refrigeration, and thermodynamic cycles. Kinetic theory and applications. Fall of even years only. Prerequisites: PH231/031; MA245; or consent of instructor. (3 credit hours)

EP502: Computer Applications

Use of computers for the solution of physics and engineering problems in mechanics, thermodynamics, electromagnetics, modern physics and applied optics. Spring of even years only. Prerequisites: PH231/031; MA245; MA334; or consent of instructor. (3 credit hours)

EP503: Materials Science

The solid state; structure of solids; mechanical, chemical, thermal, electrical, magnetic and optical properties of materials; behavior of materials in engineering applications. Spring of odd years only. Prerequisites: PH231/031; MA245; or consent of instructor. (3 credit hours)

ENGLISH (EN)

EN550: Style in Writing

A study of the theory and practice of style in written expression, analyzing styles of writers representing various periods and types of writing, with focus on the development of style in writing. Prerequisites for undergraduates: EN 140 and one 200-level literature course (excluding LI 243). (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)

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)

EX507 Parent and the Exceptional Child

Emphasizes the role of the teacher of exceptional children as a parent partner. Stresses methods for collaborating with parents, and strategies for accessing community resources. Prerequisites: Undergraduates: EX311, EX318, Exceptional Child Block and taken concurrently with Block III or instructor approval. Graduates: advisor approval. (3 credit hours)

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)

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)

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; BS113 & BS114; or FN255; CH181; CH234. (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)

FN525: Nutrition Counseling

Principles of nutrition counseling theories, behavior change models, approaches for nutrition counseling, skill development and application in nutrition counseling setting: FN235 or 255; FN355/605, FN370. (3 credit hours)

FN530: Pathophysiology: Implications for Nutrition and Exercise Science

An in-depth examination of pathophysiology and the relationship to nutrition and exercise. Prerequisites: FN502, HL331, or permission of instructor. (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)

FN550 Vitamin Metabolism

Focus on the theories and principles of vitamin metabolism and their application to health promotion and disease prevention. Prerequisites: FN502 or permission. (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)

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: FN235 or FN255. (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 efforts on product quality, recipe development, nutritional value and current assessment techniques. Prerequisites: FN205, CH181, CH234, PY271 or HL303. (4 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)

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: 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: GO640 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 Advance 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. - 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)

GR603: Seminar on College Teaching

An in depth study of, and intensive practical training in effective classroom teaching. (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)

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): Admittance 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, HUMAN PERFORMANCE & RECREATION**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, HL331/031, 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. Prerequisites: Graduate standing or consent of instructor. (3 credit hours)

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 dis-

tricts, adaptive use and revolving funds. Prerequisite: HP420. (3 credit hours)

HP540: Topics in Historic Preservation

Examination of specialized topics or issues in historic preservation. (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 traditional construction materials and methods used in buildings and structures in the United States from the late sixteenth century to the recent past. (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)

HP589: Historic Preservation-Based Economic Revitalization

A study of the role of historic preservation in the revitalization of America's historic downtown. (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 the-

sis. 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)

GH678: Issues in Teaching Social Studies in the Secondary School

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)

GH680: Practicum in Teaching History

Applied and mentored experience in teaching history to undergraduates at the college level. Prerequisites: Graduate standing and consent of the instructor. (0 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 examination 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, of 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 Human Environmental Studies

Directed study of special problems through seminars, workshops, forum, etc. (1 credit hour)

HE506: Problems in Human Environmental Studies

(2 credit hours)

HE507: Problems in Human Environmental Studies

(3 credit hours)

HE508: Problems in Human Environmental Studies

(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: FN255. (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)

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)

HE625 Evaluating Research in Human Services

Emphasizes identifying, analyzing and evaluating research processes and article/thesis components and writing a preliminary review of literature. Pre or co-requisite: Introductory statistics course or permission of instructor. (3 credit hours)

HE637: Research Design in HES

Application of basic principles of research design to the development of the first three chapters of the student's research proposal. Prerequisites: PY571, HE525 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 presenta-

tion skills are incorporated. Prerequisite(s): HE600, HE608, and CF630, or permission of instructor. (3 credit hours)

HE694: Thesis, First Semester

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 evaluations, accountability, follow-up studies, advisory committees, facilities, funding and federal acts. (3 credit hours)

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)

INDUSTRIAL MANAGEMENT (IM)**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. (1 credit hour)

IM503/603: Independent Study in Industrial and Engineering Technology

Individualized independent investigation in laboratory and informational content. (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, tolls 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)

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)

MG526: Managing & Developing Talent

Covers the human resources activities of performance management and training and development of talent. Emphasis is placed on practice, application, and exercise. Prerequisite(s): MG301 with a minimum grade of 'C' or MBA Program admission or consent of instructor. (3 credit hours)

MG550: Improving Team Performance

The course will investigate team performance and techniques required to improve team 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)

MG566: Legal & Union Issues in Human Resources

Covers the human resources activities topics of employment law and labour relations. Emphasis is placed on the impact of case law and union activity on organization. Prerequisites: MS356 with a minimum grade of 'C' or MBA Program admission or consent of instructor. (3 credit hours)

MG575: 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 discussion on industry practices. Prerequisites: MI375 or IS275 with minimum grade of "C" and senior standing. (3 credit hours)

MANAGEMENT INFORMATION SYSTEMS (MI)

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, Management, Materials, and Processes, to solve common industrial problems. (1 credit hour)

MARKETING (MK)**MK555: Internet Marketing**

An introduction to the Internet as part of a company's marketing strategy. Students will explore Internet consumer characteristics and behavior and their effort on Web content. Prerequisites: AD101 and MK301 with minimum grade of C or better. (3 credit hours)

MK560: International Marketing

The marketing environments throughout the world and the management of the marketing function on a global scale. Prerequisite: (Minimum grade of C) in MK301 and senior standing. (3 credit hours)

MATHEMATICS (MA)**MA423/623: Statistical Analysis for Forensic Science**

Introduction to the statistical analysis of genetic data used in forensic science. Basic probability distributions used in analyzing genetic data will be discussed. Emphasis will be placed on estimation and statistical inferential procedures employed in forensic science. Prerequisite: MA140 or consent of instructor. (3 credit hours)

MA523: Probability and Statistics I

An introduction to the theory of probability and statistics using the tools of calculus. Algebra of probability, random variables, discrete and continuous variables. Prerequisite: MA240. (3 credit hours)

MA524: Probability and Statistics II

A continuation of MA523 with emphasis on applications. Sampling, estimation, hypothesis testing, regression, experimental design, non-parametric methods. Prerequisite: MA523. (3 credit hours)

MA532 Foundations of Geometry

Historical development of the axiomatic approach to Euclidean geometry and non-Euclidean geometries, coordinate systems for affine and projective planes, and metric

postulates for Euclidean, hyperbolic, and elliptic planes. Prerequisite: MA250 Foundations of Mathematics with a grade of 'C' or higher. (3 credit hours)

MA538 History of Mathematics

A historical account of mathematics from the time of Newton and Leibniz to its twentieth century developments.

Prerequisites: MA139 Applied Calculus or MA140 Analytic Geometry & Calculus I with a grade of 'C' or higher. (3 credit hours)

MA540: Projective Geometry

Non-Euclidean geometries, study of projective geometry, interrelationship of projective geometry to other geometries. Prerequisite: MA340 or consent of instructor. (3 credit hours)

MA544: Numerical Analysis

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 and MA250. (3 credit hours)

MA547: Advanced Calculus II

Convergence of series of functions, Implicit Function Theorem, integration. Prerequisite: MA546. (3 credit hours)

MA548: Number Theory

A study of prime numbers, congruences, quadratic residues, and numerical functions. Prerequisites: MA 443 Elementary Number Theory or consent of instructor. (3 credit hours)

MA549: Graph Theory

Basic parameters and properties of graphs, representations, trees, connectedness, Eulerian and Hamiltonian cycles and paths, matchings, edge and vertex colorings, independent sets and cliques, planar graphs, directed graphs, multigraphs. Prerequisites: MA145 and MA250. (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)

MA625: Applied Regression Analysis

Learn how to use regression to represent a relationship between explanatory variables and their associated response. Emphasis will be on analyzing actual datasets. The following topics will be covered: simple linear regression, multiple regression, prediction, variable selection, residual diagnostics, auto-regression, and logistic regression. Prerequisites: MA223. (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)

MA642: Groups and Fields

AGroups, Group Actions, Sylow Theorems, Abelian Groups, Field Extensions, Galois Theory. Prerequisites: MA445. (3 credit hours)

MA643: Number Theory

A study of prime numbers, congruences, quadratic residues, and numerical functions. Prerequisites: MA 443 Elementary Number Theory or consent of instructor. (3 credit hours)

MA644: Rings and Modules

Rings, Ideals, Quotient Rings, Domains, Polynomial Rings, Modules, Modules over PIDs, Commutative Rings. Prerequisites: MA445. (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

Sets, metric spaces, Lebesgue integral, Hilbert spaces. Prerequisites: MA546 Advanced Calculus I. (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 stu-

dent'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)

MA664: Mathematical Cryptography

Basic concepts of secure communication, classical cryptography and cryptanalysis, monoalphabetic and polyalphabetic ciphers. Shannon's theory of secrecy. Modern private-key cryptosystems such as DES, and public-key cryptosystems such as RSA. Prerequisites: One of the following (with a minimum grade of 'C'): MA223, MA250, MA338, MA345, or MA443. (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 princi-

ples 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. (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 dra-

matic 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)

QM558 Principles of Supply Chain Management

The design, planning, execution, control, and monitoring of supply chain activities with the objective of creating net value, building a competitive infrastructure, leveraging worldwide logistics, synchronizing supply with demand, and measuring performance globally. Prerequisites: QM358 with a minimum grade of 'C' and either MK346 or MK478 with a minimum grade of 'C'. Graduate students

who successfully completed equivalent courses at another institution may seek prerequisite approval from the instructor. (3 credit hours)

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

Orients students to advanced nursing roles. Particular emphasis is placed on working with individuals and families in rural communities. Students participate in service learning activities anchored in the university's service region. 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. Prerequisites: Completion of a basic course in statistics or instructor consent. (4 credit hours)

NS625: Advanced Pharmacology

A comprehensive study for advanced practice A disease state approach is used. Designed to meet the requirements

for prescription writing by advanced practice nurses. Prerequisite: BSN or instructor consent. (4 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. Prerequisite: BSN or instructor consent. (4 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)

NS635: Nurse Educator Practicum

A percept advanced clinical experience in a selected clinical focus area. Prerequisite(s): Preparation of customized "Specialty Area Clinical Action Plan" designed to meet individualized learning needs. (3 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, NS636 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)

NS643 Advanced Nursing Roles I

Explores implementation of advanced nursing specialty role of nurse educator in academic and practice settings, emphasis on role related to curriculum development. Three hours class and six hours lab per week. Prerequisite: Instructor consent. (4 credit hours)

NS644 Advanced Nursing Roles II

Continues exploration of advanced theoretical and empirical knowledge related to nursing education; focuses on development of learning objectives, a variety of learner-centered teaching strategies, and classroom/clinical evaluation techniques for nursing education. Explores a variety of teaching/learning issues influencing the nurse educator role. Three hours class and six hours lab per week. Prerequisite(s): NS643 or instructor consent. (4 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 setting. 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)****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)

PH618: 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)

PY555: Health Psychology

Applications of psychology which contribute to the promotion of health and the prevention of disease through behavior change in health enhancing directions. Topics to be covered include health promotion and wellness, psychoso-

matic illness, risk factor identification, and disease prevention, and 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)

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)

PY690: Independent Study in Psychology (1 credit hours)

PY691: Independent Study in Psychology (2 credit hours)

PY692: Independent Study in Psychology (3 credit hours)

PY930: 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)

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)

PY930: 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)

RC680: Recreation in Community Development

An analysis of the role of recreation programming and facilities in the community, with emphasis on the impor-

tance 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 Saturday meetings for multimedia work; eight weeks. Prerequisite: Consent of instructor. (3 credit hours)

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)

ST610: 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)

ST630: 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 conceptions 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)

ST631: 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)

ST632: 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)

ST633: 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: ST630, ST631, and ST632. (3 credit hours)

ST660: 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: ST603 or permission of instructor. (3 credit hours)

ST667, ST668, ST669: Independent Study in Science Education

Directed individual study in science education. (May be taken for 1, 2, or 3 hours of credit and may be repeated up to a maximum of 6 hours.) Prerequisites: Admission to the graduate program of the MNS in Science Education. Departmental approval of study plan and compliance with university guidelines for independent studies.

SECONDARY EDUCATION (SE)

SE500: 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: EM102 or permission of instructor. (3 credit hours)

SE600: 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)

SE601: 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)

SE617: 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)

SE635: 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)

SE637: 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)

SE638: 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)

SE639: 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)

SE640: 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)

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)

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. (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

Workshop topics include strategies, grammar, standards, or culture and special needs. (1 credit hour for each topic)

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)

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/aesthetic 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 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)

UI501: Principles of Language

Study of nature of language, including its systems, role in society, historical changes, writing systems, the language acquisition process, biological foundations, and machine languages. (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 under-

graduate 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. (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. (3 credit hours)

ZO630: Invertebrate Zoology

Invertebrate biology, diversity, phylogeny, structure, life history, development, and additional selected topics in invertebrate zoology. Studio style course. (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. 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. 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. (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. (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. 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. 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.

ZOOLOGY (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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