

## **ACADEMIC POLICIES**

### **STUDENT RESPONSIBILITY**

Graduate students are responsible for knowing and complying with the policies and procedures contained herein which govern all graduate students.

### **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 Graduate Studies. For issues which relate to the graduate program, the first level of appeal is the faculty member followed by the department chairperson.

### **ADMISSION REQUIREMENTS FOR GRADUATE PROGRAMS**

A student will be admitted to graduate study when the following admission requirements are satisfied:

1. Holds a baccalaureate degree from a regionally accredited college or university.
2. Has an undergraduate cumulative GPA of at least 2.5 on a 4.0 scale (except when superseded by specific program requirements which require a higher GPA).
3. Has met other specific requirements for applicable program (see Program Admission Policies)

### **ADMISSION CLASSIFICATIONS**

Students will be admitted to graduate study in one of seven admission 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. Provisional admission will normally be granted for only one semester. Upon recommendation of the student's advisor, the provisional period may be extended. Students admitted provisionally to the School of Graduate Studies 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 apply for admission as a second-degree-seeking undergraduate student to complete prerequisites at the undergraduate fee rate. After completion of the coursework, students can apply for graduate admission.
3. Academic Probationary Admission-Students with at least a 2.25 undergraduate cumulative GPA 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. (See specific program requirements which may supersede these minimum standards.)
4. Conditional Admission - International students who need additional English language training may be conditionally admitted through the Intensive English Program (IEP). Applicants must meet all admission requirements except for test scores (i.e. TOEFL or IELTS, GRE, GMAT). Conditionally admitted students may not enroll in graduate level classes until they satisfy all remaining graduate program admission criteria.
5. 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 non-degree-seeking students. 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. Non-degree-seeking

students are not eligible for financial aid. Departmental approval is required to apply credits earned as a non-degree-seeking student to a degree program.

A domestic applicant must submit an Application for Graduate Admission as a non-degree-seeking student, proof of citizenship and a \$30 non-refundable application fee.

Admission to (K-12) ESOL Certification Program – Students wishing to gain certification only in (K-12) ESOL must seek admission to the certification program. Admission requirements for the ESOL certification include having a valid teaching certificate and a 2.75 cumulative undergraduate grade point average or a master's degree (see Master of Arts in TESOL for more information). An applicant must submit an Application for Graduate Admission as a non-degree-seeking student, transcripts of all graduate and undergraduate course work completed, proof of citizenship and a \$30 non-refundable application fee. Certification students are expected to maintain a level of academic achievement consistent with the standards of the School of Graduate Studies.

6. Senior Admission -Senior Admission/Dual Enrollment -A senior in his/her last semester, not counting the student teaching or internship semester, may be admitted to the School of Graduate Studies if:
  - The student has a minimum 2.75 cumulative GPA.
  - The student meets both the School of Graduate Studies and departmental standards for admission.
  - The student will complete a bachelor's degree at the end of the semester, or the following semester if it is the student teaching/internship semester.

Students may not enroll in more than 6 graduate credit hours during the semester of dual enrollment.

7. Accelerated Programs – Southeast Missouri State University offers eligible undergraduate students the opportunity to get both undergraduate and graduate credit for some 500-level courses. Please contact the department to ascertain what courses are acceptable for the Accelerated Program. Students can apply for the Accelerated Program upon the completion of 60 credit hours. The requirements for admission to this program are:
  - Have completed 75 credit hours prior to the semester in which a course is taken in the Accelerated Program.
  - Meet GPA requirements specified by the department.
  - Complete Accelerated Program Application with department chair signature.

All application documents must be submitted directly to the department for approval. The deadline for receipt of all materials by the department is the last working day prior to the beginning of each semester. Students who qualify for the accelerated program are limited to 12 credit hours of graduate-level coursework, and departments may set lower limits. No more than 6 credit hours of graduate-level coursework can be completed each semester. Courses will be initially recorded as undergraduate credit. Once final grades are available, graduate credit will be recorded.

#### ADMISSION PROCEDURES – REGULAR ADMISSION

The prospective student must submit an Application for Graduate Admission to the Office of Admissions. All transcripts and other required documentation must be sent directly to the Office of Admissions no later than May 15 for the summer semester, August 1 for the fall semester, November 21 for the spring semester (see specific program requirements which may supersede these deadlines). The applicant must also complete the following steps and meet the following requirements:

1. Submit a nonrefundable \$30 application fee.

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 Office of Admissions (Southeast Missouri State University transcripts do not need to be sent).
3. Submit proof of citizenship. This is required to maintain compliance with Missouri House Bill 390. Acceptable documents include: valid driver's license, state-issued non-driver's identification card, U.S. birth certificate, U.S. military identification card, U.S. passport, I-551 card (resident alien card), passport stamped "Approved I-551" or "Processed for I-551."
4. Comply with School of Graduate Studies and departmental standards for admission.

#### 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 one of the following:
  - Completing the Test of English as a Foreign Language (TOEFL) with a score of 550 paper-based or 79 iBT or better or the International English Language Testing System (IELTS) with a score of 6 or better.
  - Satisfactorily completing one year of degree coursework at a U.S. college or university.
  - Meeting criteria of the academic department for regular admission that includes an assessment of standardized examination scores.

Students applying for conditional admission through the Intensive English Program (IEP) are not required to submit TOEFL or IELTS.

2. Submit an Application for Admission to the Office of International Education and Services. No acceptance letter or I-20 will be issued to an international applicant after the following dates: Fall semester – June 1; Spring semester - October 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 (mark sheet) 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, and English translation must be provided.

Applicants with a three-year degree: Submit an official report from an NACES member credential evaluation service that demonstrates degree equivalency with a U.S. four-year baccalaureate degree.

4. Submit financial statement(s) from applicant, parent, or sponsor, indicating source and amount of funds available per year.
5. Pay \$40 nonrefundable application fee.
6. Submit appropriate official test scores (GRE, GMAT, Miller Analogies Test, etc.). Students applying for conditional admission through the IEP may submit these after acceptance.
7. 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.

#### APPLICATIONS

Applications for admission can be obtained from the School of Graduate Studies web site at <http://www.semo.edu/gradschool/apply.html> or by contacting the appropriate office:

Domestic Students:

Office of Admissions  
MS 3550  
One University Plaza

Cape Girardeau, MO 63701  
(573) 651-2590  
admissions@semo.edu

International Students:

International Education and Services  
MS 2000  
One University Plaza  
Cape Girardeau, MO 63701  
(573) 986-6863  
[intadmit@semo.edu](mailto:intadmit@semo.edu)

ACADEMIC STANDARDS AND GENERAL PROVISIONS

1. A grade point average of 3.0 or higher on a scale of 4.0 in all graduate work taken and a grade point average of 3.0 or higher on a scale of 4.0 in all graduate work taken at Southeast Missouri State University 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 has a cumulative GPA of less than 3.0 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. For a final research project with a grade of 'I' assigned, that grade will remain on the permanent record for up to six years until the research project is completed. When completed, upon receipt of a signed grade change card in the Registrar's Office, the final grade will be recorded in place of the grade of 'I'. If, after six years, the grade of 'I' in the research project is not replaced, a grade of 'F' will be recorded in place of the 'I' grade.
8. All requirements for the master's degree must be completed within a six-year period.

9. For the regular semester, a minimum of nine credit hours constitute a full load. There is no maximum course load for the summer session though availability to enroll in courses will be constrained by course offerings.
10. 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.
11. 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.
12. Students taking credit/no-credit courses must demonstrate "B" level work to receive "credit" for a graduate course.
13. 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).
14. Seniors in their last semester may apply for a special status that allows them to take a 600-level course.

#### 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 an above-mentioned act is also academic dishonesty.

Students are responsible for upholding the principles of academic honesty in accordance with the "University Statement of Student Rights" found in the STUDENT HANDBOOK. 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:

1. Presenting the exact words of a source without quotation marks;
2. Using another student's computer source code or algorithm or copying a laboratory report; or
3. 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:

1. Obtains or attempts to obtain unauthorized knowledge of an examination's contents prior to the time of that examination.
2. Copies another student's work or intentionally allows others to copy assignments, examinations, source codes or designs;
3. Works in a group when she/he has been told to work individually;

4. Uses unauthorized reference material during an examination; or
5. Have someone else take an examination or takes the examination for another.

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

The faculty member is responsible for clarification to his/her class of those standards of honesty for class assignments or functions where such standards may be unclear or when such standards vary from the accepted norm. Further, some faculty may choose to utilize preventive measures (multiple exams, alternate seating, etc.) to help insure 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 familiar with the University policy on academic honesty and to uphold standards of academic honesty at all times in all situations.

Protocol for Adjudicating Alleged Violations of Academic Honesty. Faculty members who discover evidence of academic dishonesty should contact the student within five business days of discovering the alleged dishonesty to arrange to meet and discuss the allegation. Prior to this meeting the faculty member may consult with the Department Chairperson, the appropriate Dean, and the Office of Judicial Affairs. The following sections describe the procedures to be adhered to in each of the listed instances: the student acknowledges the violation, the student denies the violation, and the appeals process. If the faculty member is the Department Chairperson, a departmental designee will assume the Department Chairperson's role in this protocol and references to the Department Chairperson should be read as departmental designee. The procedures below should be followed with online, ITV or face-to-face classes.

#### I. Informal Resolution

##### A. The Student Acknowledges the Violation

The faculty member will meet with the student suspected of engaging in academic dishonesty. Faculty for online courses will contact students via email with copies of the assignment under review attached. If the student acknowledges the act of academic dishonesty, the faculty member will resolve the issue informally or move to the first step of the formal process (Section II A). Students enrolled in ITV or online courses who fail to respond to electronic correspondence from the faculty within 5 business days will either receive academic sanctions or be referred for a formal hearing.

The faculty member has the discretion to determine the course of action after conferring with the student and may either excuse the student based on the facts or impose an appropriate sanction. If the faculty member considers the student's actions not to be an egregious violation of the academic honesty policy or his/her action resolves the matter, then the matter is resolved.

In imposing a sanction or sanctions, faculty members must adhere to the grade sanction policy, if any, as described in the faculty member's course syllabus. A faculty member's grade sanction policy may not include permanent removal of the student from the course or suspension or expulsion from

the University. If a faculty member's course syllabus does not include a grade sanction policy, a faculty member may impose one or more of the following sanctions: require the student to redo the work, fail the student on the work, or require the student to receive additional instruction as provided by the University Library, Writing Center, or other University resources.

#### B. The Student Does Not Acknowledge the Violation or Does Not Accept Faculty's Sanctions

If the student does not acknowledge the violation or believes the faculty's sanctions are excessive, he/she can request a formal hearing.

## II. Formal Resolution.

It is the faculty member's discretion to determine whether the violation warrants referral to the Department Chairperson for judicial action.

#### A. Student Acknowledges the Violation and Faculty Refers for Judicial Action

1. If the faculty member believes that the violation warrants judicial action, notification should be provided to the student and the faculty member's chairperson within five business days following the initial faculty-student discussion. The Department Chairperson shall submit written notification (utilizing the approved form) to the appropriate Dean and the Judicial Coordinator with a copy to the student, within five (5) days of receiving the faculty notification.
2. Within five business days after receiving notification from the Department Chairperson, the Judicial Coordinator will schedule a judicial conference to address the charge (assign sanctions) of academic dishonesty. The Judicial Coordinator will immediately initiate written contact with the student enrolled in online or ITV courses per electronic correspondence.
3. In addition to being required to complete the sanction or sanctions imposed by the faculty member in accordance with the guidelines in Section I A, the student will be placed on Disciplinary Probation at least through the next semester in which the student is enrolled at Southeast Missouri State University. If the student is not in good disciplinary standing, the Judicial Coordinator will follow the Code of Student Conduct to determine the appropriate disciplinary sanction.
4. In addition to the original faculty sanctions, the Chair can impose additional sanctions in accordance with the guidelines in Section I A.
5. The Department Chair may recommend failing the course, suspension or expulsion if he/she believes the incident warrants more severe action than Disciplinary Probation. These recommendations, along with supporting documentation, will be shared in writing with the appropriate Dean and Judicial Coordinator (with a copy to the Dean of Students). The Judicial Coordinator will review documentation, meet with the student, and impose sanctions as warranted.

#### B. The Student Denies the Violation

In cases of alleged academic dishonesty where facts are disputed or denied by the student, the following procedures will be completed.

##### 1. Hearing with Department Chair

- a. The faculty member will forward a written summary within five days of the initial discussion with the student to the Department Chairperson. This summary must contain

copies of all relevant materials and the names of any witnesses. Student access to information about the alleged incident will be determined in accordance with the guidelines published in the Code of Student Conduct.

- b. Within five business days after receiving the written summary of the incident from the faculty member, the Department Chairperson will contact the faculty member and the student to arrange a formal hearing. The formal hearing will be conducted within two weeks of notification. The Department Chairperson will also notify the Judicial Coordinator of the formal hearing as soon as it is scheduled. For online or ITV courses, the Department Chairperson will notify the student of the formal hearing via email. The student will be given five (5) business days to respond to the Department Chairperson's notification.
- c. The Judicial Coordinator will immediately initiate written contact the student to review the student's rights in the judicial process, the allegations against the student, and the hearing procedures. The Judicial Coordinator will inform the student that he or she may select a person of the student's choosing to accompany him or her to the formal hearing. Such a person may act only in an advisory capacity during the formal hearing. Students in online or ITV courses may have this advisory person review the evidence and the student's response.
- d. The Department Chairperson shall consult with the Judicial Coordinator or the Dean of Students regarding the student's due process rights before proceeding with the formal hearing.  
The hearing will be conducted by the Department Chairperson in accordance with the standards provided in the University's Code of Student Conduct. For students enrolled in online or ITV courses, the Department Chair will send the evidence to the student electronically. The student will be given five (5) business days to respond to the email. The Department Chair will review the evidence presented by the faculty and the student's response.

After the hearing (or review of evidence and online student response), the Department Chairperson will submit written notification of the result of the formal hearing to the appropriate Dean and the Judicial Coordinator with a copy to the student within five business days.

- e. If the student is found not in violation of the academic honesty policy, then the case will be dismissed.
- f. If the student is found in violation of the academic honesty policy, then the student will be required to complete the sanction or sanctions imposed by the faculty member in accordance with the guidelines in Section I A.
- g. The Department Chair will refer the student to the Judicial Coordinator who will place the student on disciplinary probation at least through the next semester in which the student is enrolled at Southeast Missouri State University. If the student is not in good disciplinary standing, the Judicial Coordinator will follow the Code of Student Conduct to determine the appropriate disciplinary sanction.
- h. In addition to the original faculty sanctions, the Chair can impose additional sanctions in accordance with the guidelines in Section I A.

- i. The Department Chair may recommend failing the course, suspension, dismissal or expulsion if he/she believes the incident warrants more severe action than disciplinary probation. These recommendations, along with supporting documentation, will be shared in writing with the appropriate Dean and Judicial Coordinator (with a copy to Dean of Students). The Judicial Coordinator will review documentation, meet with the student, and impose sanctions as warranted.

### III. The Appeals Process

Either the student or the faculty member may appeal the result of the formal hearing. An appeal must be made within five business days after the decision is rendered. Appeals must be in writing through e-mail, local mail or personal delivery. There are two levels of the appeals process. The All University Judicial Board is the first level and the Provost is the second and final level of appeal. At each level, an appealed case merits being heard based on the following conditions.

- A. An excessive sanction when compared with previous sanctions for similar violations under similar circumstances. \*
- B. The discovery of significant new information relevant to the case.
- C. Procedural error regarding the student's rights involving error in the administration of judicial procedures by the faculty, Department Chair or Judicial Coordinator.

The appeals process is not for retrying or rehearing a case. Decisions made during the appeals process can result in one of the following.

- A. The sanction being altered based on a finding that the sanction is not consistent with past practice.
- B. A new hearing being granted based on new information.
- C. A new hearing being granted because the Protocol for Adjudicating Alleged Violations of Academic Honesty was not applied appropriately.

No grade penalty should be assigned by the faculty member until the judicial process determines that an act of academic dishonesty has occurred. If the charges cannot be resolved prior to the end of the current semester, a grade of 'I' should be assigned pending the outcome of the hearing. The 'I' will remain on the student's transcript until the charges are resolved. If the charges are still not resolved before the time frame for the 'I' expires, the faculty member will request from the Registrar's Office an extension of the grade of 'I'. The faculty member and the Department Chair will be notified of the outcome of the disciplinary case in order to assign a grade for the course. If the student is found not to be in violation of the Academic Honesty Policy, neither the faculty member nor any other member of the University community may take any other action against the student.

\*Specific sanctions in syllabus are not subject to appeal.

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.

#### ADVISING

Each student admitted to a degree program is assigned an advisor by the department in which the student plans to major. Once the major is declared, the student may refer to their DegreeWorks audit at any time to evaluate progress toward the degree. It is recommended that students review their audits with their advisors at least once per semester. Students should not assume that courses taken at Southeast or elsewhere 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. In some departments, students may need to choose electives approved by the advisor. The advisor will notify the Registrar's Office of such choices so that the approved electives will appear on the student's degree audit.

#### CORRESPONDENCE COURSES

No correspondence work will be accepted for graduate credit.

#### 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.  
To accommodate the needs of students, 600 and 400 level courses maybe simultaneously delivered in a classroom. There are, however, differences in requirements, expectations and evaluation of graduate students.

#### ENROLLMENT/CANCELLATION/WITHDRAWAL

Enrollment:

Registration/Enrollment. All currently enrolled students register for classes using the web registration system located at <http://portal.semo.edu>. Web registration instructions can be accessed on the Registrar's website, [www.semo.edu/registrar](http://www.semo.edu/registrar).

Controlled Classes: Controlled classes are not available for enrollment through the web. Students should contact the department to enroll in controlled classes.

Change of Schedule. Students may add or drop classes until the deadlines listed on the Semester Calendar which can be accessed on the Registrar's website, [www.semo.edu/registrar](http://www.semo.edu/registrar).

Late Enrollment. Students are expected to enroll prior to the start of classes. They may enroll during the first week of the fall or spring semester. Late enrollment dates for the summer semester can be accessed on the Registrar's website, [www.semo.edu/registrar](http://www.semo.edu/registrar). A fee may be charged for late enrollment.

#### Cancellation/Withdrawal from the University:

Students can cancel their enrollment prior to the start of classes using the web registration system to drop all classes or by notifying the Office of the Registrar in writing. Such notification must be RECEIVED by the first day of the semester. Students can withdraw from the University until the "Last Day to Drop a Class," listed on the Registrar's website, [www.semo.edu/registrar](http://www.semo.edu/registrar), using the web registration system or by notifying the Office of the Registrar in writing. After that date and until the official withdrawal date which is listed on the Registrar's website, students must contact the Office of the Registrar to complete the withdrawal process. All financial obligations to the University must be fulfilled. Grades of 'F' are recorded for students who do not withdraw officially from the University.

Deadline for Refund. Students who cancel enrollment before the semester begins are eligible for a refund of 100 percent of any incidental fees that they have paid. Students who withdraw from classes after the semester begins are eligible for a refund of incidental fees based on the sliding scale available through Student Financial Services, Academic Hall, 1st level.

Deadline for Withdrawing Without Penalty. Students may not withdraw during the three weeks preceding final examinations without the approval of the Registrar. The time period for withdrawing is reduced proportionately for terms of fewer than 15 weeks.

#### FEES

Student Financial Services (SFS) administers all fees, billing, and financial aid. SFS operates as a single service center for all your financial needs. The SFS website ([www.semo.edu/sfs](http://www.semo.edu/sfs)) provides extensive information for most of your general questions. All fees and policies are established by the Board of Regents and available through Student Financial Services website ([www.semo.edu/sfs/fee-schedule.htm](http://www.semo.edu/sfs/fee-schedule.htm)). Fees are set annually by the Board of Regents and are subject to change without written notice.

Application Fee Applicants for regular admission must submit a nonrefundable application fee of \$30 (Domestic) or \$40 (International).

#### Binding Fee

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

#### Continuous Enrollment Fee

All degree-seeking graduate students are expected to enroll in GR609: Graduate Thesis or Creative Project Development every semester (excluding summer, except if graduating in the summer). This course has a \$50 special fee that covers supervisory and administrative costs associated with a student's program of study.

#### 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 on or after the first day of classes for the semester are subject to a \$15 late enrollment fee.

#### Special Course Fees

Special course fees are assessed for certain courses to cover the costs of consumable supplies, specialized equipment, and/or other expenses unique to the course. These fees are published and available online at <http://www.semo.edu/sfs/fees.htm>. Please note that all fees are subject to change by the Board of Regents without prior written notice.

## FINAL MASTER'S EXAMINATION

Departments may offer thesis or non-thesis degree options. Each candidate who elects the thesis option will be required to pass an oral examination in either GR699 or GR799 during the final semester (or earlier by permission of the graduate coordinator). Each candidate who elects the non-thesis option will be required during the final semester (or earlier by permission of the graduate program coordinator) to satisfactorily complete a course-embedded capstone or summative requirement and may also be required to pass a written comprehensive examination in GR698. Incomplete grades are not allowed in GR698, GR699 or GR799.

The following courses (GR) are common to all departments:

GR698. Master's Final Comprehensive Examination. Written comprehensive examination over the degree program. Students must enroll in GR698 during the final semester, except by permission of the graduate program coordinator. Examination fee applied. (0)

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, except by permission of the graduate program coordinator. Examination fee applied. (0)

GR799. Education Specialist Oral Examination. Examination fee applied. (0)

## FINANCIAL AID

Graduate students enrolled at least half-time are eligible to borrow through the Federal Direct Unsubsidized Stafford Loan Program. Graduate students who are borrowing for a loan period beginning on or after July 1, 2012 are no longer eligible for a subsidized Stafford Loan. There are a limited number of endowed scholarships available to graduate students. Information on endowed scholarships and how to complete the application is available at the following website [www.semo.edu/foundation/scholarships-and-endowments.htm](http://www.semo.edu/foundation/scholarships-and-endowments.htm). Application deadline is March 1 for the upcoming academic year. Out of state graduate students who work in Missouri and pay Missouri income tax, may be eligible for the Missouri Income Tax Credit. All or a portion of the Missouri income tax paid may be used as a credit against the difference between in-state and out-of-state fees. Visit [www.semo.edu/sfs/financialaid/scholarships/waivers.htm](http://www.semo.edu/sfs/financialaid/scholarships/waivers.htm) for additional information.

## 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 GPA 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 GPA

The assistantship provides a stipend plus a fee waiver for approved degree plan courses. Graduate Assistant fee waivers are available for up to 9 credits of graduate level coursework in both the fall and spring semesters and up to 6 credits during the summer semester. 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.

## 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.

## GRADUATION

Students who plan to complete all graduation requirements should enroll for their final classes, internships, oral and/or comps, and apply for graduation immediately. The deadline to apply is the last day of finals week in the semester preceding the student's last semester of enrollment. Students normally participate in commencement in the semester in which they plan to graduate. Since there is no commencement during the summer semester, students graduating in the summer may choose to participate in the preceding spring commencement provided they are enrolled in all requirements, or in the fall commencement following their graduation. Specific dates and information are available on the commencement website: <http://www.semo.edu/commencement>. Students are solely responsible for knowing and meeting degree requirements. Students cannot graduate with any incomplete classes, including elective courses which may or may not be required for the completion of the degree, on their record.

## INCOMPLETE GRADES

An incomplete ("I") may be given when the graduate student is doing passing work but is unable to complete all requirements because of unusual or unique circumstances acceptable to the instructor. In no case may an "I" be agreed to by an instructor prior to the drop date. An "I" may not be used to permit a student to repeat a course or to improve a grade. **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.

## 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 to the department chairperson. 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.

## REQUEST FOR EXTENSION TO COMPLETE A GRADUATE PROGRAM

All requirements for the master's degree must be completed within a six-year period. If an extension is requested:

1. Student must address the request to the Dean of Graduate Studies (letter or email attachment) in which they give the reason for failure to complete on time, projected plan to complete, and projected semester to finish.
2. Advisor or Graduate Program Coordinator must endorse the request by submitting a letter or email of support to the Dean of Graduate Studies.
3. Dean of Graduate Studies must approve the request, including the anticipated timeline for completion.
4. Dean of Graduate Studies submits information to Registrar for final approval and notation of extension in student record.

## 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.

## 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 or credit older than 6 years 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.

## THESIS OPTIONS

### Thesis

The student who elects the thesis plan must complete the following steps:

1. Achieve candidacy status for the program if required.
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. The student and his or her advisor are encouraged to suggest a third committee member.

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. The student must be enrolled in GR699 Master's Oral Examination during the final semester, unless granted prior permission by the graduate program coordinator.
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. The student must present an original copy of the thesis and approval forms to the Dean of the School of Graduate Studies by the deadline posted on the Graduate Studies website (at least 4 weeks before graduation). The thesis should be submitted in MS Word, portable document format (pdf), or other acceptable format (contact the School of Graduate Studies). The thesis acceptance form must be submitted as a hard copy document. A thesis reader will examine the thesis for proper English usage, format, and readability, and suggest any changes to the student within two weeks. The student then has 7-10 days to make suggested corrections or changes, and submit the final copy of the thesis in portable document format (pdf) to the Dean of the School of Graduate Studies. The student will then receive instructions on uploading the electronic thesis in pdf format to ProQuest or other approved service.
13. Students may request bound copies of their thesis for personal or departmental/programmatic use through ProQuest. The thesis is available to the professional community via the ProQuest service, and an electronic copy will be stored and publicly viewable through the Kent Library online catalog.
14. The student must assume the binding costs as per ProQuest requirements. 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 Project in Lieu of Thesis

Some students may choose a significant creative project as a demonstration of personal artistic accomplishment. The creative project 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 project is created and executed under the supervision of a three-person committee similar to that used in the thesis model. The creative project is a credit-bearing project that follows the steps outlined for the thesis, with a main-body structure devised by each department. The creative project 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 Option

Instead of a thesis, a student may elect to produce another significant capstone work (e.g., non-thesis paper, internship paper, or creative work). NO CREDIT IS ALLOWED FOR SUCH WORK. Students electing this option MAY be required to take a comprehensive examination.

1. The student obtains approval from his/her advisor and the instructor for whom the paper or other capstone work will be written prior to beginning work on the paper.
2. Non-thesis paper or other capstone work may only be completed 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 or other capstone work 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 or other capstone work must be approved and the acceptance sheet filed with the School of Graduate Studies prior to taking the comprehensive examination.
5. Any paper submitted as a capstone work must follow the style guide appropriate to the discipline in which it is written.

#### Master of Science in Nursing Capstone Option

In the Department of Nursing the capstone activity is either a thesis or completion of a non-thesis scholarly paper plus a passing score on a nationally normed examination. Requirements for the thesis follow the guidelines established by the Department and the School of Graduate Studies. Detailed guidelines for the non-thesis scholarly paper and examination are available through the Department of Nursing.

#### 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.

#### 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.

#### GENERAL INFORMATION

##### CAREER SERVICES

Career Services staff assist students with exploring career opportunities, finding internships and other pre-professional practice opportunities, and exploring opportunities for further graduate study. The staff provides assistance with resume preparation and job search strategies.

##### 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 June.

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](mailto:residencelife@semo.edu)

#### TESTING SERVICES

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

#### TEXTBOOKS

Textbooks are available for purchase through Southeast Bookstore in the University Center. Graduate students purchase all books necessary for courses numbered 600 and above. Graduate Students enrolled in 500 level courses and 600 level courses that are cross-listed with 400 level courses, will be allowed to rent their primary textbook found in Textbook Rental. If you would like to see if there is a rental textbook for your class, after you sign into your portal, go to 'Registration Tools'.

#### VEHICLE REGISTRATION

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

#### VETERANS

Veterans are required to meet standards of federal laws regarding progress and attendance, under supervision of the Veterans Administration. Information regarding these regulations is available from the Office of the Registrar or online at [www.semo.edu/veterans](http://www.semo.edu/veterans). Students who expect to receive benefits must complete the certification paperwork with the Office of Military and Veteran Services each semester as soon as they enroll for a given semester.

## **PROGRAM ADMISSION POLICIES**

### **PROGRAM ADMISSION POLICIES – CERTIFICATE PROGRAMS**

#### **ADMISSION TO GRADUATE CERTIFICATE IN AUTISM SPECTRUM DISORDERS**

In addition to the criteria established for general admission to graduate studies, applicants must have the following:

- An undergraduate GPA of 2.75 on a 4 point scale.

#### **ADMISSION TO GRADUATE CERTIFICATE IN FACILITIES MANAGEMENT**

In addition to the criteria established for general admission to graduate studies, applicants must have the following.

Applicants must have all documents submitted to the Office of Admissions by the following semester deadlines:

Fall – June 1

Spring – November 1

Applicants must have the following:

1. An engineering, technology or facilities management related bachelor's degree.
2. An undergraduate GPA of 3.0 on a 4 point scale with relatively few repeated courses.

Repeated coursework (backlogs) may also be considered. In addition, the department's graduate faculty reserves the right to require candidates to have at least a 50th percentile composite score on the Graduate Record Examination (GRE).

#### **Probationary Admission**

Applicants who do not meet the general and/or program's admission requirements (degree, GPA, or GRE scores) may be considered for probationary admission upon approval by the graduate program coordinator. While under probation, students may enroll in nine credit hours of course work in their program area. The nine hours must be completed with 3.33 GPA or higher.

#### **ADMISSION TO GRADUATE CERTIFICATE IN HEALTHCARE ADMINISTRATION**

In addition to the criteria established for general admission to graduate studies, applicants must have the following:

1. Evidence of a minimum grade point average of 3.0 on a 4.0 scale
- OR
2. Evidence of a minimum grade point average of 3.0 in the last 60 hours
  2. GRE/GMAT or proof of active healthcare practitioner licensure (e.g., RN, PT, LPN, MD)

#### **ADMISSION TO GRADUATE CERTIFICATE IN HISTORIC PRESERVATION and HERITAGE EDUCATION**

In addition to the criteria established for general admission to graduate studies, applicants must have the following:

An undergraduate GPA of 2.75 on a 4 point scale in history and/or related disciplines.

In addition, applicants must submit:

1. A letter of intent indicating how the applicant's past experiences have prepared him or her for graduate study.
2. Two letters of recommendation which attest to the applicant's academic and/or professional achievements and ability to succeed in the graduate program.
3. An academic or professional writing sample.

Letters should be addressed to the Director of Admissions. All documents should be submitted directly to the Office of Admissions.

### Provisional and Probationary Admission

An applicant lacking any of the above requirements may, under certain circumstances, be admitted provisionally or on probation.

### ADMISSION TO GRADUATE CERTIFICATE IN FAMILY NURSE PRACTITIONER

The deadline for submission of all application materials is April 1 of the year in which admission is desired. Admission is considered only for the fall semester. In addition to the criteria established for general admission to graduate studies, applicants must have the following:

#### Regular Admission Requirements

1. 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. As this is a post-master's certificate, the applicant should also have a Master of Science in Nursing from a program accredited by the National League for Nursing or the Commission on Collegiate Nursing Education.
2. A current Missouri license as a registered professional nurse.
3. Evidence of professional liability insurance of \$1,000,000/\$3,000,000 coverage.
4. 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.
5. A grade of 'B' or higher in an introductory course in statistics (graduate or undergraduate).
6. Current CPR (professional level) certification.
7. Statement of academic goals and objectives for graduate study/advanced practice.
8. 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 requires grades of 'B' or better in NS625 Advanced Pharmacology, NS636 Advanced Pathophysiology, NS628 Advanced Health Assessment, and NS629 Advanced Health Assessment Practicum, 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 GPA requirement may be granted probationary admission. When the GPA is below 3.25 but is between a 2.90 and 3.24, and the applicant has achieved a GPA 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.

### ADMISSION TO GRADUATE CERTIFICATE IN PSYCHOLOGICAL EXAMINER

The preferred deadline for submission of all application materials is:

- Fall semester - August 1
- Spring semester - December 1
- Summer semester - May 1

The Department of Educational Leadership and Counseling will determine if they will accept specific applicant materials after the deadlines.

In addition to the criteria established for general admission to graduate studies, applicants must meet the following major specific requirements:

- Hold a master's degree from a college or university meeting approval of the department in one of the following areas: Counseling Psychology; Educational Psychology; School Counseling; and Education
- Evidence of a minimum grade point average of 3.5 on a 4.0 scale
- Four letters of recommendation (submitted directly to department after admission)

#### Probationary Admission

Students with a cumulative grade point average below a 3.5 on a 4.0 scale may be admitted on a probationary basis pending completion of up to 9 credit hours in the program area their first semester. Students must complete the 9 credit hours with a grade point average of 3.66 with a minimum grade of "B" in each course.

#### Admissions Decision

Admission to the program is determined by the Department of Educational Leadership and Counseling. Copies of applicant files will be sent to the department for a decision when the following requirements are met and the following items received:

- Hold a master's degree in one of the following areas: Counseling Psychology; Educational Psychology; School Counseling; and Education  
OR
- Student is in the final semester of a master's program.

#### Denial of Admission by the Office of Admissions:

Copies of all applicant files are sent to the Department of Educational Leadership and Counseling for a decision.

### **PROGRAM ADMISSION POLICIES – MASTER'S DEGREES**

#### ADMISSION TO CAREER COUNSELING, MENTAL HEALTH COUNSELING AND SCHOOL COUNSELING PROGRAMS (MA)

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.

The deadline for submission of all application materials is February 1 of the year in which admission is desired. Admission is considered for fall and summer semesters only. In addition to the criteria established for general admission to graduate studies, applicants must have the following:

1. An undergraduate GPA of 3.0 on a 4 point scale.
2. Submit one letter of recommendation directly to the Office of Admissions prior to admission. The letter should be addressed to the Director of Admissions.
3. Career counseling and mental health counseling applicants must also have 18 total credit hours in the social sciences, including, psychology, counseling, sociology or appropriately focused university studies courses. This must include a 3 credit hour course in statistics.
4. 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 by completing two specific education courses.

5. 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.

#### Provisional and Regular Admission

A one semester provisional admission will be considered for applicants with the appropriate prerequisite coursework and a 3.0 undergraduate GPA. In addition to the above requirements, applicants for admission into the Counseling Programs must complete the following procedures to become fully admitted:

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 9 credit hours.
2. Complete a Preliminary Study Plan.
3. Submit two additional letters of recommendation directly to the Counseling Program Coordinator.
4. An interview with members of the Counseling Program Faculty will be arranged prior to admission into the program.
5. Students must complete a Personal Statement Essay describing their decision to pursue counseling as a career prior to the scheduled interview with Counseling Program Faculty.
6. In making its admission decision, the faculty uses multiple factors including undergraduate GPA, GRE or MAT scores, progress in CP610, the Personal Statement Essay, and the interview. Following the interview the faculty will either offer provisional admission, probationary admission, or deny admission.
7. 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.

#### Probationary Admission

Probationary admission will be considered by the program admissions committee if the applicant has a 2.75 to 2.99 undergraduate GPA or if the applicant has achieved a GPA of 3.25 during the last 60 hours of undergraduate work. Students admitted to the counseling program on probation must attain a 3.5 GPA for the first 9 hours of graduate work. Unless authorized by the advisor, probationary students must include the following courses in the first 9 hours of coursework: CP610 Counseling Orientation and Ethics, CP 612 Counseling Theories, 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 GPA, 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 Counseling Program Admission 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, CP616 Group Counseling, and all practica and internships. This review has the potential to terminate the student's degree program.

## ADMISSION TO COMMUNICATION DISORDERS PROGRAM (MA)

All applications for admission will be reviewed by a departmental admissions committee. The deadline for submission of all application materials to the Office of Admissions is February 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.

The application procedures are detailed on the departmental website at <http://www.semo.edu/commdisorders/admissions/graduate.html>. The department requires submission of application materials to the Communication Sciences and Disorders Computerized Application System (CSDCAS). In addition, an online application, university application fee, and proof of citizenship must be submitted to the Office of Admissions at Southeast Missouri State University. Applicants should adhere carefully to the application instructions available on the department website to insure that all materials are submitted in a timely manner.

In addition to the criteria established for general admission to graduate studies, all candidates for admission to the graduate program in Communication Disorders must meet the following departmental criteria:

1. undergraduate degree in communication disorders (or equivalent area) from a regionally accredited college or university;
2. minimum overall undergraduate GPA of 3.0 OR a minimum GPA of 3.0 during the last 2 semesters of undergraduate study during which at least 30 credit hours was earned.

Applicants with undergraduate majors in disciplines other than communication disorders must meet the admission criteria for all graduate students indicated above. In addition, they must complete a required core of undergraduate courses prior to applying for admission to the program. The following courses must be completed or in progress at time of the application:

- CD211 Anatomy and Physiology of the Speech Mechanism (4)
- CD225 Phonetics (3) 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/Intervention of Speech/Language Disorders (5)
- CD426 Hearing Disorders: Audiologic Assessment (3).

Applicants with undergraduate majors in disciplines other than communication disorders should contact the department for a meeting with a department advisor.

Admission to the graduate program in communication disorders implies that the applicant will be able to perform the functions critical for professional practice in speech-language pathology. The department has adopted official guidelines entitled "Essential Functions of Speech-Language Pathologists," and applicants should review this document at <http://www.semo.edu/commdisorders/admissions/index.html> prior to application. In addition, admission to the program implies that the applicant will have sufficient mastery of English in order to effectively communicate in professional practice. The department has adopted official guidelines entitled "Guidelines for Students with Limited English Proficiency." Applicants with limited English proficiency should review this document at <http://www.semo.edu/commdisorders/admissions/index.html> prior to application.

#### ADMISSION TO INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY (MA)

In addition to the criteria established for general admission to graduate studies, applicants must have the following:

1. An undergraduate GPA of 3.25 on a 4 point scale.
2. A combined score of 310 on the verbal and quantitative sections of the Graduate Record Examination (GRE).

#### ADMISSION TO CRIMINAL JUSTICE PROGRAMS (MS)

In addition to the criteria established for general admission to graduate studies, applicants must have the following:

Applicants for the online cooperative degree program with Missouri Southern State University must have all documents submitted to the Office of Admissions by the following semester deadlines:

Fall – July 15

Spring – December 15

Summer – May 15

1. An undergraduate GPA of 2.75 on a 4 point scale.
2. 18 total credits in the social sciences, including criminal justice, criminology, sociology, psychology, social work, political science or relevant university studies courses. These credits must include the following: introduction to criminal justice (3 hours), criminal law (3 hours) and statistics (3 hours).
3. In addition, applicants must submit a letter of intent addressing preparation for graduate study, ability to succeed at the graduate level and professional goals and objectives. The letter should be typed, a maximum of 750 words in length, and be addressed to the Director of Admissions.

All documents should be submitted directly to the Office of Admissions.

#### Probationary Admission

Applicants with an undergraduate GPA of 2.5 to 2.749 may be admitted on probation with a GPA of 3.0 or higher in the last 60 credit hours of undergraduate work. Applicants must complete 9 hours of graduate-level course work in the core area of study with a grade of “B” or better to continue in the program.

#### ADMISSION TO THE ELEMENTARY EDUCATION AND EXCEPTIONAL CHILD EDUCATION PROGRAMS (MA)

In addition to the criteria established for general admission to graduate studies are the following departmental criteria:

1. An undergraduate GPA of 2.75 on a 4 point scale.
2. A valid teaching certificate OR a qualifying score on the state content exam appropriate for that certificate OR be in the 50th percentile verbal and analytic components of the Graduate Record Examination (GRE).

An applicant having the prerequisite GPA of 2.75 may be given provisional admission prior to completion of all steps in the admission process. 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 GPA of 3.25 in order to be graduated from the program.

#### ADMISSION TO ENGLISH and TESOL PROGRAMS (MA)

In addition to the criteria established for general admission to graduate studies, applicants must have the following:

1. An undergraduate GPA of 2.5 on a 4 point scale.
2. Applicants to the Master of Arts in English: English Studies and Master of Arts in English: Professional Writing must have 24 semester hours of undergraduate credit in the field.

#### ADMISSION TO ENVIRONMENTAL SCIENCE PROGRAM (MS)

In addition to the criteria established for general admission to graduate studies are the following departmental criteria:

1. An undergraduate GPA of 2.5 on a 4 point scale.
2. 20 credit hours in science with a 3.0 GPA.
3. Letter of intent addressing preparation for graduate study, ability to succeed at the graduate level and professional goals and objectives. The letter should address what the applicant expects to achieve through graduate level study. The letter of intent should be typed and a maximum of 750 words in length.
4. Two letters of recommendation.

Scores for the general portion of the Graduate Record Exam (verbal, quantitative, and analytical) are required for probationary admission consideration.

Letters should be addressed to the Director of Admissions. All documents must be submitted directly to the Office of Admissions.

#### ADMISSION TO HEALTHCARE MANAGEMENT (MS)

In addition to the criteria established for general admission to graduate studies, applicants must have the following:

1. Evidence of a minimum grade point average of 3.0 on a 4.0 scale  
OR  
Evidence of a minimum grade point average of 3.0 in the last 60 hours
2. GRE/GMAT or proof of active healthcare practitioner licensure (e.g., RN, PT, LPN, MD)

#### ADMISSION TO THE HIGHER EDUCATION ADMINISTRATION PROGRAM (MA)

In addition to the criteria established for general admission to graduate studies are the following departmental criteria:

- An undergraduate GPA of 2.75 on a 4 point scale.

An applicant having the prerequisite GPA of 2.75 may be given provisional admission prior to completion of all steps in the admissions process.

##### Probationary Admission

Probationary admission will be considered by the Office of Admissions under the following conditions: If the applicant presents a GPA that is 2.5 to 2.749, or, if the applicant has achieved a GPA of 3.0 during the last 60 hours of undergraduate work, the student may take up to nine hours in the program area. The applicant will be required to achieve a grade of no less than "B" in this nine hours of work to continue in the program.

##### Appeals Process

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

#### ADMISSION TO HISTORY AND PUBLIC HISTORY PROGRAMS (MA)

In addition to the criteria established for general admission to graduate studies are the following departmental criteria:

1. Undergraduate GPA of 2.75 on a 4 point scale in history and/or related disciplines.
2. 24 semester hours of undergraduate credit in history.
3. A letter of intent which indicates how the applicant's past experiences have prepared him or her for a graduate degree. A letter of intent for the MA in Public History should indicate how the applicant's past experiences have prepared him or her for a graduate degree in Public History and to succeed at the graduate level.
4. Two letters of recommendation which attest to the applicant's academic and/or professional achievement and ability to succeed in the graduate program.
5. An academic or professional writing sample.

Letters should be addressed to the Director of Admissions. All documents should be submitted directly to the Office of Admissions.

#### Provisional and Probationary Admission

An applicant lacking any of the above requirements may, under certain circumstances, be admitted provisionally or on probation.

#### ADMISSION TO HUMAN ENVIRONMENTAL STUDIES PROGRAM (MA)

In addition to the criteria established for general admission to graduate studies are the following departmental criteria:

1. An undergraduate GPA of 2.75 on a 4 point scale.
2. 18 credit hours of courses in Human Environmental Studies, or closely related disciplines.
3. A letter of application addressed to the HES Graduate Coordinator including the following (two page maximum):
  - Personal/career objectives.
  - Choice of specialization at the graduate level and why the choice was selected. Specializations include family studies, fashion merchandising, dietetics, interior design and child development.
  - Summary of past employment, volunteer experience or life experiences that would enhance professional knowledge and understanding.
  - Summary of internships or independent studies completed as an undergraduate.
  - Challenges the applicant may face during graduate study.

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

All documents should be submitted directly to the Office of Admissions.

#### Probationary Admission

Probationary admission will be considered by the HES Graduate Committee when the applicant's GPA is 2.5 to 2.749, or if the applicant has achieved a GPA of 3.0 for the last 60 hours of undergraduate work. The student may be permitted to take up to nine hours in the program and will be required to achieve a grade of no less than 'B' in these nine hours of work.

#### Admission Exceptions

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

#### Dietetic Internship – Additional 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 Accreditation Council for Education in Nutrition and Dietetics (ACEND) or evidence of completing all but one year of coursework in an undergraduate DPD.
3. A minimum of 3.0 GPA on a 4.0 scale.
4. Graduate Record Examination.

#### ADMISSION TO MASTER OF BUSINESS ADMINISTRATION PROGRAM (MBA)

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.

In addition to the criteria established for general admission to graduate studies are the following departmental criteria:

##### Regular Admission

1. Overall GPA on a 4 point scale times 200 plus GMAT equal to 1000 or above  
AND  
GMAT score of at least 500  
OR  
GPA of 3.0 on a 4 point scale with a Graduate Record Exam Score (GRE) of 147 for both Verbal Reasoning and Quantitative Reasoning and Analytical Writing of 3.5 or higher. (When it is not possible to interpret academic eligibility by way of transcript, the graduate business program reserves the right to request further evidence of academic eligibility.)
2. Minimum grade of 'C' on all undergraduate foundation (prerequisite) courses. (All undergraduate requirements for admission must be satisfied before enrolling in the MBA required core, or MBA elective courses.)

##### Probationary Admission

All applicants must have the following:

1. Overall GPA on a 4 point scale times 200 plus GMAT score equal to 1000 or above  
AND  
GMAT score of at least 430, yet below 500  
OR  
GPA of 3.0 on a 4 point scale with a Graduate Record Exam Score (GRE) of 144 for both Verbal Reasoning and Quantitative Reasoning and Analytical Writing of 3.5 or higher. (When it is not possible to interpret academic eligibility by way of transcript, the graduate business program reserves the right to request further evidence of academic eligibility.)
2. Minimum grade of 'C' on all undergraduate foundation (prerequisite) courses. (All undergraduate requirements for admission must be satisfied before enrolling in the MBA required core, or MBA elective courses.)
3. Students admitted on probation 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.

International students applying with a three year degree must have their transcripts evaluated by an outside agency such as WES ([www.wes.org](http://www.wes.org)) or NACES ([www.naces.org](http://www.naces.org)) for equivalency.

All undergraduate requirements for admission must be satisfied before enrolling in the MBA required core or MBA elective courses. Students without an undergraduate degree in business must complete the following required foundation course work:

- Principles of Microeconomics\*
- Principles of Macroeconomics\*
- Microcomputer Applications
- Introductory Statistics
- College Algebra\*
- Applied Calculus\* or College Calculus\* or Second Statistics course
- Principles of Financial Accounting\*
- Principles of Managerial Accounting
- Principles of Management\*
- Principles of Marketing\*
- Financial Management
- Management Information Systems\*

Students must earn a grade of “C” or above in all of the above classes. Students also must have demonstrated sufficient background in microcomputer business application and management information systems. This may be through course work or through acquired knowledge connected with business experience or other applications contexts, validated through an approved test.\*

\*Proficiency in these areas can be proven through a CLEP exam. Credit will not be given for these courses with a passing grade on the exam, but score will be taken as proof of course knowledge.

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

#### ADMISSION TO MASTER OF NATURAL SCIENCE PROGRAM (MNS)

In addition to the criteria established for general admission to graduate studies are the following departmental criteria for the programs in Biology, Chemistry, Mathematics and Science Education:

1. An undergraduate GPA of 2.5 on a 4 point scale.
2. Minimum GPA of 2.75 on a 4 point scale for the last 30 semester hours of undergraduate science and math courses.
3. Two letters of recommendation addressing the applicant's potential for academic success in the respective area of emphasis. Letters should be addressed to the Director of Admissions.
4. Additional requirements for each area of emphasis:
  - a. Biology
    - i. Submission of a Faculty Sponsor Agreement (if applying for curriculum A).
    - ii. Submission of a letter of intent that details the applicant’s interests in biology and future goals after obtaining a graduate degree in biology.
  - b. Chemistry

- i. Submission of scores for the general portion of the Graduate Record Exam (verbal, quantitative, and analytical).
  - ii. Completion of the following courses with associated laboratory with a grade of “C” or better in each course: Organic Chemistry; Analytical Chemistry, Quantitative Analysis or Chemical Instrumentation; Physical Chemistry.
  - iii. 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.
- c. 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 GPA on a 4 point scale for these courses: Standard calculus sequence; Linear Algebra; Abstract Algebra; Nine additional hours of post-calculus courses. (An applicant who is no more than two courses short of meeting these requirements may be admitted on a provisional basis.)
- d. Science Education
- i. Completion of a minimum of 30 undergraduate hours in science and math with a 2.75 GPA on a 4.0 scale (technique courses may be included in that total).
  - ii. In addition, applicants must meet the below requirements:
    - 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.
    - 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.
    - 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.

Students who do not meet these requirements will be considered on a case-by-case basis.

The biology and chemistry programs have application deadlines that vary from the School of Graduate Studies’ application deadlines. All documents must be submitted to the Office of Admissions by the following semester deadlines:

Biology

Fall – April 1

Spring – October 1

Summer – April 1

Chemistry

Fall Admission Only – April 1

#### ADMISSION TO NURSING PROGRAM (MSN)

The deadline for submission of all application materials is April 1 of the year in which admission is desired. Admission is considered only for the fall semester. In addition to the criteria established for general admission to graduate studies are the following departmental criteria:

##### Regular Admission Requirements

1. 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.
2. A current Missouri license as a registered professional nurse.
3. Evidence of professional liability insurance of \$1,000,000/\$3,000,000 coverage.
4. 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.
5. A grade of 'B' or higher in an introductory course in statistics (graduate or undergraduate).
6. Current CPR (professional level) certification.
7. Statement of academic goals and objectives for graduate study/advanced practice.
8. 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 requires grades of 'B' or better in NS625 Advanced Pharmacology, NS636 Advanced Pathophysiology, NS628 Advanced Health Assessment, and NS629 Advanced Health Assessment Practicum, 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 GPA requirement may be granted probationary admission. When the GPA is below 3.25 but is between a 2.90 and 3.24, and the applicant has achieved a GPA 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.

#### ADMISSION TO NUTRITION AND EXERCISE PROGRAM (MS)

In addition to the criteria established for general admission to graduate studies are the following departmental criteria:

1. An undergraduate GPA of 3.0 on a 4 point scale.
2. A 3.0 average in the following coursework: nutrition science, exercise physiology, anatomy and physiology, and organic and/or biochemistry
3. A combined score of 290 on the verbal and quantitative sections of the Graduate Record Examination (GRE). Students who completed the GRE after July 31, 2011, will be considered on an individual basis.

##### Provisional and Probationary Admission

Provisional admission will be considered if prerequisites are partially filled and GPA and GRE criteria are met. Probationary admission will be considered if either:

1. Undergraduate GPA is a 2.75 or higher and product of undergraduate GPA and sum of GRE scores (verbal and quantitative) exceeds 295; or
2. GPA requirement is met when a combined GRE score is greater or equal to 280 with a minimum of 135 in each section.

NOTE: 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.

#### ADMISSION TO MANAGEMENT PROGRAM (MS)

In addition to the criteria established for general admission to graduate studies are the following departmental criteria:

1. An undergraduate GPA of 2.75 on a 4 point scale (overall or in the last 60 hours of undergraduate work).
2. At least 3 years of appropriate full-time post-bachelors work experience.

In addition, applicants must submit the following:

1. Current resume/vita including names and contact information of three professional/business references.
2. Letter of intent addressing preparation for graduate study, ability to succeed at the graduate level and professional goals and objectives. The letter should address what the applicant expects to achieve through graduate level study. The letter should be typed, a maximum of 750 words in length, and be addressed to the Director of Admissions.
3. Official GRE, GMAT, LSAT, or MCAT score.

All documents should be submitted directly to the Office of Admissions.

#### ADMISSION TO PUBLIC ADMINISTRATION PROGRAM (MPA)

In addition to the criteria established for general admission to graduate studies are the following departmental criteria. Application materials must demonstrate the student's commitment to a career in governmental or nonprofit organizations.

1. An undergraduate GPA of 2.7 on a 4 point scale.
2. Resume
3. Two letters of recommendation addressing the student's potential for a career in public service.
4. A letter of intent addressing professional goals and objectives. The letter should address what the applicant expects to achieve through graduate level study. The letter should be typed and a maximum of 750 words in length.

GRE, LSAT or GMAT scores are not required but may be submitted to strengthen application.

Letters should be addressed to the Director of Admissions. All documents should be submitted directly to the Office of Admissions.

#### ADMISSION TO ELEMENTARY ADMINISTRATION AND SUPERVISION AND SECONDARY ADMINISTRATION AND SUPERVISION PROGRAMS (MA)

In addition to the criteria established for general admission to graduate studies, applicants must have the following:

1. An undergraduate GPA of 2.75 on a 4 point scale.
2. A valid teaching certificate. Teacher certification must be at the level for which applicant intends to pursue a degree in administration.

An applicant having the prerequisite GPA of 2.75 may be given provisional admission prior to completion of all steps in the admissions process.

##### Probationary Admission

Probationary admission will be considered by an admissions committee in a program area under the following conditions:

If the applicant presents a GPA that is 2.5 to 2.749, or, if the applicant has achieved a GPA of 3.0 during the last 60 hours of undergraduate work, the admissions committee may permit the student to take up

to nine hours in the program area. The student will be required to achieve a grade of no less than 'B' in these nine hours of coursework to continue in the program.

#### Appeals Process

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

#### Graduation Requirement

The student must attain an overall GPA of 3.25 in order to graduate from the program.

#### ADMISSION TO SECONDARY EDUCATION PROGRAM (MA)

In addition to the criteria established for general admission to graduate studies are the following departmental criteria:

In addition to the criteria established for general admission to graduate studies, applicants must have the following:

- An undergraduate GPA of 2.75 on a 4 point scale.

#### Probationary Admission

Probationary admission will be considered by the Office of Admissions if the applicant presents a GPA that is 2.5 to 2.749. The applicant must complete six hours of graduate level course work in the core area of study with a grade of 'B' or higher to continue in the program.

#### Appeals Process

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

#### GRADUATION REQUIREMENT

The student must attain an overall GPA of 3.25 in order to graduate from the program.

#### ADMISSION TO TEACHER LEADERSHIP PROGRAM (MA)

In addition to the criteria established for general admission to graduate studies are the following departmental criteria:

1. An undergraduate GPA of 2.75 on a 4 point scale.
2. A valid teaching certificate.

An applicant having the prerequisite GPA of 2.75 may be given provisional admission prior to completion of all steps in the admissions process.

#### Probationary Admission

Probationary admission will be considered by an admissions committee in a program area under the following conditions:

If the applicant presents a GPA that is 2.5 to 2.749, or, if the applicant has achieved a GPA 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. The student will be required to achieve a grade of no less than 'B' in this 9 hours of work to continue in the program.

#### Appeals Process

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

## ADMISSION TO TECHNOLOGY MANAGEMENT PROGRAM (MS)

In addition to the criteria established for general admission to graduate studies are the following departmental criteria.

1. All application materials must be submitted to the Office of Admissions by the following semester deadlines:
  - a. Fall – August 1 (domestic students); May 1 (international students)
  - b. Spring – November 1
2. Possess an engineering or technology bachelor's degree.
3. An undergraduate GPA of 3.25 on a 4 point scale with relatively few repeated courses

Repeated coursework (backlogs) may also be considered. In addition, the department's graduate faculty reserve the right to require candidates to have at least a 50th percentile composite score on the Graduate Record Examination (GRE).

### Probationary Admission

Applicants who do not meet the general and/or program's admission requirements (degree, GPA, or GRE scores) may be considered for probationary admission upon approval by the graduate program coordinator. While under probation, students may enroll in nine credit hours of course work in their program area. The nine hours must be completed with 3.33 GPA or higher.

## PROGRAM ADMISSION POLICIES – SPECIALIST DEGREES

### ADMISSION to the COUNSELING PROGRAM

In addition to the criteria established for general admission to graduate studies are the following departmental criteria:

#### Minimum Admission Criteria

1. A graduate GPA of 3.5 on a 4.0 scale;
2. 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.

#### Probationary Admission

Probationary admission will be considered when the applicant presents a GPA that is less than 3.5 on a 4 point scale, the admissions committee may permit the student to take nine hours in the program area. The student will be required to achieve a 3.66 GPA with a minimum grade of 'B' in each course.

#### Full Admission

Applicants who possess the requisite GPA 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 admissions process may require an interview with the program coordinator and faculty. In addition, four letters of recommendation must be submitted directly to the Specialist Program Coordinator.

#### Denial of Admission

Applicants denied admission to graduate study based on a GPA of less than 3.5 on a 4 point scale 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.

#### Appeals Process

Applicants who are denied admission will have the opportunity to appeal to the Counseling Program Admission Committee. Appeals must be in writing and should address any extenuating circumstances. Appeal letters should be addressed to the Counseling Program Coordinator.

#### **ADMISSION TO THE EDUCATIONAL ADMINISTRATION PROGRAM**

In addition to the criteria established for general admission to graduate studies are the following departmental criteria:

1. A graduate GPA of 3.5 on a 4 point scale
2. 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. A valid teaching certificate

Applicants who are in the process of completing a master's degree may be admitted to graduate study on a provisional basis and be allowed to complete a maximum of six semester hours of prerequisite coursework, if applicable, prior to graduation. If no prerequisite courses are needed, the student may complete a maximum of six semester hours applicable to program requirements prior to full admission to the program.

#### **Probationary Admission**

Probationary admission will be considered when the applicant presents a GPA that is less than 3.5 on a 4 point scale. The admissions committee may permit the student to take nine hours in the program area. The student will be required to achieve a 3.66 GPA with a minimum grade of 'B' in each course.

#### **Denial of Admission**

Applicants denied admission to graduate study based on a GPA of less than 3.5 may apply for probationary admission. A letter of request 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.

#### **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 TO EDUCATIONAL LEADERSHIP DEVELOPMENT PROGRAM**

In addition to the criteria established for general admission to graduate studies, applicants must have the following:

1. A graduate GPA of 3.5 on a 4 point scale
2. 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. A valid teaching certificate

Applicants who are in the process of completing a master's degree may be admitted to graduate study on a provisional basis and be allowed to complete a maximum of six semester hours of prerequisite coursework, if applicable, prior to graduation. If no prerequisite courses are needed, the student may complete a maximum of six semester hours applicable to program requirements prior to full admission to the program.

#### Probationary Admission

Probationary admission will be considered when the applicant presents a GPA that is less than 3.5 on a 4 point scale. The admissions committee may permit the student to take nine hours in the program area. The student will be required to achieve a 3.66 GPA with a minimum grade of 'B' in each course.

#### Denial of Admission

Applicants denied admission to graduate study based on a GPA of less than 3.5 may apply for probationary admission. A letter of request 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.

#### 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.

### **PROGRAM ADMISSION POLICY – COOPERATIVE DOCTORAL PROGRAM**

#### COOPERATIVE DOCTORAL (ED.D.) BETWEEN SOUTHEAST MISSOURI STATE UNIVERSITY 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. Paul Watkins (573)651-2136 or [pwatkins@semo.edu](mailto:pwatkins@semo.edu).

## **DEGREES & CERTIFICATES**

### **MASTER'S DEGREES**

#### **MASTER OF ARTS**

##### **CAREER COUNSELING (MA)**

Department of Educational Leadership and Counseling  
Dr. Melissa Odegard-Koester, Counseling Program Coordinator  
(573) 651-2420  
E-mail: [modegard@semo.edu](mailto:modegard@semo.edu)

48 Hours Required

3.25 GPA Required

Counseling Core:

- CP610 Counseling Orientation and Ethics (3)
- CP611 Developmental Theories (3)
- CP612 Counseling Theories (3)
- CP613 Soc & 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 (3)
- Career Counseling Major
- CP626 Advanced Career Counseling (3)
- CP685 Internship-Career (3)
- Choose 6 hours from the following:
- CP682 Internship- Elementary (3)
- CP683 Internship- Secondary (3)
- CP684 Internship- School Counseling (3)
- CP686 Internship- Mental Health (3)
- CP687 Internship- Mental Health (3)

##### **COMMUNICATION DISORDERS (MA)**

Department of Communication Disorders  
Dr. Marcia Brown-Haims, Chair  
573-651-2155  
E-mail: [mjbrown@semo.edu](mailto:mjbrown@semo.edu)

51 Hours Required

Required Courses:

CD603 Adv Comm Dis Clinical Practicum (3 enrollments) (9)  
CD612 Instrumental Analysis of Speech (3)  
CD620 Dev Artic & Phonological Disorders (2)  
CD625 Research Method in Comm Disorders (3)  
CD630 Lang & Cognitive Disorders Adults (3)  
CD634 Lang & Cog Dis Infnts/Preschl Child (2)  
CD635 Lang, Cog & Soc CD in Sch Aged Chld (3)  
CD641 Voice Disorders (3)  
CD642 Fluency Disorders (3)  
CD643 Aug, Alt & Asst Comm Modalities (2)  
CD651 Neurogenic Speech Disorders (2)  
CD652 Swallowing Disorders (2)  
CD656 Craniofacial Anom & Resonance Disorders (2)  
CD669 Externship in Comm Dis (2 enrollments) (6)  
Choose One of the Following Options:  
Non-Thesis Option  
CD683 Research in Comm Dis (2 enrollments) (6)  
Thesis Option  
CD683 Research in Communication Disorders (3)  
CD695 Thesis (3)  
Additional requirement:\*\br/>CD510 Multicultural Issues in Comm Dis (3)  
CD525 Aural Rehabilitation (3)

\* If the student did not have CD510 and/or CD525 as an undergraduate, the student must take these courses as a graduate student.

### **ELEMENTARY ADMINISTRATION (MA)**

Department of Educational Leadership And Counseling  
Dr. Lisa Bertrand, Graduate Program Coordinator  
(573) 651-2424  
E-mail:lbertrand@semo.edu

36 Hours Required

3.25 GPA Required

Course Requirements:

EA625 Foundations of Educational Administration (3)  
EA634 School Supervision (3)  
EA651 School Law (3)  
EA655 School Business & Facilities Management/Public Relations (3)  
EA660 Administration & Supervision of Special Education (3)  
EA630 Elementary School Administration (3)  
EA653 Curriculum for Educational Leaders (3)

EA646 Internship: Elementary School Administration I (3)  
EA656 Internship: Elementary School Administration II (3)  
Variable Topics or Electives as approved by advisor (6)  
GR691 Methods of Research (3)  
GR698 Master's Final Comp Exam (0)

\*The internship should be completed during 6-12 month period of time.

### **ELEMENTARY EDUCATION (MA)**

Department of Elementary, Early and Special Education

Dr. Julie Ray, Chairperson

(573) 651-2444

E-mail: [jaray@semo.edu](mailto:jaray@semo.edu)

Graduate Contact:

Dr. Cynthia Gordinier-Harkey

(573) 651-2400

E-mail: [cgordinier@semo.edu](mailto:cgordinier@semo.edu)

33 Hours Required

3.25 GPA Required

Core Requirements

CE614 Family/School Partnerships (3)

OR

EX507 Family & Except Child (3)

EL606 Curriculum Construction: Elementary (3)

EL615 Research in Action (3)

EX601 Education Assessment Techniques (3)

Choose One Area of Emphasis:

EMPHASIS IN EARLY CHILDHOOD

CE605 Issues & Trends in Early Child Ed (3)

CE634 Assess Young Children's Lrng & Devlpmnt (3)

EX556 Comm Interventions & Strat for Indiv with ASD (3)

OR

EX602 Lang Acquisition Excep Child (3)

12 Hours of Electives

EMPHASIS IN MATH/SCIENCE

EL 603 Teaching Elementary Mathematics (3)

EL 604 Techniques of Teaching Science in the Elementary School (3)

EL 608 Diagnosis and Remediation of Difficulties in Learning Mathematics (3)

12 Hours of Electives - Suggested electives in math/science

EMPHASIS IN READING

EL611 Practicum I - Early Lit Learners (3)

EL623 Practicum II - Older Lit Learners (3)

EL624 Effective Literacy Leadership (3)  
EL644 Process of Reading (3)  
EL646 Improve Reading Inst (3)  
EL647 Reading Assessment (3)  
SE602 Effect Literacy Mid & Sec Lev (3)  
EMPHASIS IN MATHEMATICS SPECIALIST  
EL608 Diagnosis & Remediation in Math Difficulty (3)  
EL667 Mathematical Leadership: Foundations (2)  
EL668 Mathematical Leadership: Influencing & Facilitating Improvement (3)  
MA611 Internship Numbers & Operations (1)  
MA612 Internship: Rational Numbers and Proportional Thinking (1)  
MA616 Internship Geometry & Measurement (1)  
MA617 Internship Algebraic Reasoning (1)  
MA621 Number & Operations (3)  
MA622 Rational Numbers & Proportional Thinking (3)  
MA624 Data & Probability (3)  
MA626 Geometry & Measurement (3)  
MA627 Algebraic Reasoning (3)

## **ENGLISH (MA)**

Department of English

Dr. Susan Kendrick, Chairperson

(573) 651-2156

E-mail: [skendrick@semo.edu](mailto:skendrick@semo.edu)

Graduate Contact – English Studies Option:

Dr. Stephanie Chamberlain

(573) 651-2619

E-mail: [sechamberlain@semo.edu](mailto:sechamberlain@semo.edu)

Graduate Contact – Professional Writing Option:

Dr. Susan Swartwout

(573) 651-2044

E-mail: [sswartwout@semo.edu](mailto:sswartwout@semo.edu)

36 Hours Required

Core Requirements

EN601 Research in English Studies (3)

Literature at the 500-600 Level (6)

Choose one of the following:

EN535 Rhet Theor/Write Disc (3)

EN686 Sociolinguistics (3)

LI605 Anglophone Lit/Contemporary Thry (3)

LI658 Literary Criticism (3)

UI500 History (3)

UI501 Principles of Language (3)

Choose two of the following:

EN550 Style in Writing (3)

EN670 Advanced Creative Writing: Poetry (3)

EN678 Advanced Creative Writing: Fiction (3)

EN572 Creative Non-Fiction Essay (3)

Choose 9 Hours of electives:\*

Thesis (3)\*

Teaching Practicum in Writing or Literature (3)\*

Independent Study (3)\*

LI5xx-6xx Literature

EN5xx-6xx Writing

5xx-6xx Theory or Linguistics

Teaching Assistant Seminars (6 hours)\*

\*Students may take up to three hours from EN694-697, up to three hours from LI679-681, and cannot take both EN615 and LI615 for elective credit.

Choose One of the Following Options

ENGLISH STUDIES OPTION (9 hours)

Choose one of the following:

LI560 Chaucer (3)

LI577 Studies in Early English Literature (3)

LI665 Shakespeare (3)

Choose one of the following:

LI578 Studies in Later English Literature (3)

LI605 Cont Anglophone Lit/Con Theory (3)

LI676 Early 20th-Century British Literature (3)

Choose one of the following:

LI565 Southern Literature (3)

LI568 Nineteenth Century American Novel (3)

LI570 Modern and Contemporary Novel (3)

LI571 Modern American Poetry (3)

LI576 American Fiction, Twenty-First Century (3)

LI621 Cross-Cultural American Voices (3)

LI674 Studies in Modern American Literature (3)

PROFESSIONAL WRITING OPTION (9 hours)

EN623 Visual Rhetoric (3)

EN624 Editing & Research in Prof Writing (3)

EN645 Advanced Literary Publishing (3)

## **EXCEPTIONAL CHILD EDUCATION (MA)**

Department of Elementary, Early and Special Education

Dr. Julie Ray, Chairperson

(573) 651-2444

E-mail: [jaray@semo.edu](mailto:jaray@semo.edu)

Graduate Contact:

Dr. Nancy Aguinaga

(573) 986-4942

E-mail: [naguianga@semo.edu](mailto:naguianga@semo.edu)

33 Hours Required

3.25 GPA Required

Core Requirements:

CE614 Family/School Partnerships (3)\*

OR

EX507 Family & Except Child (3)

EL606 Curriculum Construction Elem (3)

EL615 Research in Action (3)

EX601 Educational Assessment Techniques (3)

\*Autism Emphasis must take CE614

Choose One Area of Emphasis:

AUTISM EMPHASIS

EX555 Intro Autism Spectrum Disorder (3)

EX556 Comm Interventions & Strat for Indiv with ASD (3)

EX557 Behav Mgmt & Interventions (3)

EX558 Resrch Autism Spectrum Disorder (3)

EX559 Clinical Practicum (3)

EX691 Trans Plan for Indiv with Exceptional Lrng Needs (3)

EX693 Special Ed & The Law (3)

CROSS-CATEGORICAL EMPHASIS

EX602 Lang Acquisition Excep Child (3)

EX616 Behavior Management (3)

EX628 Introduction to Mild/Moderate Cross-Categorical (3)

EX652 Tch Mild/Mod Crs-Cat (3)

EX691 Trans Plan for Indiv with Exceptional Lrng Needs (3)

EX693 Special Ed & The Law (3)

Electives (3)

EARLY CHILDHOOD SPECIAL EDUCATION EMPHASIS

CE530 Found of Early Child & Special Education (3)

CE605 Issues & Trends Early Child ( 3)

CE634 Assess Young Children's Lrng & Devlpmnt (3)

EX556 Comm Interventions & Strat for Indiv with ASD (3)

OR

EX602 Lang Acquisition Excep Child (3)

EX557 Behav Mgmt & Interventions (3)

OR

EX616 Behavior Management (3)

EX559 Clinical Practicum (3)  
EX693 Special Ed & The Law (3)

### **HIGHER EDUCATION ADMINISTRATION (MA)**

Department of Educational Leadership & Counseling  
Dr. David Stader, Graduate Program Coordinator  
(573) 651-2417  
E-mail: dstader@semo.edu

36 Hours Required

3.25 GPA

Core Requirements:

EA620 Foundations of Higher Education I (3)

EA623 Principles & Practices Higher Ed (3)

OR

EA633 Legal Aspects in Higher Education (3)

EA624 Theories of Student Development (3)

EA628 Teaching in Higher Education (3)

OR

EA639 Ethics in Higher Education (3)

EA629 Internship in Higher Education (3)\*

GR691 Methods of Research (3)

OR

EA670 Higher Education Capstone (3)\*\*

PY571 Introduction to Behavioral Statistics (3)

Choose One of the Following Tracks:

**HIGHER EDUCATION ADMINISTRATION TRACK**

Choose 15 hours:

EA507 School and Campus Safety (3)

EA621 Finance in Higher Education (3)

EA622 Found in Higher Ed II: Leadership (3)

EA626 Introduction to Student Personnel (3)

EA632 Community College (3)

EA638 Women in Higher Education (3)

EA643 Current Issues in Higher Education (3)

EA644 Issues in Institutional Research I (3)

EA645 Issues in Institutional Research II (3)

EA670 Higher Education Capstone (3)

**HIGHER EDUCATION COUNSELING TRACK**

CP610 Counseling Orientation and Ethics (3)

CP611 Developmental Theories (3)

CP613 Social & Cultural Aspects of Counseling (3)

CP614 Counseling Skills (3)

CP680 Counseling Practicum (3)  
HIGHER EDUCATION SPORT MANAGEMENT TRACK  
SM540 Legal Aspects of Phy Activity and Sport (3)

OR

SM570 Mgmt and Leadership in Sports Org (3)  
SM610 Principles & Practices of Sport Management (3)  
SM612 Current Topics, Iss, & Trends in Sport (3)  
SM655 Design and Oper of Sport Related Fac (3)  
3 Hours of Electives

\*Course is repeatable

\*\*Advisor permission required

### **HISTORY (MA)**

Department of History  
Dr. Erika Hosselkus, Graduate Program Coordinator  
(573) 651-2763  
E-mail: ehosselkus@semo.edu

36 Hours Required

Core Courses:

GH600 Introduction to Public History (3)\*  
GH610 Methods of Research in History (3)\*  
US620/EH620/WH630 Seminar in History (9)  
21 Hours of Electives\*\*

\*Students must pass GH600 and GH610 with a "B" or higher to continue in the program.

\*\* No more than 6 hours may be chosen from GH/ HP601/602/603.

### **HUMAN ENVIRONMENTAL STUDIES (MA)**

Department Of Human Environmental Studies  
Dr. Shelba Branscum, Chairperson and Graduate Program Coordinator  
(573) 651-2729  
E-mail: sybranscum@semo.edu

36 Hours Required

Required Courses – 21 hours:

CF630 Advanced Family Systems (3)  
DS618 Environmental Design in Human Services (3)  
HE601 Sustainable Environments in Human Services (3)  
HE608 Supervision and Personnel Dev in HES (3)  
HE615 Qualitative Research Design (3)

OR

HE637 Research Design in HES (3)

HE625 Evaluating Research in the Human Services (3)

PY571 Introductory Behavioral Statistics (3)

Choose one specialization:

Thesis/Creative Specialization - 15 hours:

GR699 Master's Oral Exam (0)

HE694 Thesis (3)

HE695 Thesis (3)

Approved electives – 9 hours

Research Project/Non-thesis – 15 hours:

GR698 Master's Final Comp Exam (0)

HE640 Advanced Professional Practicum (3)

Approved electives – 12 hours

### **MENTAL HEALTH COUNSELING (MA)**

Department of Educational Leadership and Counseling

Dr. Melissa Odegard-Koester, Graduate Program Coordinator

(573) 651-2420

E-mail: [modegard@semo.edu](mailto:modegard@semo.edu)

60 Hours Required

3.25 GPA Required

Core Requirements:

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)

CP640 Mental Health Counseling (3)

CP641 Mental Health Systems and Prevention (3)

CP643 Psychodiagnostics and Treatment (3)

CP645 Marriage and Family Counseling (3)

CP661 Addictions Counseling (3)

CP680 Counseling Practicum (3)

CP686 Internship – Mental Health (3)

CP687 Internship – Mental Health (3)

CP688 Advanced Internship – Mental Health (3)

GR691 Methods of Research (3)

3 Hours of Electives

## **PUBLIC HISTORY (MA)**

Department of History  
Dr. Erika Hosselkus, Graduate Program Coordinator  
(573) 651-2763  
E-mail: ehosselkus@semo.edu

36 Hours Required

Required Courses:

GH600 Introduction to Public History (3)  
GH610 Methods of Research in History (3)  
US620/EH620/WH630 Seminar in History (6)  
HP615 Heritage Education (3)  
US635 American Material Culture (3)  
GH695-697 Thesis (6)

OR

HP640 Internship (3)

AND

HP645 Advanced Project in Applied History (3)  
Choose One of the Following Areas of Emphasis:

**HISTORIC PRESERVATION OPTION**

HP585 History of American Architecture (3)  
HP588 Legal and Econ Prin of Hist Preservation (3)

Choose 6 Hours From:

GH620 Techniques of Oral History (3)  
HP540 Topics in Historic Preservation (3)  
HP552 Historic Preservation Field School (3)  
HP580 Hist of Amer Bldg Materials and Tech (3)  
HP589 Hist Preservation Based Econ Revita (3)  
HP640 Internship (3)  
HP645 Advanced Project in Applied History (3)  
HP650 Problems in Historic Preservation (3)  
GH653 Problems in Social Studies (3)\*  
GH678 Issues in Social Studies (3)\*

\* No more than 3 hours may be chosen from GH653/678.

**HERITAGE EDUCATION OPTION**

GH653 Problems in Social Studies (3)  
GH678 Issues in social Studies (3)

6 Hours of Electives

## **SCHOOL COUNSELING (MA)**

Department of Educational Leadership and Counseling

Dr. Melissa Odegard-Koester, Counseling Program Coordinator  
(573) 651-2420  
E-mail: modegard@semo.edu

48 Hours Required

3.25 GPA Required

Required 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)  
CP630 Foundations of School Counseling (3)  
CP631 Crisis Intervention and Consultation (3)  
CP643 Psychodiagnostics and Treatment (3)  
CP680 Counseling Practicum (3)  
GR691 Methods of Research (3)

Choose One of the Following Options:

Elementary OPTION

CP682 Internship Elementary (3)  
CP684 Internship School Counseling (6)

Secondary OPTION

CP683 Internship Secondary (3)  
CP684 Internship School Counseling (6)

K-12 OPTION

CP682 Internship Elementary (3)  
CP683 Internship Secondary (3)  
CP684 Internship School Counseling (3)

## **SECONDARY ADMINISTRATION (MA)**

Department of Educational Leadership and Counseling  
Dr. Lisa Bertrand, Graduate Program Coordinator  
(573) 651-2424  
E-mail:lbertrand@semo.edu

36 Hours Required

3.25 GPA Required

Course Requirements:

EA625 Foundations of Educational Administration (3)  
EA634 School Supervision (3)

EA635 Secondary School Administration (3)  
EA647 Internship: Secondary School Administration I (3)\*  
EA651 School Law (3)  
EA653 Curriculum for Educational Leaders (3)  
EA655 School Business & Facilities Management/Public Relations (3)  
EA657 Internship: Secondary School Administration II (3)\*  
EA660 Administration & Supervision of Special Education (3)  
GR691 Methods of Research (3)  
GR698 Master's Final Comp Exam (0)  
Variable Topics or Electives as approved by advisor (6)  
\*The internship should be completed during 6-12 month period of time.

### **SECONDARY EDUCATION (MA)**

Department of Middle and Secondary Education  
Dr. Simin Cwick, Chairperson and Graduate Program Coordinator  
(573) 651-5965  
E-mail: scwick@semo.edu

33 Hours Required

3.25 GPA Required

Core Requirements – 18 hours:

EF690 Foundations of Curriculum Development (3)  
GR691 Methods of Research (3)  
SE600 Multimedia in Education (3)  
SE637 Curriculum Construction (3)  
SE638 Improvement of Instruction and Assessment (3)  
SE641 Multicultural Education (3)  
Choose One of the Following Options  
EDUCATIONAL STUDIES OPTION  
15 Hours of Electives (as approved by advisor)  
EDUCATIONAL TECHNOLOGY OPTION  
SE500 Internet in Education (3)  
SE617 Foundations of Educational Technology (3)  
SE680 Topics in Middle and Secondary Education (3)  
SE683 Instructional Design and Technology (3)  
SE685 Planning for Tech in the School District (3)

### **TEACHER LEADERSHIP (MA)**

Department of Educational Leadership and Counseling  
Dr. Margaret Noe, Graduate Program Coordinator  
(573) 651-2455  
E-mail: mnoe@semo.edu

30 Hours Required

Required Courses:

GR691 Methods of Research (3)

EA634 School Supervision (3)

EA651 School of Law (3)

EA655 School Bus/Facilities Mgmt/Public Relations (3)

EA660 Administration of Special Education (3)

EA653 Curriculum for Leaders in Education (3)

12 Hours of the Following:

EA682 Educational Leadership Variable Topics I (1-3)

### **TESOL (MA)**

Department of English

Dr. Deqi Zen, Graduate Program Coordinator

(573) 651-2630

E-mail: [dzen@semo.edu](mailto:dzen@semo.edu)

36 Hours Required

Core Requirements:

TL525 Theories of ESL/EFL Learning (3)

TL585 Methods of Techniques of TESOL (3)

TL625 Materials Dev & Assess 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 (3)

TL630 Special Problems in TESOL (3)

Choose 9 Hours From the Following:

EN606 Topics, Issues and Trends in English (3)

SE641 Multicultural Education (3)

TL610 Dev Intercultural Awareness & Competence (3)

TL650 Approaches to Second Lang Literacy Instr (3)

### **MASTER OF BUSINESS ADMINISTRATION**

#### **MASTER OF BUSINESS ADMINISTRATION (MBA)**

Harrison College of Business

Dr. Kenneth Heischmidt, Director  
(573) 651-2912  
E-mail: kheischmidt@semo.edu  
Administrative Assistant: (573) 651-5116

### 33 Hours Required

#### Common Course Requirements:

- BA600 Organizational Behavior in Practice (3)
- BA620 Quantitative & Qualitative Research Methods (3)
- BA630 Integrated Decision Information Systems (3)
- BA650 Strategic Decision Making (3)
- BA651 Strategic Marketing (3)
- BA657 Applied Research Project (3)\*
- BA660 Strategic Cost Analysis & Fin Applications (3)
- BA668 The Financial Environment (3)

\*Topic must relate to option selected

#### Choose One of the Following Options:

##### ACCOUNTING OPTION

#### Choose One Course From:

- AC550 Fraud Exam & Forensic Accounting (3)
- AC631 Advanced Cost Analysis (3)
- AC647 Emerging Issues in Accounting (3)

#### Choose Two Courses From:

- AC534 Financial Accounting and Reporting III (3)
- AC537 Adv Audit & Assurance Serv (3)
- AC540 International Perspectives Accounting (3)
- AC545 Taxation of Business Entities (3)
- AC546 Income Tax Research (3)
- AC548 Government & Not-for-Profit Accounting (3)
- AC563 Legal & Ethical Issues in Accounting (3)
- AC573 Accounting Internship (3)

##### ENTREPRENEURSHIP OPTION

#### Choose 9 hours:

- BA521 Topics in Entrepreneurship (3)
- BA531 Imagination, Creativity & Innovation (3)
- BA551 Managing & Growing New Ventures (3)
- BA561 Business Planning for New Ventures (3)
- BA641 Creating the Entrepreneurial Adventure (3)

##### ENVIRONMENTAL MANAGEMENT OPTION

- EV661 Business Strategies for Corporate Mgmt (3)

#### Choose 6 Hours From:

- EV551 Hazardous Material Assessments (3)
- EV653 Occupational Health (3)
- EV654 Risk Assessment Applications (3)

EV655 Industrial Hygiene (3)  
EV660 Introduction to Toxicology (3)  
FINANCIAL MANAGEMENT OPTION  
BA665 Fin Institutions, Credit Mkts & Reg Policies (3)  
FI540 International Finance (3)  
FI568 Portfolio Seminar (3)

GENERAL MANAGEMENT OPTION

Choose 9 Hours From:\*

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 Fin Institutions, Credit Mkts, & Reg Policies (3)  
BA667 Liability Risks, Prod and Services (3)  
BA678 Operations Management (3)  
EC580 International Economics (3)  
FI540 International Finance (3)  
MA580 Experimental Design of Analytical Variance (3)  
MA623 Statistical Analysis for Forensic Science (3)  
MG546 Acquiring & Compensating Talent (3)  
MG548 Project Management (3)  
MG550 Improving Team Performance (3)  
MG560 International Management (3)  
MK560 International Marketing (3)

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

HEALTH ADMINISTRATION OPTION

Select 9 hours from:

EC585 Healthcare Economics (3)  
HA510 Healthcare Operations (3)  
HA520 Intro to Healthcare Quality (3)  
HA540 Healthcare Informatics (3)  
HA580 Management of Health Systems: Strategy and Quality (3)  
HA581 Health Administration Policy (3)  
HA582 Healthcare Budgeting and Reimbursement (3)  
HA585 Healthcare Marketing (3)

INDUSTRIAL MANAGEMENT OPTION

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

## INTERNATIONAL BUSINESS OPTION

BA663 International Business Strategies (3)

Choose 6 Hours From:

AC540 International Perspectives on Accounting (3)

EC580 International Economics (3)

FI540 International Finance (3)

Choose One Course From:

MK560 International Marketing (3)

MG560 International Management (3)

BA6XX Elective (3)

9 Hours of University foreign language or equivalent proficiency

## SPORT MANAGEMENT OPTION

SM610 Principles & Practices of Sport Management (3)

SM612 Topics, Issues and Trends in Sports (3)

SM655 Design & Operations of Sports Related Fac (3)

## MASTER OF NATURAL SCIENCE

### BIOLOGY (MNS)

Department of Biology

Dr. Dustin Siegel, Graduate Program Coordinator

(573) 651-2366

E-mail: dsiegel@semo.edu

32 Hours Required

Required Courses:

BI689 Graduate Seminar I (1)

BI690 Graduate Seminar II (1)

Complementary Area:

6 Hours from any one department outside of Biology

Choose One of the Following Options

THESIS OPTION:

Choose 3-6 hours from the following:

BI694 Thesis (3)

BI696 Thesis (2)

BI697 Thesis (1)

13-16 Hours of Biology Electives

2-8 Hours of Electives

NON-THESIS OPTION:

16 Hours of Biology Electives

8 Hours of Electives

## **CHEMISTRY (MNS)**

Department of Chemistry

Dr. Philip Crawford, Chairperson

(573) 651-2166

E-mail: pcrawford@semo.edu

32 Hours Required

Choose One of the Following Tracks:

### **FORENSIC CHEMISTRY TRACK**

Required Courses:

CH575 Chemical Instrumentation (4)

CH607 Intro to Research and Chem Lit (3)

CH608 Seminar (3 enrollments) (0)

CH609 Seminar (1)

CH620 Forensic Chemistry (4)

CH641 Topics in Organic and Biological Chem (3)

OR

CH675 Topics in Analytical Chemistry (3)

MA623 Statistical Analysis for Forensic Chem (3)

Complementary Area:

FS550 Crime Lab I: Microscopy (2)

FS552 Crime Lab II: Blood and Fluids (2)

FS601 Problems in Forensic Science (1)

3 Hours of Electives

Choose One of the Following Options:

Thesis option:

6 Hours from the following

CH676-CH678 Internship in Chemistry (1-3)

CH691-CH695 Research (3-5)

Non-thesis option

6 Hours of Chemistry Electives (A maximum of 2 hours of CH511, CH540, CH571 may count as elective credit)

### **NON-FORENSIC CHEMISTRY TRACK**

Required Courses:

CH607 Intro to Research and Chem Lit (3)

CH608 Seminar (3 enrollments) (0)

CH609 Seminar (1)

One Course from the following:

CH611 Topics in Physical Chemistry (3)

CH641 Topics in Organic and Biological Chem (3)

CH663 Topics in Inorganic Chemistry (3)

CH675 Topics in Analytical Chemistry (3)

8 Hours of Chemistry Electives (A maximum of 2 hours of CH511, CH540, CH571 may count as elective credit)

Complementary Area:

6 Hours from any one department outside of Chemistry

Choose One of the Following Options

Thesis option

5 Hours of Electives

6 Hours from the following:

CH676-CH678 Internship in Chemistry (1-3)

CH691-CH695 Research (3-5)

Non-Thesis option

3 Hours of Chemistry Electives (CH511, CH540, CH571 may not count towards the Chemistry Electives)

8 Hours of Electives

### **MATHEMATICS (MNS)**

Department of Mathematics

Dr. Dan Daly, Graduate Program Coordinator

(573) 651-2565

E-mail: ddaly@semo.edu

32 Hours Required

Required Courses:

MA560 Research Methods (3)

Choose Two Courses From:

MA546 Advanced Calculus I (3)

MA635 Topology (3)

MA647 Complex Analysis (3)

Choose One Course From:

MA642 Groups and Fields (3)

MA644 Rings and Modules (3)

Choose One Course From:

MA532 Foundations of Geometry (3)

MA633 Differential Geometry (3)

MA643 Number Theory (3)

Complementary Area:

6 Hours from any one department outside of Mathematics

11 Hours of Electives/Thesis

### **SCIENCE EDUCATION (MNS)**

College of Science, Technology & Agriculture

Dr. Rachel Morgan Theall, Director

(573) 651-2372

E-mail: rmtheall@semo.edu

32 Hours Required

Course Requirements:

ST601 Introduction to Science Education (3)

ST603 Research Methods in Science Education (3)

ST660 Advanced Topics in Science Education (3)

Choose 9 Hours From:

BS618 Topics in Biology Education (3)

CH618 Topics in Chemistry Education (3)

GO618 Topics in Earth Science Education (3)

PH618 Topics in Physics Education (3)

8 Hours of Electives (as approved by advisor)

Choose One of the Following Tracks

SECONDARY SCIENCE EDUCATION TRACK

Choose 6 Hours From:

SE601 Schools in the Middle (3)

SE602 Effective Teaching at the Middle Level (3)

SE603 Curriculum Development at the Middle Level (3)

SE604 Designing Interdisciplinary Units (3)

SE637 Secondary Curriculum Construction (3)

SE638 Improvement of Instruction (3)

EF690 Foundations of Curriculum Development (3)

PY571 Statistics for the Behavioral Sciences (3)

ELEMENTARY SCIENCE EDUCATION TRACK

Choose 6 Hours From:

SE601 Schools in the Middle (3)

SE602 Effective Teaching at the Middle Level (3)

SE603 Curriculum Development at the Middle Level (3)

SE604 Designing Interdisciplinary Units (3)

EL604 Teaching Science in the Elementary School (3)

EL606 Elementary Curriculum Construction (3)

EL645 Teaching-Learning Processes (3)

EF690 Foundations of Curriculum Development (3)

PY571 Statistics for the Behavioral Sciences (3)

MIDDLE SCHOOL SCIENCE EDUCATION TRACK

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

## **MASTER OF PUBLIC ADMINISTRATION**

### **MASTER OF PUBLIC ADMINISTRATION (MPA)**

Department of Political Science, Philosophy and Religion

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

36 Hours Required

Core 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 ( 3)

PS655 Federalism (3)

PS697 Internship (3)

OR

3 Hours or Thesis

Choose 12 Hours From:

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)

## **MASTER OF SCIENCE**

### **CRIMINAL JUSTICE (MS)**

Department Of Criminal Justice

Dr. John Wade, Graduate Program Coordinator (on campus program)

(573) 651-2541

E-mail: jwade@semo.edu

Dr. Andrew Fulkerson, Graduate Program Coordinator (online program)

(573) 651-2429

36 Hours Required

Core Requirements

CJ600 Overview of the Criminal Justice System (3)

CJ626 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)

Choose One of the Following Options:

COMMUNITY POLICING ADMINISTRATION\*\*

CJ6XX Effective Policing in the Information Age (3)

CJ6XX Public Administration for Community Policing (3)

CJ6XX Crisis and Conflict (3)

CJ6XX Community Policing I (3)

CJ6XX Community Policing II (3)

\*\*Community Policing option requires completion of the capstone seminar.

CRIMINAL JUSTICE ADMINISTRATION

Choose 12 hours from the following:\*

CJ510 Comparative Criminal Justice Systems (3)

CJ525 Crime and Criminal Justice Policy (3)

CJ610 Seminar in Law Enforcement (3)

CJ619 Restorative Justice (3)

CJ625 Adult Correctional Org and Admin (3)

CJ630 Contemporary Juvenile Justice (3)

CJ641 Death Penalty in America (3)

CJ693 Independent Study in Criminal Justice (3)

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

Choose One of the Capstone Options:

Thesis Option

CJ694 Thesis in Criminal Justice (3)

CJ695 Thesis in Criminal Justice (3)

Internship Option

CJ699 Internship (6)

Capstone Seminar Option

CJ650 Seminar in Criminal Justice Practice (3)

3 Hours of Electives

Non-Capstone Option

GR698 Master's Final Comp Exam (0)

6 Hours of Electives

## **ENVIRONMENTAL SCIENCE (MS)**

College of Science, Technology & Agriculture

Environmental Science Program

Dr. John C. Kraemer, Graduate Coordinator

(573) 651-2355,

Email: [jkraemer@semo.edu](mailto:jkraemer@semo.edu)

32 Hours Required

## COURSE REQUIREMENTS

12 Hours of Environmental Science Electives

14 Hours of Electives

Choose One of the Following Options:

THESIS RESEARCH OPTION

EV697-EV699 Thesis (6)

NON-THESIS OPTION

EV681-EV683 Environ Science Internship (6)

RESEARCH OPTION

EV691-EV693 Environ Science Research (6)

## **HEALTHCARE MANAGEMENT (MS)**

Harrison College of Business

Department of Management & Marketing

Dr. Heather S. McMillan, Coordinator of Healthcare Programs

(573) 651-2317

E-Mail: [hmcmillan@semo.edu](mailto:hmcmillan@semo.edu)

30 Hours Required

Core Requirements:

BA600 Organizational Behavior in Practice (3)

BA656 Applied Human Resource Management (3)

HA580 Management of Health Systems: Strategy and Quality (3)

HA620 Research Methods in Healthcare (3)

HA657 Applied Research Project in Healthcare (3)

HA658 Internship in Healthcare (3)

Choose One of the Following Options:

ADMINISTRATION

EC585 Healthcare Economics (3)

HA510 Healthcare Operations (3)

HA581 Health Administration Policy (3)

HA582 Healthcare Budgeting and Reimbursement (3)

COMMUNICATION

HA585 Healthcare Marketing (3)

HL672 Health Promotion Programs (3)

PY555 Health Psychology (3)

SC560 Organizational Communication (3)

INFORMATICS

BA630 Integrated Decision Information Systems (3)

HA540 Healthcare Informatics (3)

HA545 Healthcare Database Systems (3)

MG575 Information Technology Management (3)

OR

CY501 Cybersecurity (3)

## QUALITY & PATIENT SAFETY

HA520 Introduction to Healthcare Quality (3)

HA525 Advanced Healthcare Quality (3)

HA530 Introduction to Patient Safety (3)

HA535 Advanced Patient Safety (3)

## GENERAL

Select one course from each of the four structured options above.

## **MANAGEMENT (MS)**

Harrison College of Business

Dr. Kenneth Heischmidt, Director

(573) 651-2912

E-mail: [kheischmidt@semo.edu](mailto:kheischmidt@semo.edu)

Administrative Assistant: (573) 651-5116

30 Hours Required

Core Requirements:

BA600 Organizational Behavior in Practice (3)

BA620 Quantitative and Qualitative Research Mthds (3)

BA641 Entrepreneurship (3)

BA656 Applied Human Resource Management (3)

BA657 Applied Research Project (3)

BA664 Organizational Leadership (3)

BA667 Liability Risks in Products and Services (3)

MG562 Organizational Theory and Design (3)

6 Hours of electives:

BA521 Topics in Entrepreneurship (3)

BA531 Imagination, Creativity and Innovation (3)

BA551 Managing and Growing the New Venture (3)

BA561 Business Planning for New Ventures (3)

BA661 External Environment of Business (3)

BA662 Contemporary Issues in Business (3)

BA671 Business Topics Seminar (1-3)

MG5xx Management 500 level course(3)

## **NUTRITION AND EXERCISE SCIENCE (MS)**

Department of Health, Human Performance & Recreation

Dr. Jeremy Barnes, Graduate Program Coordinator

(573) 651-2782

E-mail: [jbarnes@semo.edu](mailto:jbarnes@semo.edu)

39 Hours Required

Core Requirements:

HL601 Physiology of Exercise (3)

FN/HL690 Seminar in Nutrition and Exercise Science (3)

HL621 Exercise in Health and Disease (3)

HE637 Research Design in HES (3)

PY571 Introductory Behavioral Statistics (3)

FN550 Vitamin Metabolism (3)

FN530 Pathophysiology: Imp for Nutr & Ex Science (3)

HL603 Cardiovascular Exercise Physiology (3)

3 Hours of HL/FN Electives

6 Hours of Electives

HL691 Applied Research (3)\*

HL/FN699 Internship (3)\*

\*HL691 and HL/FN699 may be replaced by HE694 and HE695 if the student chooses the Thesis option.

### **TECHNOLOGY MANAGEMENT (MS)**

Department of Polytechnic Studies

Dr. Khaled Bawaneh, Graduate Program Coordinator

(573) 986-7478

E-Mail: kbawaneh@semo.edu

33 Hours Required

CORE REQUIREMENTS:

FM504 Facilities Management (3)

IM600 Managing Technology Innovation (3)

IM602 Advanced Quality Concepts (3)

IM603 Ind Supervision in a Diverse Workplace (3)

IM605 Innovation for a Lean Enterprise (3)

IM606 Knowledge Management (3)

IM691 Understanding Graduate Research (3)

CHOOSE ONE TRACK:

Thesis Track:

IM694 Thesis (3)

GR699 Master's Oral Exam (0)

Applied Project Track:

IM693 Applied Research Project (3)

GR698 Master's Final Comp Exam (0)

Class Track:

IM692 Modeling and Simulation (3)

GR698 Master's Final Comp Exam (0)

CHOOSE 9 HOURS FROM ONE OPTION:

3D ANIMATION & GAMING

GM525 Virtuality in Gaming (3)

GM580 Motion Capture Technology (3)

GM585 Computer Special Effects (3)  
GM680 Stereoscopic Imaging (3)  
CYBERSECURITY  
CY501 Introduction to Cybersecurity (3)  
CY510 Information Security and Assurance (3)  
CY520 Information Security in Systems Administration (3)  
CY610 Web Application Security (3)  
CY620 Computer Forensics (3)  
FACILITIES MANAGEMENT  
CM510 Building Information Modeling (3)  
ET570 Energy Management (3)  
EV654 Risk Assessment Applications (3)  
FM554 Facilities Operation and Supervision (3)  
IM506 Projects in Industrial & Engineering Technology (3)  
INDUSTRIAL EDUCATION/TRAINING & DEVELOPMENT  
IE590 Assessment for Career & Technical Education (3)  
IE592 Selection & Organization of Subject Matter (3)  
IE593 Principles & Practices of Industrial Technical Teaching (3)  
IE595 Teaching Adults in Career & Technical Education (3)  
IE596 Philosophy in Career & Technical Education (3)  
IE597 Coordination of Cooperative Education (3)  
MANUFACTURING SYSTEMS  
ET568 Industrial Controls (3)  
ET570 Energy Management (3)  
IM617 Manufacturing Resource Analysis (3)  
MN512 Advanced Manufacturing Systems (3)  
TELECOMMUNICATIONS SYSTEMS  
TN562 Networking I (3)  
TN563 LAN Switching (3)  
TN564 Telecommunications & Networking II (3)  
TN565 Network Management (3)  
TN566 IP Telephony(3)  
TN625 Wireless Communications & Mobile Data Networks (3)  
TN635 Network Security (3)  
WORKPLACE ENVIRONMENT & HEALTH SAFETY  
EV551 Hazardous Material Assessment (3)  
EV653 Occupational Health (3)  
EV654 Risk Assessment Applications (3)  
EV655 Industrial Hygiene (3)  
EV660 Introduction to Toxicology (3)  
EV661 Business Strategies for Corp Env Mgmt (3)  
EV666 HAZWOPPER (3)  
CUSTOMIZED FOCUS  
Electives as approved by advisor

## **MASTER OF SCIENCE IN NURSING**

### **MASTER OF SCIENCE IN NURSING (MSN)**

Department Of Nursing

Dr. Elaine Jackson, Director of Graduate Studies

(573) 651-2871

E-mail: ejackson@semo.edu

41-43 Hours Required

Core Requirements:

NS601 Informatics for Advanced Nursing Roles (3)

NS602 Quality & Safety in Advanced Nursing Roles (3)

NS603 Organizational & Systems Leadership for Advanced Nursing Roles (3)

NS604 Evidence-Based Practice: Synthesis & Translation (3)

NS610 Public Policy & Issues in Health Care (3)

NS625 Advanced Pharmacology (4)

NS628 Advanced Health Assessment (3.5)

NS629 Advanced Health Assessment Practicum (0.5)

NS636 Advanced Pathophysiology (4)

NS642 Advanced Roles Seminar (2)

Choose One of the Following Options:

Nurse Educator Option

NS643 Advanced Nursing Roles I (4)

NS644 Advanced Nursing Roles II (4)

NS641 Internship (1)

NS635 Nurse Educator Practicum (3)

Family Nurse Practitioner Option

NS638 Primary Care I (3)\*

NS639 Primary Care I Practicum (1.5)

NS648 Primary Care II Adult Health (3)

NS649 Primary Care II Practicum (2.5)

NS659 Primary Care III Clinical Role Practicum (4)

\*Requires grades of 'B' or better in NS625, NS636, NS628, and NS629

POST-MASTER'S FAMILY NURSE PRACTITIONER REQUIREMENTS:

NS628 Advanced Health Assessment (3.5)\*

NS629 Advanced Health Assessment Practicum (0.5)\*

NS638 Primary Care I (3)\*

NS639 Primary Care I Practicum (1.5)

NS642 Advanced Roles Seminar (2)

NS648 Primary Care II Adult Health (3)

NS649 Primary Care II Practicum (2.5)

NS659 Primary Care III Clinical Role Practicum (4)

NS663 Independent Study in Nursing (1)\*\*

\*If needed, NS625 & NS636 should be completed prior to NS628 & NS629

\*\*NS663 should be completed prior to or with the first nurse practitioner specialty course.

## **SPECIALIST DEGREES**

### **SPECIALIST IN COUNSELING (Ed.S)**

Department of Educational Leadership & Counseling

Dr. Travis Smith, Graduate Program Coordinator

(573) 651-2430

E-mail: tsmith1@semo.edu

Requirements for Specialist Degree

Counseling Core Required Prerequisites:

CP610 Counseling Orientation & 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)

CP6XX Internship (6)

GR691 Methods of Research (3)

Education Specialist Core

PY571 Introduction to Behavioral Statistics (3)

CP733 Advanced Educational Processes (3)

CP771 Counselor Supervision (3)

CP788 Advanced Internship (3-6)

GR799 Specialist Oral Examination (0)

Electives - 15-18 Hours:

CP626 Advanced Career Theory (3)\*

CP630 Foundations of School Counseling (3)

CP640 Foundations of Mental Health Counseling (3)

CP 641 Mental Health Systems (3)

CP645 Marriage & Family Counseling (3)\*

CP652 Counseling Children & Adolescents (3)\*

CP 661 Addictions Counseling (3)

CP664 Religion & Spirituality in Counseling (3)\*

CP735 Intelligence Testing (3)

CP739 Testing Practicum (3)  
EA625 Foundations of Educational Administration (3)  
EA651 School Law (3)  
EX601 Educational Assessment Techniques (3)  
EX635 Psychology & Education of Students with Special Needs (3)  
SE635 Theories of Learning & Instructional Strategies (3)

*\*Recommended electives*

Specialist Students also must have completed the requirements of a counseling major—school, community, or an acceptable counseling major from another master's program. All students must have a minimum, including the Master's, of 72 credit hours to graduate from the Educational Specialist 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.

#### 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 GPA 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, Coordinator of the Specialist Program, and the Office of the Registrar.

#### **SPECIALIST IN EDUCATIONAL ADMINISTRATION (Ed.S)**

Department of Educational Leadership and Counseling

Dr. Margaret Dalton, Graduate Program Coordinator

(573) 651-2207

E-mail: mdalton@semo.edu

30 Hours Required

3.25 GPA Required

Choose One of the Following Specialty Areas:

**SUPERINTENDENCY:**

EA707 Personnel Management in Education (3)

EA709 Administrative Leadership (3)  
EA710 School District Administration (3)  
EA737 Administration of Curriculum (3)  
EA743 Research into Administrative Practice (3)  
EA755 School District Law (3)  
EA756 Financial Management and Leadership (3)  
EA760 Internship I: Specialist Level (3)  
EA761 Internship II: Specialist Level (3)  
EA785 School Plant Planning and Operation (3)  
ADVANCED PRINCIPALSHIP or SPECIAL EDUCATION DIRECTOR:  
EA707 Personnel Management and Leadership (3)  
EA709 Administrative Leadership (3)  
EA710 School District Administration (3)  
EA716 Instructional Leadership Strategies I (3)  
EA718 Instructional Leadership Strategies II (3)  
EA737 Administration of Curriculum (3)  
EA743 Research into Administrative Practice (3)  
EA755 School District Law (3)  
EA756 Financial Mgmt & Leadership (3)  
EA785 School Plant Planning and Operation (3)

### **SPECIALIST IN EDUCATIONAL LEADERSHIP DEVELOPMENT (Ed.S)**

Department of Educational Leadership and Counseling  
Dr. Margaret Dalton, Graduate Program Coordinator  
(573) 651-2207  
E-mail: mdalton@semo.edu

30 Hours Required

Required Courses:

EA737 Administration of Curriculum (3)  
EA755 School District Law (3)  
EA756 School Finance (3)  
EA785 School Plant Planning & Operation (3)  
EA716 Instructional Leadership Strategies I (3)  
EA718 Instructional Leadership Strategies II (3)

12 Hours of Electives

*NOTE: This program does not lead to administrative certification.*

### **COOPERATIVE DOCTORAL (ED.D.)**

**COOPERATIVE DOCTORAL (ED.D.) BETWEEN SOUTHEAST MISSOURI STATE UNIVERSITY 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 cohorts starting every two years. For additional information regarding application procedures, requirements, and scheduling, contact Dr. Paul Watkins (573-651-2136) or [pwatkins@semo.edu](mailto:pwatkins@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, both written and oral.
- Dissertation research will follow the two years of course work (and must be completed within 5 years).
- 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.

Southeast Missouri State University is 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 master's 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:

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

Total 23 hours

Two courses in the master's 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 master's 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

SU (MU)	Organizational Analysis for Educational Leadership(4) Educational Leadership Inquiry I: Change, Diversity, & Ethics (2) Team Building & Group Dynamics (1)
FA (SEMO)	EA900 Leadership Theory and Practice (4)
Online (MU)	Professional Seminar I: Research Design (1 hr)
SP (SEMO)	EA 907 Qualitative Methods in Educational Research I (3) EA 905 Educational Leadership Inquiry II: Research, Ethics, & IRB (1)
Online (MU)	Professional Seminar I: Research Design (1 hr)

##### Year 2

SU (MU)	Policy Analysis for Educational Leadership (4) Quantitative Methods in Educational Research I (3)
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FA (SEMO) EA 905 Educational Leadership Inquiry III: Data Reporting (1)  
EA 915 Educational Planning & Evaluation (3)

Online (MU) Professional Seminar II: Advanced Research Design (1)

SP (SEMO) EA 905 Educational Leadership Inquiry IV: Data Driven Decision Making (1)  
EA 910 Content and Context of Learning (3)

Online (MU) Professional Seminar II: Advanced Research Design—Prospectus (1)

Coursework 34 hours

Comprehensive Exams

Dissertation 12 hours

Program Requirements Total 46 Hours

Prerequisites

- GRE score appropriate to the exam taken
- PY571 Introduction to Behavioral Statistics

## **CERTIFICATE PROGRAMS**

### **AUTISM SPECTRUM DISORDER**

Department of Elementary, Early and Special Education

Dr. Julie Ray, Chairperson

(573) 651-2123

E-mail: jaray@semo.edu

15 Hours Required

EX555 Intro to Autism Spectrum Disorder (3)

EX556 Comm Interv/Strat for Indiv with Aut Spec Dis (3)

EX557 Behvr Mgmt/Interv for Indiv with Aut Spec Dis (3)

EX558 Research Autism Spectrum Disorder (3)

EX559 Clinical Practicum (3)

### **FACILITIES MANAGEMENT CERTIFICATE**

Department of Polytechnic Studies

Dr. Khaled Bawaneh, Graduate Program Coordinator

(573) 986-7478

E-Mail: kbawaneh@semo.edu

15 Hours Required

Core Requirements:

FM504 Facilities Management (3)  
FM544 Sustainable Construction Materials & Tech (3)  
FM554 Facilities Operations & Supervision (3)  
FM564 Sustainable Facilities Planning & Design (3)  
FM565 Building Automation & Technology (3)

**HEALTHCARE MANAGEMENT: ADMINISTRATION OPTION CERTIFICATE**

Harrison College of Business  
Department of Management & Marketing  
Dr. Heather S. McMillan, Coordinator of Healthcare Programs  
(573) 651-2317  
E-Mail: hmcmillan@semo.edu

15 Hours Required

Required Courses:

EC585 Healthcare Economics (3)  
HA510 Healthcare Operations (3)  
HA580 Management of Health Systems: Strategy and Quality (3)  
HA581 Health Administration Policy (3)  
HA582 Healthcare Budgeting and Reimbursement (3)

**HEALTHCARE MANAGEMENT: COMMUNICATION OPTION CERTIFICATE**

Harrison College of Business  
Department of Management & Marketing  
Dr. Heather S. McMillan, Coordinator of Healthcare Programs  
(573) 651-2317  
E-Mail: hmcmillan@semo.edu

15 Hours Required

Required Courses:

HA580 Management of Health Systems: Strategy and Quality (3)  
HA585 Healthcare Marketing (3)  
HL672 Health Promotion Programs (3)  
PY555 Health Psychology (3)  
SC560 Organizational Communication (3)

**HEALTHCARE MANAGEMENT: GENERAL OPTION CERTIFICATE**

Harrison College of Business  
Department of Management & Marketing  
Dr. Heather S. McMillan, Coordinator of Healthcare Programs

(573) 651-2317

E-Mail: hmcmillan@semo.edu

15 Hours Required

Required Courses:

HA510 Healthcare Operations (3)

HA580 Management of Health Systems: Strategy and Quality (3)

Choose one course from each of the four structured option areas:

Administration – choose one course

EC585 Healthcare Economics (3)

HA581 Health Administration Policy (3)

HA582 Healthcare Budgeting and Reimbursement (3)

Communication – choose one course

HA585 Healthcare Marketing (3)

HL672 Health Promotion Programs (3)

PY555 Health Psychology (3)

SC560 Organizational Communication (30)

Quality and Patient Safety – choose one course

HA520 Introduction to Healthcare Quality (3)

HA530 Introduction to Patient Safety (3)

### **HEALTHCARE MANAGEMENT: INFORMATICS OPTION CERTIFICATE**

Harrison College of Business

Department of Management & Marketing

Dr. Heather S. McMillan, Coordinator of Healthcare Programs

(573) 651-2317

E-Mail: hmcmillan@semo.edu

15 Hours Required

Required Courses:

BA630 Integrated Decision Information Systems (3)

HA540 Healthcare Informatics (3)

HA545 Healthcare Database Systems (3)

HA580 Management of Health Systems: Strategy and (3)

MG575 Information Technology Management (3)

### **HEALTHCARE MANAGEMENT: QUALITY & PATIENT SAFETY OPTION CERTIFICATE**

Harrison College of Business

Department of Management & Marketing

Dr. Heather S. McMillan, Coordinator of Healthcare Programs

(573) 651-2317

E-Mail: hmcmillan@semo.edu

15 Hours Required

Required Courses:

HA520 Introduction to Healthcare Quality (3)

HA525 Advanced Healthcare Quality (3)

HA530 Introduction to Patient Safety (3)

HA535 Advanced Patient Safety (3)

HA580 Management of Health Systems: Strategy and Quality (3)

### **HERITAGE EDUCATION CERTIFICATE**

Department of History

Dr. Erika Hosselkus, Graduate Program Coordinator

(573) 651-2763

E-mail: ehosselkus@semo.edu

18 Hours Required

Required Courses:

GH600 Introduction to Public History (3)

GH610 Methods of Research in History (3)

GH653 Problems in Social Studies (3)

OR

SS678 Issues in Social Studies (3)

HP615 Heritage Education (3)

OR

US635 American Material Culture (3)

US620/EH620/WH630 Seminar in History (3)

Choose 3 Hours From:

SExxx Secondary Education courses (3)

US620/EH620/WH630 Seminar in History (3)

XXxxx Pre-approved workshops (e.g., AP Institute) (3)

### **HISTORIC PRESERVATION CERTIFICATE**

Department of History

Dr. Erika Hosselkus, Graduate Program Coordinator

(573) 651-2763

E-mail: ehosselkus@semo.edu

18 Hours Required

Required Courses:

GH600 Introduction to Public History (3)

GH610 Methods of Research in History (3)

US620/EH620/WH630 Seminar in History (3)

HP585 History of American Architecture (3)  
HP588 Legal & Econ Prin of Hist Preservation (3)  
Choose 3 Hours From:  
HP580 Hist of Amer Bldg Materials and Tech (3)  
HP589 Hist Preservation Based Econ Revita (3)  
US635 American Material Culture (3)

**SCHOOL PSYCHOLOGIST EXAMINER CERTIFICATE**

Department of Education Leadership & Counseling  
Dr. Janice Ward, Graduate Program Coordinator  
(573)651-2415  
E-mail: [jward@semo.edu](mailto:jward@semo.edu)

24 Hours Required

Required Courses:

CP611 Developmental Theories (3)  
CP617 Assessment in Counseling (3)  
CP643 Psychodiagnostics & Treatment (3)  
CP733 Adv Educational Processes (3)  
CP735 Intelligence Testing (3)  
CP739 Testing Practicum (3)  
ED615 Test & Measurements (3)

OR

EX601 Educ Assessment Tech (3)  
PY571 Intro to Behavioral Stats (3)

## **COURSE DESCRIPTIONS**

### **ACCOUNTING (AC)**

- AC534. Financial Accounting & Reporting III. Business combinations, consolidated statements, partnerships, and not-for-profit accounting. Prerequisite: AC332 with minimum grade of 'C.' (3)
- AC537. Advanced Auditing & Assurance Services. An in-depth examination of auditor legal liability, ethics, audit procedures, statistical sampling, & audit research using electronic databases & the Internet. Prerequisite: AC437 with minimum grade of 'C' or consent of instructor. (3)
- AC540. International Perspectives in Accounting. An examination of accounting rules & practices of multinational enterprises throughout the world with special emphasis on harmonization, standardization, & disclosure requirements. Prerequisite: AC222 with a minimum grade of 'C.' (3)
- AC545. Taxation of Business Entities. An examination of federal tax laws with emphasis on corporate taxpayers, partnerships, and fiduciaries. Prerequisite: Minimum grade of 'C' in AC435 or consent of instructor. (3)
- AC548. Governmental and Not-for-Profit-Accounting. An introduction to the accounting principles and reporting practices of governments and not-for-profit organizations. Prerequisite: Minimum grade of 'C' in AC222 (3)
- AC 550. Fraud Examination and Forensic Accounting. In-depth study of fraud examination with focus on causes of fraud, controls to prevent fraud, company management and the auditor's role in deterring and detecting fraud. (3)
- AC563. (Cross-listed with BL563). Legal and Ethical Issues in Accounting. A study of legal issues confronting business decision-makers, including negotiable instruments, debtor-creditor relationships, securities regulation & business organizations. Prerequisite: BL255 or its equivalent with minimum grade of 'C' or consent of instructor. (3)
- AC573. Accounting Internship. A supervised learning and work experience in professional accounting. Forty contact hours are required for each hour of credit. One to three credit hours available. Prerequisite: Junior standing; AC321 with a minimum grade of 'C'; overall 2.75 GPA. (1-3)
- AC631. Advanced Cost Analysis. Introduction & application of strategic cost/managerial accounting concepts & procedures. Prerequisites: AC331 with a minimum grade of 'C'; BA660; or consent of instructor. (3)
- AC647. Emerging Issues in Accounting. Study and application of accounting theory to current and emerging issues in accounting practice. Prerequisite: AC331 with minimum grade of 'C.' (3)

### **AGRICULTURE (AG)**

- AG551. Water Management. Soil, Water, and Plant Relationships. Design and layout of farm drainage and irrigation systems. Prerequisite: AO215. (3)

### **AGRONOMY (AO)**

- 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)
- 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)

## ANTHROPOLOGY (AN)

AN 550. Historic Archaeology. Intensive examination of major issues in the development of historical archaeology, theoretical and methodological issues, and major areas of research. (3)

AN 551. Historic Archaeology Field School. Historic archeological survey and excavation; intensive instruction in recovery and documentation of cultural remains; public interpretation of an excavation; practice in archival research. (6)

## APPLIED BEHAVIOR ANALYSIS (AB)

AB531. Basic Principles in Applied Behavior Analysis. Survey of the concepts and principles of operant and respondent conditioning, and applications and research from the science of Applied Behavior Analysis. Prerequisite: Junior standing (60 undergraduate hours) or consent of instructor. (3)

AB532. Methods for Studying the Behavior of Individuals. Introduction to the fundamentals of single-case and behavior analytic research methods, including designing, conducting, and evaluating Applied Behavior Analysis research. Pre- or co-requisite: AB531. (3)

AB533. Applied Behavior Analysis I: Assessment and Skill Acquisition. ABA intervention course that reviews assessment and intervention methods used to select appropriate behavioral goals, define targets, and teach new skills. Prerequisite: AB532. (3)

AB534. Applied Behavior Analysis II: Functional Assessment and Behavior Reduction. ABA intervention course that reviews functional assessment and intervention methods for reducing behaviors when treating individuals with developmental disabilities. Prerequisite: AB532. (3)

AB601. Conceptual Topics in Behavior Analysis. Exploration of Skinner's writings and the foundations of radical behaviorism while considering issues of broad scientific, philosophic, and social significance. Prerequisite: AB531. (3)

AB603. Introduction to Ethics and Professional Conduct in Applied Behavior Analysis. Introduction to the Professional and Ethical Compliance Code for Behavior Analysts and solving ethical dilemmas. Prerequisite: AB531. (1)

AB604. Advanced Professional and Ethical Conduct of Behavior Analysts I. Identifying, preventing, and resolving ethical dilemmas faced by professional behavior analysts in the field. Designed to supplement ABA practicum. Prerequisite: AB603. Co-requisite: AB605; or permission of instructor. (1)

AB606. Advanced Professional and Ethical Conduct of Behavior Analysts II. Advanced ethics course focusing on responsibility to clients, assessment, behavior-change programs, and providing supervision. Designed to supplement intensive ABA practicum. Prerequisite: AB604. Co-requisite: AB607; or permission of instructor. (1)

## ART (AR)

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

AR502. Lithography. Techniques of lithography and development of personal expression. One lecture and two two-hour laboratories. (3)

AR520. Figurative Painting. Painting from the human figure with emphasis on composition, structure, and technique. (3)

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

AR679. Independent Study in Art. This course is available to students only in selected circumstances where deemed appropriate by the Chair of the Department of Art. May be repeated for a total of 9 hours. Prerequisites: Permission of chair with the consent of the faculty member of record. (3)

#### ART HISTORY (AH)

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

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

AH512. Issues in Contemporary Art and Culture. 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)

AH513. Northern Renaissance Art. Survey of the history of Northern Renaissance Art from 1350-1575. Pre- or co-requisite: AH110 or EH101 or LI311. (3)

AH514. Issues in Renaissance Art. 13th-16th century Italian art and its relationship to the development of political, social and cultural history. Prerequisite: AH 210. (3)

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)

#### BIOLOGY (BI)

BI500. Fundamental Concepts of Bioenergetics. Fundamental principles of cell structure/function and metabolism as demonstrated in prokaryotic and eukaryotic microbes. Does not count toward completion of a graduate degree. Prerequisites: Admission to Graduate Study in Department of Biology; 30 semester hours of acceptable undergraduate credit in science and mathematics. Two hours lecture; one 2-hour lab. (3)

BI501. Fundamental Concepts of Genetics. Intermediate-level survey of modern genetics. Topics covered include enzymology of gene expression; introduction to gene regulation in prokaryotes and eukaryotes; techniques of DNA manipulation; cytogenetics; quantitative and population genetics. Does not count toward completion of a graduate degree. Prerequisites: Admission to Graduate Study in Department of Biology; 30 semester hours of acceptable undergraduate credit in science and mathematics. (3)

BI502. Fundamental Concepts of Ecology. An introduction to the fundamental principles of ecology. Field trips outside of class time may be required. Does not count toward completion of a graduate degree. Prerequisites: Admission to Graduate Study in Department of Biology; 30 semester hours of acceptable undergraduate credit in science and mathematics. Two hours lecture; one 2-hour lab. (3)

BI503. Fundamental Concepts of Evolution. An introduction to historical biology, incorporating principles of ecology, systematics, biogeography, and basic principles of evolutionary biology. Does not count toward completion of a graduate degree. Prerequisites: Admission to Graduate Study in Department of Biology; 30 semester hours of acceptable undergraduate credit in science and mathematics. (3)

BI543. Pathogenic Microbiology. The study of the epidemiology, pathology, isolation, identification, prevention, and treatment of clinically significant bacteria and viruses. Prerequisite: BI200. (2)

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 2-hour lab (1)

BI551. Biology Field Studies. Study of ecosystems and habitats not normally within the range of Southeast Missouri (e.g. grasslands, deserts, estuarine, and montane systems). Prerequisite: BI154. (1)

BI552. Biology Field Studies. (2)

BI553. Biology Field Studies. (3)

BI570. Development of Instructional Materials for Courses in the Biological Sciences. Independent study under the supervision of a member of the Department of Biology faculty. Students will design and develop instructional materials for a course in the Department of Biology with the expectation that such materials will be incorporated into the course. On demand. Prerequisite: BI154. (1)

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 required. Prerequisite: BI154. Consent of instructor and department chairman (an abstract of the research problem must be submitted to the chairman.) Students are limited to a total of 6 credit hours of research during their program. (1)

BI590. Biological Research. (2)

BI591. Biological Research. (3)

BI600. Health Physics. Radiation physics and biology as related to safe use of ionizing radiation in therapeutic and diagnostic medicine, industry, and research. Prerequisites: BI154 or BS105; CH185 or PH120; or permission of instructor. Two hours lecture; one 2-hour lab. (3)

BI604. Cell Biology. Dynamics of eukaryotic cellular function, molecule targeting, vesicular trafficking, signal transduction and molecular aspects of cell interactions. Prerequisites: BI381, CH341, CH342. Two hours lecture; one 2-hour lab. (3)

BI605. (Cross-listed as CH605 and EP605). Engineering in Science Education. Engineering education for K-12. Pedagogies, resources, assessments of engineering concepts and skills, lesson development, incorporation with existing content, peer teaching. Four hours lab/eight-week session. Prerequisite: Level 2 pedagogy course. (1)

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. Prerequisite: BI381. Three hours lecture; one hour recitation. (3)

BI620. Management of Wildlife Populations. 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. Prerequisite: BI154. Weekend field trip may be required. (3)

BI625. GIS Planning for Emergency Management. (Cross-listed as EV625). This course introduces the current and potential roles of GIS in support of crisis (emergency) management activities at all geographic scales (local to international). These roles are considered at each of the four stages of crisis management and selected focus topics are considered in detail. Prerequisite: BI647. (3)

BI630. Management of Wildlife Habitat. Principles and practices of habitat management for wildlife in North America. Particular emphasis placed on habitat evaluations procedures. Prerequisite: BI154. Two hours lecture; one 2 hour lab. Weekend field trips may be required. (3)

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. Prerequisite: BI332. (3)

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. Prerequisites: BI154; BI332; BI348. (3)

BI 635. Conservation Biology. Discussion of ecological principles relating to conservation of biodiversity, with a review of social, political, and economic constraints. One weekend field trip is required. Prerequisite: BI154. (3)

BI 638. Biogeography. Geographical distribution of biological diversity. Application of theories and methods to explore spatial and temporal patterns of variation and biodiversity. Prerequisites: BI154; BI300 or BI332. (3)

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. Prerequisite: BI154. One weekend field trip is required. Two hours lecture; one 2-hour lab. (3)

BI641. Virology. A course to acquaint students with the viruses, prions and viroids of animals, plants and bacteria with emphasis on their biochemical characteristics, techniques of study and medical and economical importance. Prerequisite: BI154. (3)

BI642. Immunology. An introduction to modern immunology with an emphasis on the underlying biochemical mechanisms. Topics covered include immunocytology, cellular and humoral immunoresponse mechanisms, tumor and transplant reactions, immune response malfunctions and classical and modern serological methods. Prerequisite: BI154. Two hours lecture; one 2 hour lab. (3)

BI643. Epidemiology. Concepts, methods and applications of infectious disease, chronic disease and environmental epidemiology focused on epidemiological reasoning processes. Prerequisite: BI154. (3)

BI645. Microbial Physiology. A detailed consideration of prokaryotic structure and function, encompassing morphology, metabolism, genetics, and growth. Prerequisite: BI200. Two hours lecture; one 2-hour lab. (3)

BI647. (Cross-listed as EV647). Fundamentals of Disaster/Emergency Management and Planning. This course concentrates on pre-emergency fundamentals critical in emergency management and disaster relief systems including mitigation, planning, and critical processes. The course covers issues associated with emergency planning up to the point that the emergency occurred and a discussion of the principles of sound response, coordinated relief, and orderly recovery. (3)

BI648. (Cross-listed as EV648). Disaster/Emergency Planning and Response. This course examines the differences between disasters and catastrophes. The issues of the magnitude of impacts on planning and response are addressed through longitudinal examination of national and international disaster response and planning case studies covering catastrophic level disasters. (3)

BI649. (Cross-listed as EV649). Vulnerability, Risk Reduction, and Critical Incident Management. Course is designed to provide insight into the tasks, roles, and responsibilities required to design and conduct exercises as part of a long-term, carefully constructed plan to help a community prepare for disasters. Students will use community needs assessments to develop the case for exercises, design an exercise, and outline an evaluation plan aimed at improving competence in all emergency functions. (3)

BI650. Investigative Molecular Biology and Biotechnology. Gene cloning and analysis in an investigative environment. DNA isolation, sequence analysis, recombinant construction, hybridization, library screening, PCR. Prerequisites: BI381; CH341; CH 342. One hour lecture; two 2-hour labs. (3)

BI652. Freshwater Ecology. A comparative approach to the ecological study of freshwater systems, including the chemical, physical, and biological components of springs, streams, impoundments, and swamps. Prerequisite: BO 200 or ZO 200. One lecture; two 2-hour labs. (3)

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

BI654. Risk Assessment Applications. Introduction to concepts, terminology, methods, and applications of qualitative and quantitative health and ecological risk assessment and risk communication. Prerequisites: Living Systems (BI or BS), CH181 or CH185; and MA134 or MA135; or MA139 or MA140. (3)

BI655. (Cross-listed as EV655). Industrial Hygiene. The study of chemical and physical hazards in the occupational environment and the methods used for their evaluation and control. Prerequisites: BI200; CH186; MA 134. (3)

BI656. (Cross-listed as EV656). Fundamental Risk Communication in Emergency Management. This course focuses on the art and science of risk communication within the context of natural disasters,

disease outbreaks, and terrorism events. The course will address core principles of risk communication, special challenges associated with diverse audiences, and prepare students to create a crisis and emergency risk communication plan. (3)

BI658. Analytical Bioinformatics for Biology and Medicine. Analysis of large-scale molecular biology data. Databases and queries. Gene annotation. Sequence similarities and alignments. Protein structure/function prediction. Genomics, transcriptomics, proteomics. Prerequisite: BI381 or permission of instructor. (3)

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. Pre-requisites: BI154 and CH185. (3)

BI669. Wildlife Toxicology. Introduction to the principles of environmental toxicology and discussion of the literature on biological effects of environmental toxicants on terrestrial vertebrate wildlife species. Prerequisites: BI154; CH185. (3)

BI684. Readings in Biology. Consideration in depth of subject matter ordinarily unavailable in the departmental curriculum through directed readings and discussion with the instructor. May be taken twice. Prerequisite: Consent of the instructor; permission of the department chair. (1)

BI685. Topics in Biology. Consideration in-depth of subject matter that is not a part of the established departmental curriculum. Topics available can be obtained from the department chair. Prerequisite: As determined by the topic. (3)

BI688. Experimental Design. Introduction to the topic of research, the planning of research proposals, and the nature of quantitative biological principles (biometrics). One hour lecture; one 2-hour lab. (2)

BI689. Graduate Seminar I. To be taken during the first semester of course work on the MNS. Presentation and discussion of material dealing with current issues in biology including ethics, regulations and information resources. Prerequisite: Graduate standing. (1)

BI690. Graduate Seminar II. To be taken at end of program when student is preparing his/her thesis or graduate paper. Presentation and discussion of material dealing with current issues in biology. Prerequisite: BI 689. (1)

BI693. Readings in Biology. Consideration in depth 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. Permission of the department chairman is required. (2)

BI694. Thesis. A written report based on independent investigation or the completion of a creative project. See Thesis Plan in the Graduate Bulletin for additional information. May be taken for 1, 2, or 3 hours of credit. A minimum of 3 hours credit for thesis is required with a maximum of 6 hours of credit allowed. Prerequisite: Admission to the graduate program in the Department of Biology; consent of the student's Thesis Committee. (3)

BI696. Thesis. (2)

BI697. Thesis. (1)

#### Biology - Gulf Coast

Southeast Missouri State University is affiliated with the University of Southern Mississippi's Gulf Coast Research Laboratory. Through their summer field program, they offer a variety of courses, for instance, Barrier Island Ecology, Coastal Herpetology, Coastal Ornithology, Marine Mammals, or Shark Biology. For more information, contact the Department of Biology Office.

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)

BI594. Special Problems in Marine Science. (2)

- BI595. Special Problems in Marine Science. (3)  
BI596. Special Problems in Marine Science. (4)  
BI597. Special Problems in Marine Science. (5)  
BI598. Special Problems in Marine Science. (6)

#### BIOLOGICAL SCIENCE (BS)

BS618. Topics in Biology Education. Variable topics in biology education addressed using multiple investigation-rich and technology rich approaches adaptable for K-12 settings. Prerequisite: Graduate status; permission of the instructor. (3)

#### BIOTECHNOLOGY (BT)

BT650. Investigative Molecular Biology and Biotechnology. Gene cloning and analysis in an investigative environment. DNA isolation, sequence analysis, recombinant construction, hybridization, library screening, PCR. Prerequisites: BI381; CH341; CH342. One hour lecture; two 2-hour labs. (3)  
BT658. Analytical Bioinformatics for Biology and Medicine. Analysis of large-scale molecular biology data. Databases and queries. Gene annotation. Sequence similarities and alignments. Protein structure/function prediction. Genomics, transcriptomics, proteomics. Prerequisite: BI381; or permission of instructor. (3)

#### BOTANY (BO)

BO501. Fundamental Concepts of Botany. Survey of the structure, function, and evolution of plants, plus relevant introduction to cyanobacteria, and photosynthetic protists. Does not count toward completion of a graduate degree. Prerequisite: Admission to Graduate Study in Department of Biology. Thirty semester hours of acceptable undergraduate credit in science and mathematics. Three hours lecture/discussion; one 2-hour lab. (3)  
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. Prerequisite: BI 154, or permission of instructor. (3)  
BO645. Plant Physiology. Physiological processes and responses of plants to the environment with emphasis on metabolism, development and transport. Prerequisite: BI154 or AO 120/125. Two hours lecture; one 2-hour lab. (3)  
BO661. Native Aquatic Plants. Classification, identification, and natural history of freshwater algae and aquatic vascular plants, with emphases on the local flora. Prerequisite: BI154. One hour lecture; two 2-hour labs. (3)  
BO669. Field Botany. Study of plant communities in a variety of habitats, emphasizing the natural history and field identification of local species. Prerequisite: BI154; BO200 preferred. One 2-hour lecture/discussion per week during first 8-week period and two 4-hour labs per week during 2nd 8-week period. (3)

#### 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)

BA531. Imagination, Creativity and Innovation. Investigation of imagination, creativity and innovation in the context of one's interpersonal, intrapersonal, social and organizational environment. (3)

BA551. Managing and Growing the New Venture. Investigation of fundamental business concepts in the context of successfully launching and managing a new venture. Prerequisite: BA361 or equivalent with minimum grade of C. (3)

BA560. Topics in International Business. 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. Prerequisite: MK301 and MG301. (3)

BA561. Business Planning for New Ventures. Entrepreneurial analysis with a primary emphasis on strategic and business planning for a new venture. Applied course where students develop comprehensive business plans. Prerequisite: BA361 or equivalent with minimum grade of C. (3)

BA573. Accounting Internship. A supervised work experience in professional accounting. Forty contact hours are required for each hour of credit. Course may be repeated for credit but may not exceed nine hours total. (1-3)

BA600. Organizational Behavior in Practice. Explores challenges in managing and leading employees in a dynamic environment. Covers multiple contexts and usage of leading human resource practices. Prerequisites: Admission to a graduate program in the Harrison College of Business; HA 300 or MG 300 with a C or better; or consent of Graduate Studies Program Director. (3)

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. Prerequisite: QM257 or equivalent and admission to MBA. (3)

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: MI375 or equivalent; admission to the MBA program. (3)

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: Admission to the MBA program (3)

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

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. Prerequisites: Admission to the MBA Program; successful completion of 12 hours in the MBA program. (3)

BA651. Strategic Marketing. The advanced analysis of marketing case problems utilizing marketing and related business concepts and strategy. Prerequisite: Admission to the MBA Program. (3)

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. Prerequisite: Admission to a graduate program in the Harrison College of Business; HA 300 or MG 300 with a C or better; or consent of Graduate Studies Program Director. (3)

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: successful completion of 18 hours in the MBA program; consent from the MBA director. (3)

BA658. Business Internship. A supervised field experience in business involving at least 150 supervised contract hours. Credit/no credit. Prerequisites: Successful completion of 18 hours in the MBA Program; consent from the MBA director. (3)

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'; admission to the MBA. (3)

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 program. (3)

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)

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

BA664. Organizational Leadership. An investigation of organizational leadership styles and the types of behavior necessary to implement these styles. Prerequisite: Admission to MBA. (3)

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)

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)

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)

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)

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. Prerequisite: Admission to MBA program. (3)

BA691. Independent Study. Independent Study, A supervised field experience in an area of business, such as accounting, finance, management, marketing, etc. (1)

BA692. Independent Study. (2)

BA693. Independent Study. (3)

#### BUSINESS LAW (BL)

BL563. (Cross-listed with AC563). Legal and Ethical Issues in Accounting. A study of legal issues confronting business decision-makers, including negotiable instruments, debtor-creditor relationships,

securities regulation & business organizations. Prerequisite: BL255 or its equivalent with minimum grade of 'C' or consent of instructor. (3)

BL573. Internship in Business Law. A supervised learning and work experience in law which enhances traditional business law courses. Prerequisites: 60 hours of course credit with a minimum 2.75 cumulative GPA; BL255 or its equivalent with a minimum grade of 'B.' (3)

## 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)

CH531. Foundations of Biochemistry. 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)

CH532. Advanced Biochemistry. Metabolism and biosynthesis of lipids, amino acids, and nucleic acids. Transmission and expression of genetic information. Two lecture hours. Spring only. Prerequisite: CH531. (2)

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. Spring only. Prerequisite or Corequisite. CH531. (2)

CH540. Fundamentals of Organic Chemistry. Organic chemistry refresher course for M.N.S. Four lecture plus two lab hours. Prerequisite. Graduate student status. (2)

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; CH540; or consent of instructor. (3)

CH563. Advanced 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)

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

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

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

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)

CH605. (Cross-listed as BI605 and EP605). Engineering in Science Education. Engineering education for K-12. Pedagogies, resources, assessments of engineering concepts and skills, lesson development, incorporation with existing content, peer teaching. Four hours lab. Prerequisite: Level 2 pedagogy course. (1)

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. Spring only. Prerequisite: CH511. (3)

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

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

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

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)

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: CH620; CH540; CH571; or appropriate undergraduate preparation as evidenced by performance on organic chemistry and quantitative analysis placement examinations. (4)

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)

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: CH540 or consent of instructor. (3)

CH650. Environmental Chemistry. A study of the sources, reactions, transport, and fate of chemical entities in the air, water and soil environments. Two lectures and two hours lab. (3)

CH663. Topics in Inorganic Chemistry. In depth study of selected topics in inorganic chemistry. Prerequisite: Approval by instructor and department. (3)

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

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)

CH677. Internship in Chemistry. (2)

CH678. Internship in Chemistry. (3)

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

CH689. Problems in Chemistry. (2)

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. Introduction to Research and Literature. (1)

CH692. Research. (2)

CH693. Research. (3)

CH694. Research. (4)

CH695. Research. (5)

#### CHILD AND FAMILY (CF)

CF512. Family and Community Resource. Resource identification, assessment, organization and referral techniques appropriate for professionals working with all ages and all families. (3)

CF517. Gerontology Practicum. An advanced supervised field experience which focuses upon the administration, staff, schedule, and operation of programs for the elderly. Prerequisites: CF 206; CF 207; or 6 hours of related courses and/or experiences. (2)

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

CF520. Family Assessment. Overview of strategies and tools necessary for assessment of the family system. Administration and evaluation of the assessment process. Prerequisites: CF102; CF209; CF402; CF430; or consent of instructor. (3)

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. Prerequisite: 60 credit hours; admission to the ABA certificate program; or the consent of the instructor and program director. (3)

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. Prerequisite: CF531 or consent of the instructor and program director. (3)

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; CF532; or consent of the instructor and program director. (3)

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. Prerequisite: Admission to the ABA certification program; completion of 6 hours of required courses in the ABA certification program with a grade point average of 3.0 in the required courses of the ABA program; consent of the instructor, and compliance with the university and the practicum sites' requirements regarding criminal background check. (3)

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 certification program; completion of 6 hours of required courses in the ABA certification program with a grade point average of 3.0 in the required courses and CF534; or consent 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)

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. (3)

CF537. Special Issues and Topics in Applied Behavior Analysis. Advanced coverage of special topics within the field of Applied Behavior Analysis and its application in a variety of educational and clinical setting to address specific issues. (3)

CF565. Family Service Internship. Capstone professional internship in a human service agency, program or organization. Criminal background check required. Prerequisites: CF207; CF340; CF405; CF520 with grades of 'C' or better; or consent of the instructor. (6)

CF607. Advanced Topics in Gerontology. Lectures, discussions, field trips and assigned readings in various areas of gerontology according to the areas of specialty of the professor. May be taken more than once. On demand. (3)

CF630. Family Systems Application in Human Services. Advanced family studies based upon the Family Systems Theory. Thorough examination of the familial subsystems and intervention approaches. (3)

## 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 will be utilized in considering communicative issues. Assessment and intervention approaches will also be discussed. Prerequisites: CD 211; CD 225; CD 340. (3)

CD525. Audiological Rehabilitation. Management of hearing impairment and auditory-based learning disabilities in children and adults including psychosocial, technological, educational, and cultural aspects. Pre- or Corequisite: CD 426. (3)

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 for credit. Prerequisite: Regular graduate standing and CD411 or equivalent undergraduate course. (3)

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: Regular graduate standing or consent of instructor. (3)

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)

CD625. Research Methodology in Communication Disorders. Introduction to research Introduction to research methodologies in communication sciences and disorders, including prospectus development, data collection, analysis, and professional research writing and editing. (3)

CD626. Counseling Individuals with Communication Disorders and Caregivers. Study of counseling for individuals with communication disorders and their caregivers. Counseling systems and techniques for specific communication disorders are emphasized. Prerequisite: Regular graduate standing or consent of instructor. (3)

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)

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: Regular graduate standing or consent of instructor. (2)

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)

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: Regular graduate standing or consent of instructor. (3)

CD642. Fluency Disorders. Etiologies, comprehensive assessment and treatment of a variety of fluency disorders, primarily identified by stuttering behaviors in children and adults. Prerequisites: Regular graduate standing or consent of instructor.

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)

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)

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)

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, laryngology, and speech-language pathology. Prerequisite: Regular graduate standing or consent of instructor. (2)

CD661. Independent Study in Speech Pathology. (1)

CD662. Independent Study in Speech Pathology. (2)

CD663. Independent Study in Speech Pathology. (3)

CD669. 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 for credit. 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 CD630, CD651 and CD652 for adult sites; completion of CD 620; CD 634 and CD 635 for pediatric sites; permission of instructor for all sites. (3)

CD681. Research in Communication Disorders. Capstone research project (non-thesis) pertaining to a topic in communication disorders. May be repeated for credit. Prerequisite: Prerequisite: CD683 and consent of instructor. (1)

CD683. Research in Communication Disorders. Capstone research project (non-thesis) pertaining to a topic in communication disorders. May be repeated for credit. Prerequisite: CD625 or consent of instructor. (3)

CD694. Thesis. Capstone research or creative project (thesis) pertaining to a topic in communication disorders. May be repeated for credit. Prerequisite: CD625 and consent of instructor. (3)

CD697. Thesis. Capstone research or creative project (thesis) pertaining to a topic in communication disorders. May be repeated for credit. Prerequisite: CD694 and consent of instructor. (1)

#### COMPUTER AND MULTIMEDIA GRAPHICS (GM)

GM525. Virtuality in Gaming. Modeling techniques using sub-division, non-uniform rational b-splines, polygons and displacement mapping for creation of immersive virtual spaces for gaming engines and environments. (3)

GM580. Motion Capture Technology. Motion capture and key frame technology for developing applications including gaming. Other topics include software workflow, forward and inverse kinematic rigging, advanced blend shapes, skinning and modeling surface deformations. (3)

GM585. Computer Special Effects. Examine the techniques involved in developing computer generated special effects based on simulating physical concepts. (3)

GM680. Stereoscopic Imaging. Explore technical issues involved with developing stereoscopic pipeline for applications using automated high dynamic range lighting, parallax effects, stereoscopic 3D, MEL scripting, ray tracing, sub surface scattering, Mental Ray and 3D compositing. (3)

#### 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. (3)

#### COUNSELING PROGRAM (CP)

CP531. Treating Sexual Offenders. Treatment components specific to sex offender therapy are emphasized. Differences between treating sex offenders and other clients will be addressed. (3)

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)

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). Consent 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)

CP610. Counseling Orientation and Ethics. Professional orientation, personal characteristics, responsibilities, legal and ethical issues relating to professional counseling will be explored. (3)

CP611. Developmental Theories. Knowledge and understanding of different developmental levels, human behavior, personality and learning theory. (3)

CP612. Counseling Theories. An exploration of a variety of counseling theories to provide a foundation for practice for professional counselors. (3)

CP613. Social and Cultural Counseling. Study of social changes and trends in stereotyping, societal subgroups, and different lifestyles and how this is incorporated in counseling. (3)

CP614. Counseling Skills. Knowledge and application of counseling techniques and helping skills with an emphasis on experiential learning and preparation for practicum. (3)

CP615. Career Counseling. Knowledge and application of career development theories, decision-making models, career planning, career education, sources of educational and occupational information. (3)

CP616. Group Counseling. Knowledge and application of group counseling theory skills and techniques. Course includes a personal small group experience. (3)

CP617. Assessment in Counseling. Application of psychometric assessment techniques to increase understanding of the student/client and develop an individualized plan of assistance. (3)

CP626. Advanced Career Counseling. Knowledge and application of recent developments and advances in career theory, assessment, and practice. Will focus on advanced career counseling application. (3)

CP630. Foundations of School Counseling. Knowledge and application of school counseling theory, the comprehensive guidance model and issues of school counseling. (3)

CP631. Crisis Intervention and Consultation. Knowledge and application of consultation theory and knowledge and application of crisis intervention in school and community settings. (3)

CP640. Foundations of Mental Health Counseling. An overview of the role and scope of the mental health counselor, the community counseling agencies, and the counseling service programs. (3)

CP641. Mental Health Systems. An overview of the principles of mental health systems and practice in clinical mental health settings, including: prevention, intervention and service delivery. (3)

CP643. Psychodiagnostics and Treatment. Knowledge and application of Psychodiagnostics and using the DSM and ICD and subsequent treatment plan development, including an introduction to Psychopharmacology. (3)

CP645. Marriage and Family Counseling. Overview of the historical development and principal conceptualizations of marital and family counseling. (3)

CP651. Professional Issues in Counseling. Directed study of special topics, issues and trends in counseling through seminars, forums, etc. (1-3)

CP652. Counseling Children and Adolescents. Focus will be given to the definition, history and basic assumptions of play therapy. (3)

CP661. Addictions Counseling. Designed to review the current developments in the field of addictions and the evaluation of treatment methods within addiction practice. (3)

CP664. Religion & Spirituality in Counseling. Didactic and online instruction of religious/spiritual issues in counseling, developmental models and clinical intervention relevant to religion, spirituality and counseling. (3)

CP680. Counseling Practicum. Supervised practical experience which emphasizes the application of knowledge gained with clients, schools and agencies. (3)

CP682. Internship-Elementary. Field based counseling internships designed to give the student practical learning in chosen school counseling environment. (3)

CP683. Internship-Secondary. Field based counseling internships designed to give the student practical learning in chosen school counseling environment. (3)

CP684. Internship-School. Field based counseling internships designed to give the student practical learning in chosen school counseling environment. (3)

CP685. Internship – Career. Field based counseling internships designed to give the student practical learning in chosen career counseling environment. (3)

CP686. Internship-Mental Health. Field based counseling internships designed to give the student practical learning in chosen Mental Health counseling environment. (3)

CP687. Internship-Mental Health. (3)

CP688. Internship-Mental Health. (3)

CP695. Independent Study in Counseling. Designed to meet specific needs of students who may wish to pursue additional study of selected topics. (1-3)

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: Taken during the last semester before graduation. All curriculum requirements must be met prior to registering for this course. Credit/No credit. (0)

CP733. Advanced Educational Processes. Required course for the Education Specialist in Counseling Education and School Psychological Examiner Certification in the elementary, middle, and secondary schools. Designed to enhance teaching practices to facilitate learning for a diverse student population. Promotes 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. (3)

CP735. Intelligence Testing. Provides the student with the training needed, under direct supervision, to administer and score individual intelligence tests. (3)

CP739. Testing Practicum. Practice in an educational or clinical setting with an emphasis on the utilization of tests. (3)

CP 771. 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. (3)

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. (3-6)

#### CRIMINAL JUSTICE (CJ, PO)

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)

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: introductory course in criminal justice or consent of instructor; preferred background in criminal justice or social sciences. (3)

CJ600. The Criminal Justice System. 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)

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)

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)

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)

CJ619. Restorative Justice. Exploration of the principles and theory of restorative justice and its application as a response to criminal conduct. (3)

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)

CJ626. Statistical Analysis in Criminal Justice. The use of statistical methods and computer applications for research and program analysis in criminal justice. (3)

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)

CJ635. Civil Law and Liability. Study of the civil justice system, theories of civil liability and management of civil liability in law enforcement and corrections. (3)

CJ640. Ethical Issues in Criminal Justice. An exploration of the ethical issues that confront criminal justice professionals. Ethical issues include professional conduct in policing, corrections, and courts. (3)

CJ641. Death Penalty in America. Exploration of the history of capital punishment in the United States, and the related constitutional issues and policy arguments. (3)

CJ650. Seminar Criminal Justice Leadership & Practice. Capstone course designed to showcase students' integration and synthesis of the graduate experience from both a theoretical and practical framework. (3)

CJ691. Independent Study in Criminal Justice. Independent work in a specialized area not covered by course offerings. Prerequisite: Consent of the instructor. (1)

CJ692. Independent Study in Criminal Justice. (2)

CJ693. Independent Study in Criminal Justice. (3)

CJ694. Thesis. (3)

CJ695. Thesis. Second Semester. (3)

CJ699. Criminal Justice Internship. Provides graduate students with a practical learning experience in a criminal justice agency. Students will gain experience in the operation and management of a criminal justice agency. For those presently employed in a criminal justice agency, internships must involve another agency or employment situation. (3)

PO500. Policing in an Information Age. This course is designed to familiarize the student with technological innovations and new approaches to police work. Prerequisite: Graduate standing. (3)

#### CYBERSECURITY (CY)

CY 501. Introduction to Cybersecurity. Advanced overview of the field of Cybersecurity, information assurance terminology, security issues, applied cryptography as well as computer forensics applications and methodology. (3)

CY 510. Information Security and Assurance. System security principles, components of system security, information assurance with high assurance software design. Cryptographic principles to design secure systems. Data protection at rest and in motion and evolution of challenges in information security. (3)

CY 520. Information Security in Systems Administration. Security constructs in information systems for privilege separation and escalation. Secure software development process. Understanding of authorization models of software system. Security administration of networking elements, databases, operating systems and cloud based systems. Prerequisite: CY510. (3)

CY610. Web Application Security. Understanding of web based systems with evolution of web architectures. (3)

CY620. Computer Forensics. Tools for computer forensics for hardware, software and networking. Ability to use debuggers to understand security issues. Strategies to recreate attack scenarios, evidence collection and analysis of data from different storage locations. Creation of observation strategies for a networked computing infrastructure to adapt to threats to the system. Implement an incidence response system. (3)

#### EARLY CHILDHOOD EDUCATION (CE)

CE530. Foundations of Early Childhood Special Education. This course provides in-depth study and examination of recent research findings affecting the education and development of young children with special needs. (3)

CE605. Issues and Trends in Early Childhood Education. This course provides in-depth study and recent findings in the trends and issues affecting the education and development of young children, including those with disabilities. (3)

CE614. Family / School Partnerships in Early Childhood. Analysis of current programs and practices in establishing family/school partnerships to support educational decision making and child learning. (3)

CE634. Assessing Young Children's Learning and Development. Studies informal observation-based assessment practices and their uses in planning and instruction with diverse young learners, including those with exceptional needs (3)

#### ECONOMICS (EC)

EC525. Public Policy Economics. Economic analysis of the functions of government in a market economy. Prerequisites: EC215; EC225. (3)

EC561. Managerial Economics. Application of microeconomic theory to the practical problems faced by decision makers in business environment. Prerequisites: EC215; MA134. (3)

EC580. International Economics. Development and maintenance of trade between nations; trade policies, exchange rate determination, financial activities involved. (3)

EC585. Healthcare Economics. Analysis of the markets for healthcare and health insurance from the perspective of an economist. Prerequisite: EC215. (3)

#### EDUCATIONAL ADMINISTRATION (EA)

EA507. School and Campus Safety. An overview of school safety issues impacting public and private P-12 and institutions. (3)

EA601. Administration of Adult Education Programs. Administration of Adult Education Programs at the University or Junior College level. (3)

EA620. Foundations of Higher Education I. 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)

EA621. Finance and Assessment in Higher Education. An examination of financial and assessment components of higher education. Prerequisite: EA620 or consent of instructor. (3)

EA622. Foundations in Higher Education II: Leadership. A study of leadership and organizational change as it applies to effective administration in higher education. (3)

EA623. 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)

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 consent of instructor. (3)

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. Prerequisites: graduate standing; valid teaching certificate; or consent of instructor; knowledge of technology including navigating a web page, internet skills, use of conferencing board, online and research skills. (3)

EA626. Introduction to Student Personnel. Provides 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)

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)

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)

EA630. Elementary School Administration. This course provides students with knowledge and skills

required for the position of elementary principal. Prerequisite: EA625; or consent of instructor. (3)

EA632. The Community College. Structure, function, and working of the community college. (3)

EA633. Legal Aspects of Higher Education. Legal issues and typical problems of higher education. (3)

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)

EA635. Secondary School Administration. The course provides students with knowledge and skills required for the position of a secondary school principal. Prerequisite: EA625; or consent of the instructor. (3)

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)

EA639. Ethics in Higher Education. Introduces 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)

EA643. Current Issues in Higher Education. Students find current issues in higher education and share in a seminar. (3)

EA644. Issues in Institutional Research I. Issues that arise in institutional research. (3)

EA645. Issues in Institutional Research II. Institutional research issues II. (3)

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/no credit. Prerequisite: program admission. (3)

EA647. Internship in Secondary School Administration. Provides students with experiences on administrative and supervisory duties of the secondary school principal and complies with the Missouri certification standards. Credit/no credit. Prerequisite: program admission. (3)

EA651. School Law. The course provides school administrators and persons seeking certification in school administration with in-depth study of Missouri and federal laws regulating the operation of public schools and a survey of the state and federal court decisions that affect the operation of public schools. Prerequisite: Satisfactory completion of graduate-level course in elementary or secondary administration (or equivalent); or consent of the instructor. (3)

EA653. Curriculum for Leaders in Education. Curriculum course to assist teacher leaders and principals as they work with school staff to ensure quality programs and student success. (3)

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)

EA656. Internship II in Elementary School Administration. The second course of a two-course sequence which provides candidates with experiences regarding administrative and supervisory duties of the elementary school principal and complies with the Missouri certification standards. (3)

EA657. Internship II in Secondary School Administration. The second course of a two-course sequence which provides candidates with experiences regarding administrative and supervisory duties of the secondary school principal and complies with the Missouri certification standards.

EA660. Administration and Supervision of Special Education. Designed for persons seeking special education administration certification and for administrators responsible for supervising directors of special education. Prerequisite: graduate standing. (3)

EA670. Higher Education Capstone. Culminating experience intended to apply the knowledge and skills acquired in the degree program to complex problems of policy and practice in higher education. (3)

EA682. School Improvement Leadership 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: teaching certificate; admitted to the Masters in School Administration Program. (1-3)

EA688. ISLLC Problems-Principalship. Practical application of knowledge, competencies and management skills that research has identified as crucial to effective school administration. Credit/no credit. Prerequisites: Completion of administration core courses; admission to graduate studies; major in school administration; consent of instructor. (1)

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)

EA695. Thesis. Second semester. (3)

EA696. Thesis. Second semester. (2)

EA697. Thesis. Second semester. (1)

EA698. Independent Study in School Administration. 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)

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)

EA707. Personnel Management in Education. Provides school administrators with knowledge and skills on the purposes, processes, planning procedures, and policy making in administering the personnel program. Prerequisites: EA625; EA630 or EA635; or consent of the instructor. (3)

EA709. Administrative Leadership. An exploration of post-industrial models of leadership as they relate to administration of educational organizations. Prerequisite: admission to the Ed.S. program; or consent of instructor. (3)

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. Prerequisites: Master's degree and admittance to the Specialist degree program. (3)

EA716. Instructional Leadership Strategies I. This course is designed to acquaint educators with theories and current research that support innovative practices and effective teaching strategies in K-12 school settings. The emphasis of the course will be the study of design, implementation, and evaluation of curricular, instructional, and assessment decisions as they impact the teaching and learning environment of schools with diverse ethnic, socioeconomic, and special needs populations. The implications of current school improvement efforts, issues, and trends in K-12 education will be explored. The role of teachers as instructional leaders will be emphasized as this role leads to improving classroom performance and student achievement. Prerequisites: Master's degree; admittance to the Ed.S. program. (3)

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)

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. Prerequisites: Master's degree; admittance to the Specialist degree program; EL606 or SE637. (3)

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.

Prerequisites: Master's degree; admittance to the Specialist degree program; GR691 or equivalent. (3)

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: EA651 or consent of instructor. (3)

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: program admission. (3)

EA781. School Improvement Leadership 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. Prerequisites: teaching certificate; admitted to the Masters in School Administration Program. (1-3)

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: Admission to a Specialist in Educational Administration degree program. (3)

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)

EA791. Independent Study in Educational Administration. (2)

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)

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)

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)

EA907. Qualitative Tools for Applied Research in Educational Leadership. Qualitative research designs that leaders can use to critically examine research questions in their practice. (3)

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)

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)

#### EDUCATIONAL FOUNDATIONS (EF)

EF590. 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)

EF591. 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)

EF592. 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)

EF596. 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)

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)

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)

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)

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)

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)

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)

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)

EF697 . Independent Study in Foundations of Education. Independent work in an educational foundation area not covered by regular course offerings. (1-3)

#### ELECTRONICS AND COMPUTER TECHNOLOGY (ET)

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)

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)

#### ELEMENTARY EDUCATION (EL)

EL603. Teaching Elementary School Mathematics. Designed to help the teacher better understand mathematical ideas basic to present-day elementary school mathematics and become acquainted with techniques for their presentation. (3)

EL604. Techniques of Teaching Science and Mathematics in the Elementary School. Students will apply standard driven instructional and assessment strategies to develop skills and abilities to work in elementary science classroom. (3)

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)

EL606. Curriculum Construction (Elementary).

Investigates historical, philosophical, psychological, and societal factors; organization, trends, and issues influencing curriculum; includes the contributions of each subject area. (3)

EL608. Diagnosis and Remediation of Difficulties in Learning Mathematics. Designed to help teachers learn to use techniques for assessing and remediating difficulties in mathematics. (3)

EL611. Practicum I Early Literacy Learners. Field based application of assessment and resulting instructional decisions. Preschool through grade 3. Prerequisite: EL647; or consent of instructor. (3)

EL615. Research in Action. Introduction to the methods of action research for improving an aspect of the teaching-learning process. Prerequisites: EX601; completion of minimum of 12 hours of graduate work. (3)

EL618. Problems in Elementary Education. 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; admission to a Master's program in the College of Education. (1, 2, 3)

EL623. Practicum II. Older Literacy Learners. Field based application of assessment and resulting instructional decisions (grade 4 and above). Prerequisite: EL647; or consent of instructor.. (3)

EL624. Effective Literacy Leadership. Survey of leadership theories and styles and their application to the promotion of literacy in educational settings and beyond. Prerequisites: EL644; EL646; or consent of instructor. (3)

EL625. Assess in Literacy. A theoretical course of literacy evaluation training in the administration and interpretation of 'An Observation Survey' and intervention processes. (2)

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)

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)

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. Prerequisites: Admission to the Reading Recovery Program; EL630. (3)

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. Prerequisite: Admission to the Reading Recovery Teacher Leader program or completion of EL630 and EL631 or EL660 and EL661. (3)

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. Prerequisite: Admission in the Teacher Leader Training Program. (3)

EL636. Reading Recovery Advanced Seminar. Advanced level study of Reading Recovery theory, research, and practice. Prerequisite: 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)

EL637. Reading Recovery Advanced Seminar. (1)

EL638. Reading Recovery Advanced Seminar. (1)

EL639. Reading Recovery Advanced Seminar. (1)

EL644. Understanding and Applying the Multidimensional Process of Reading. Explores the multidimensional processes of reading along with the historical bases of literacy acquisition and development. Prerequisite: Graduate standing. (3)

EL646. Inquiry and Research Models Used to Improve Reading Instruction. Focuses on principles for studying how children become literate and the factors and practices that affect all learners. Prerequisite: Graduate standing. (3)

EL647. Reading Assessment. Graduate students will develop skills in administering, scoring and analysis using literacy assessment tools and practices to plan and evaluate effective literacy instruction. Prerequisites: Graduate standing; EL644; EL646; or consent of instructor. (3)

EL651. Independent Study in Elementary Education. Selected topics in elementary education to meet the needs of individual students. (1, 2, 3)

EL667. Mathematical Leadership for Elementary Mathematics Specialists: Foundations. This course provides an understanding of leadership principles and the process of continuous improvement for elementary mathematics specialists. (3)

EL668. Mathematical Leadership for Elementary Mathematics Specialists: Influencing and Facilitating. This second leadership course in the EMS program focuses on research and practice related to teamwork, interaction, communication, conflict resolution, and leadership in K-5 schools. Candidates will also examine effective strategies for influencing and facilitating school/district improvement (e.g., mentoring and observing colleagues, conducting professional development, and making data-informed decisions to improve student learning) collaborating with colleagues and administration. Candidates will focus on mentoring and observing colleagues, conducting professional development, and making data-informed decisions to improve student learning school- and district-wide. (3)

EL680. Small Group Intervention Instruction. The course will focus on differentiating reading and writing instruction within various settings including supplemental and classroom for meeting the needs of struggling learners. (3)

EL681. Differentiating Literacy Instruction for Classroom Teachers. This course introduces classroom teachers to theories, purposes, and practices of differentiated instruction in literacy. Teachers will apply this knowledge and learn to create literacy supportive classrooms. (3)

EL682. Intervention Designs for Struggling Learners. Differentiating reading and writing instruction within various settings for meeting the needs of struggling learners. Response to intervention Comprehensive Intervention Model.(CIM) as a method. (3)

EL683. Advanced Practicum Intervention Models. Supervised practicum implementing intervention models for learners' experiencing literacy difficulty within school settings, collecting data documenting children's progress over time. (3)

EL685. Literacy Lessons Designed for Individuals I. Training Literacy Intervention Specialists with additional skills in working with at risk students using Reading Recovery teaching procedures. (3)

EL686. Literacy Lessons Designed for Individuals II. Further training for Literacy Intervention Specialists with additional skills in working with at risk students using Reading Recovery methods. Prerequisites: EL685; 3 years teaching experience; acceptance into the Reading Recovery training program by the Teacher Leader. (3)

#### ENGINEERING PHYSICS (EP)

EP501. Thermal Analysis. Thermodynamic laws and processes; heat transmission; kinetic theory. Applications to heat engines, turbines, refrigeration, and thermodynamic cycles. Kinetic theory and applications. Prerequisites: PH231; MA245; or consent of instructor. (3)

EP502. Computer Applications. Use of computers for the solution of physics and engineering problems in mechanics, thermodynamics, electromagnetics, modern physics and applied optics, and selected problems in quantum mechanics. Programming involves Linux, Python, Matlab and other high-level languages. Prerequisites: CS177; PH231; MA245; or consent of instructor. (3)

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. Prerequisites: PH121 or PH231; CH185; or consent of instructor. (3)

EP578. Interdisciplinary Research. Original research for students of superior ability in major other than engineering physics, physics, or physics education. (1)

EP579. Interdisciplinary Research. (2)

EP600. Bioengineering Laboratory: Flow Cytometry. Principles of flow cytometer. Principles of fluorescence, data analysis, common protocols, cell viability and reactive oxygen species (ROS) assay in presence of smart nanostructures, and comparative analysis with live dead assay. (2)

EP605. (Cross-listed as BI605 and CH605). Engineering in Science Education. Engineering education for K-12. Pedagogies, resources, assessments of engineering concepts and skills, lesson development, incorporation with existing content, peer teaching. Four hours lab. Prerequisite: Level 2 pedagogy course. (1)

EP695. Readings in Nano-Bio Engineering, Understanding of nano-bio engineering research. May be repeated once for credit (1)

#### ENGLISH (EN)

EN535. Rhetorical Theory and Written Discourse. Historical survey of rhetorical theory (Aristotle to the moderns), with emphasis on critical examination of texts. (3)

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 the student's own writing. (3)

EN572. Creative Non-Fiction 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: EN140; any 200-level literature course (except LI243). (3)

EN600. Orientation Seminar for Teaching Assistants. Seminar in methods and materials for teaching freshman English. Open only to graduate assistants in the Department of English. May not be repeated for credit. (3)

EN601. Research in English Studies. This course 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)

EN606. Topics, Issues and Trends in English. This class is a graduate seminar in which we will discuss current educational issues. The textbook essays will serve as a starting place for these electronic forum discussions. (3)

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: Consent of the mentoring instructor. (3)

EN623. Visual Rhetoric. Advanced study of rhetorical and design techniques for technical writing. (3)

EN624. Editing and Research in Professional Writing. Practicum in the forms of research commonly performed by professional writers, such as historical and data fact-checking; analysis of and collaboration with authorial style; and usage of CMS, APA, and online style manuals. (3)

EN645. Advanced Literary Publishing. Principles, techniques, and theories in the production of literary books, including history of cover art, collaborative typography, special problems in editing and book marketing, review writing, contracts, budgets, and grant writing. (3)

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)

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)

EN670. Advanced Creative Writing: Poetry. For graduate students 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. May be taken up to 6 hours. (3)

EN678. Advanced Creative Writing: Fiction. For graduate students who wish to create imaginative writing in fiction, including traditional and experimental short 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. May be taken up to 6 hours. (3)

EN686. Sociolinguistics. The study of language in context, particularly dialects, bilingualism, multilingualism, speech communities, genderlects and regional/social variations as they relate to linguistic variables. (3)

EN694. Thesis. A written report based upon investigation of some subject or the completion of a creative project. See "Thesis" for additional information. (3)

EN696. Thesis. (2)

EN697. Thesis. (1)

## ENVIRONMENTAL SCIENCE (EV)

EV551. Hazardous Materials Assessments. Introduction to performing investigative or remedial activities at hazardous waste sites. Three hours lecture; one mandatory field exercise. Prerequisites: CH185, CH186, or permission of instructor. (3)

EV600. Health Physics. Radiation physics and biology as related to safe use of ionizing radiation in therapeutic and diagnostic medicine, industry, and research. Prerequisites: BI154 or BS105; CH185 or PH120 or permission of instructor. Two hours lecture; one 2-hour lab. (3)

EV625. (Cross-listed as BI625). GIS Planning for Emergency Management. This course introduces the current and potential future roles of GIS in support of crisis (emergency) management activities at all geographic scales (local to international). These roles are considered at each of the four stages of crisis management and selected focus topics are considered in detail. (3)

EV643. Epidemiology. Concepts, methods and applications of infectious disease, chronic disease and environmental epidemiology focused on epidemiological reasoning processes. Prerequisite: BI154. (3)

EV647. (Cross-listed as BI647). Fundamentals of Disaster/Emergency Management and Planning. This course concentrates on pre-emergency fundamentals critical in emergency management and disaster relief systems including mitigation, planning, and critical processes. The course covers issues associated with emergency planning up to the point that the emergency occurred and a discussion of the principles of sound response, coordinated relief, and orderly recovery. (3)

EV648. (Cross-listed as BI648). Disaster/Emergency Planning and Response. This course examines the differences between disasters and catastrophes. The issues of the magnitude of impacts on planning and response are addressed through longitudinal examination of national and international disaster response and planning case studies covering catastrophic level disasters. (3)

EV649. (Cross-listed as BI649). Vulnerability, Risk Reduction, and Critical Incident Management. Course is designed to provide insight into the tasks, roles, and responsibilities required to design and conduct exercises as part of a long-term, carefully constructed plan to help a community prepare for disasters. Students will use community needs assessments to develop the case for exercises, design an exercise, and outline an evaluation plan aimed at improving competence in all emergency functions. (3)

EV650. Environmental Chemistry. A study of the sources, reactions, transport, and fate of chemical entities in the air, water, and soil environments as well as their effects on human health and the environment. Prerequisites: CH341; CH342; or consent of instructor. Two hours lecture; and one 2-hour lab. (3)

EV656. (Cross-listed as BI656). Fundamental Risk Communication in Emergency Management. This course focuses on the art and science of risk communication within the context of natural disasters, disease outbreaks, and terrorism events. The course will address core principles of risk communication, special challenges associated with diverse audiences, and prepare students to create a crisis and emergency risk communication plan. (3)

EV 653. Occupational Health. Introduction to the factors influencing occupational incidents and the adverse interactions of environmental and occupational chemical/physical agents with humans. Prerequisites: Living Systems (any BI or BS course); CH181 or CH185. (3)

EV654. Risk Assessment Applications. Introduction to concepts, terminology, methods, and applications of qualitative and quantitative health and ecological risk assessment and risk communication. Prerequisites: Living Systems (with BI or BS course), CH181 or CH185; MA134 or MA135 or MA139 or MA140. (3)

EV655. (Cross-listed as BI655). Industrial Hygiene. The study of chemical and physical hazards in the occupational environment and the methods used for their evaluation and control. Prerequisites: BI200; CH186; MA134 (3)

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. Pre-requisites: BI154; CH185. (3)

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; MA134; permission of instructor. (3)

EV671. Topics in Environmental Science. Special topics in environmental science typically unavailable in the departmental curriculum. May be taken more than once. Prerequisite: consent of instructor. (1)

EV672. Topics in Environmental Science. (2)

EV673. Topics in Environmental Science. (3)

EV674. Readings in Environmental Science. Consideration in depth of subject matter ordinarily unavailable in the program curriculum through directed readings and discussion with the instructor. Prerequisite: Admission to the graduate program in Environmental Science; consent of the instructor; permission of the program director. (1)

EV675. Readings in Environmental Science. (2)

EV681. Environmental Science Internship. A supervised experiential learning opportunity in environmental science which enhances the student's comprehension of applied environmental concepts and skills. Prerequisite: Admission to the graduate program in Environmental Science; the internship learning site must exhibit a demonstrated relationship to environmental science; approval of Program internship coordinator. (1)

EV682. Environmental Science Internship. (2)

EV683. Environmental Science Internship. (3)

EV691. Environmental Science Research. Conduct of a research project in environmental science including design, evaluation, and relation to current literature. Appropriate summarizing paper required. Prerequisite: Admission to the graduate program in Environmental Science; consent of instructor and Program Director (an abstract of the research problem to be studied is required for approval by the Program Director). (1)

EV692. Environmental Science Research. (2)

EV693. Environmental Science Research. (3)

EV697. Thesis. A written report based on an independent, in-depth scientific investigation in environmental science. Prerequisite(s): Admission to the graduate program in Environmental Science; consent of the student's Thesis Committee. (1)

EV698. Thesis. (2)

EV699. Thesis. (3)

#### EXCEPTIONAL CHILD EDUCATION (EX)

EX507. Family and Child with Exceptionalities. Emphasizes the teaching of children with exceptionalities partnering with families, stresses collaborating with families, and strategies for accessing community resources. (3)

EX555. Introduction to Autism Spectrum Disorder. This course offers an overview of student characteristics, theory and teaching applications for students with Autism Spectrum Disorder (ASD). Major theories, teaching approaches, trends, etiological and diagnostic issues, classroom structure and environmental arrangements, research based instructional strategies, and family involvement will be discussed. Field experiences are embedded in this course. (3)

EX556. Communication Intervention & Strategies for Individuals with Autism Spectrum Disorder.

This course addresses the process of verbal and non-verbal communication skills, the assessment of ability in communication and investigates research-based strategies and interventions for improving communication in individuals with communication difficulties, autism spectrum disorder and related disabilities. A brief overview of language development, social skills training, alternative/augmentative modes of communication, assistive technology devices and environment arrangement will be discussed and investigated. Field experiences are embedded in this course. (3)

EX557. Behavior Management & Interventions for Individuals with Autism Spectrum Disorder.

This course provides an in-depth analysis of the principles of behavior management and interventions that have been successful for individuals with autism spectrum disorder and sensory disabilities. Applied Behavior Analysis (ABA) and Positive Behavior Supports (PBS) will be emphasized for classroom and school management systems. Field experiences are embedded in this course. (3)

EX558. Research in Autism Spectrum Disorder. This course addresses critical issues and trends in the field of developmental disabilities. Contemporary issues and research including social relationships, sensory integration, communication, behavior, core academic areas, transition, family and professional collaboration, and educational models will be discussed. Field experiences are embedded in this course. (3)

EX559. Clinical Practicum. This course consists of a supervised field experience which will be conducted in a clinical environment with individuals diagnosed with developmental disabilities, sensory impairments, and/or with ASD. Students will apply the knowledge gained in previous coursework by completing a capstone project consisting of an educational, treatment and family support plan. (May be completed as a 3 credit course or a series of 3 one credit practica in order to meet individual needs of students.) (3)

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)

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)

EX616. Behavior Management. Theoretical background and rationale for managing student behavior. Emphasizes practical application of respondent, operant, and social learning principles (3)

EX617. 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.

EX618. Introduction to Children with Exceptionalities. Overview of the field of cross-categorical special education, and K-12 students who are placed in cross-categorical settings. (3)

EX619. Introduction to Mild Moderate Cross Categorical Internship. Supervised field experience conducted in an environment with individuals with mild/moderate disabilities. Students will apply knowledge gained in coursework. (1)

EX621. Behavior Intervention Strategies. Integration of theory, research, and practice perspectives necessary for understanding and influencing individual behavior adjustments. (2)

EX622. Behavior Intervention Strategies Internship. Integration of theory, research, and practice perspectives necessary for understanding and influencing individual behavior adjustments. (2)

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)

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. (3)

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, prevocational, and social skills will be emphasized. Prerequisite: EX628 or consent of instructor. (3)

EX681. Problems in Education of the Exceptional Child. 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 Master's program in the College of Education. (1-3)

EX691. Transition Planning for Individuals with Exceptional Learning Needs. A course designed to provide structure for infusing transition education into the curriculum to fulfill the unique needs of learners with exceptional learning needs. (3)

EX693. Special Education and the Law. A course designed to study historical and current state and federal litigation and legislation affecting special education services. (3)

EX695. Practicum in Exceptional Child Education. Clinical and classroom experience in selection of instructional goals, objectives, teaching strategies and evaluation techniques for students with specific learning needs within least restrictive settings. Prerequisite: EX 645. (3)

#### FACILITIES MANAGEMENT (FM)

FM504. Facilities Management. A variety of topics will be covered related to facilities and their management. These include: project management, facility planning, maintenance, energy management, cost estimating, accounting, preventative maintenance, and others. (3)

FM544. Sustainable Construction Materials and Technology. This course will explore the philosophy behind the growth in Green Building design. It will also expose the student to Green Building with regards to residential construction. Covering such topics as energy efficient building codes, green construction methods and environmentally friendly construction practices.(3)

FM 554. Facilities Operations and Supervision. Facilities management responsibilities involving daily management of corporate needs based on the core competencies such as IFMA (International Facility Management Association), ASHE (American Society for Healthcare Engineering), and PRSM (Professional Retail Store Maintenance Association). (3)

FM564. Sustainable Facility Planning and Design. Course on sustainable construction and green building design for large commercial facilities based on LEED standards. Topics include locality, energy systems, controls, materials, water, planning and design using sustainable construction methods. (3)

FM565. Building Automation and Technology. Discussion of technology used in facilities management operations. Topics include building automation systems, controls, and current technology used in the different processes in facility management. Pre- or Co-requisite: FM 504. (3)

## FASHION MERCHANDISING (FA)

FA518. Social Psychological Aspects of Clothing. Social, psychological, economic and cultural factors related to clothing. (3)

FA 520. Survey of National Markets – New York. Supervised visits to components of the fashion world and to auxiliary fields located in the industry center – New York. (3)

FA521. Survey International Fashion Markets. Supervised visits to all components of the fashion industry and its auxiliary fields located in international industry centers. (3)

FA530. Fashion Industry Internship. Career-related work experience in the fashion industry providing professional experience in the student's major area of study. (6)

## 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. Prerequisite: FN235; FN355; BS113; BS114; FN255; CH181; CH234. (3)

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: BS113; BS114; FN235 and/or FN255; FN355; FN502; UI331 or consent of instructor. (4)

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)

FN 505. Senior Dietetics Seminar. Preparation for assuming leadership positions in dietetics. Capstone course for seniors applying to dietetics internships. (1)

FN520. Nutrition and Aging. A study of the nutritional needs of the mature adult population with consideration of the physiological, psychological and socioeconomic changes associated with aging.

Prerequisites: FN 370; FN502. (3)

FN525. Nutrition Counseling. Principles of nutrition counseling theories, behavior change models, approaches for nutrition counseling, skill development and application in nutrition counseling setting.

Prerequisites: FN235 or 255; FN355/605, FN370. (3)

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 consent of instructor. (3)

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)

FN550. Vitamin Metabolism. Focus on the theories and principles of vitamin metabolism and their application to health promotion and discuss prevention. Prerequisite: FN502 or consent of instructor. (3)

FN600. Advanced Practice in Medical Nutrition Therapy. Provides the supervised component of dietetic education in medical nutrition therapy. Prerequisite: accepted to the Dietetic Internship. (4)

FN601. Theory and application related to nutrition for athletic performance. Application of sports nutrition concepts for recreational and elite athletes. (3)

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)

FN610. Advanced Practice in Food Service Systems Management. Provides the supervised component of dietetic education in Food Service Systems Management. Prerequisite: accepted to the Dietetic Internship. (4)

FN620. Advanced Practice in Community Based Nutrition Services. Provides the supervised component of dietetic education in Community Based Nutrition Services. Prerequisite: accepted to the Dietetic Internship. (4)

FN627. Essentials of Food Science. Application of food science principles and their effects on product quality, recipe development, nutritional value and current assessment techniques. Prerequisites: CH181; CH234; FN205; HL303 or PY271. (4)

FN630. Energy Metabolism. In-depth study of the metabolism of carbohydrates, lipid, protein and micronutrients and their utilization during exercise and training. (3)

FN650. Seminar in Advanced Professional Skills for the Registered Dietitian. Refinement of advanced professional skills needed in the practice of dietetics. Seminar and field experience. (2)

FN690. (Cross-listed as 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)

#### FOREIGN LANGUAGE (FL)

FL610. Independent Study in Foreign Language. For graduate credit in French, German, or Spanish. Prerequisite: Consent of department chairperson and Dean of the College of Liberal Arts. (3)

FL611. Independent Study in Foreign Language. (2)

FL612. Independent Study in Foreign Language. (1)

#### FORENSIC SCIENCE (FS)

FS550. Crime Laboratory I: Microscopy. Introduction to the techniques of forensic microscopy in the analysis of physical evidence. Prerequisite: CH540; or equivalent with consent of instructor (2)

FS552. Crime Laboratory II: Blood and Fluids. Introduction of the techniques of forensic serology in the analysis of biological evidence. Prerequisite: CH540; or the equivalent with consent of instructor. (2)

FS553. Crime Laboratory III: Introductory Analysis of Pattern Evidence. A one-semester introduction to the chemical and physical techniques used in the collection, preservation, documentation, analysis, and interpretation of pattern evidence. Two hours lecture and two hours laboratory. Prerequisite: CJ350; or consent of instructor. (3)

FS601. Problems in Forensic Science. Directed study in specific topics related to forensic science, the operation and function of a crime laboratory, or methods of analysis applied to physical evidence. Prerequisite: Consent of instructor. (1)

FS603. Problems in Forensic Science. (3)

#### GEOGRAPHY (GG)

GG561. Advanced Topics in Geography. Lectures, discussions, laboratories, field trips and assigned readings in various fields of geography. Topics vary. May be taken more than once. (1)

GG562. Advanced Topics in Geography. (2)

GG563. Advanced Topics in Geography. (3)

GG681. Independent Study in Geography. (1)

GG682. Independent Study in Geography. (2)

GG683. Independent Study in Geography. (3)

#### GEOSCIENCES (GO)

GO514. Geographic Information Science Today. Encompasses knowledge-based computational modeling of activities and processes in the human and natural environments using geographic information systems. (GIS). (3)

GO520. Geographic Information System Application. Introduction to concepts, terminology, methods of Geographic Information System (GIS) technology and mapping science. (3)

GO555. 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. Prerequisites: AO215 or GO110; CH181 or CH185 or consent of instructor. (3)

GO563. Advanced Topics in Geology. Lectures, discussions, labs, field trips and assigned readings in various fields of geology. May be taken more than once. Topics vary. Prerequisite: Consent of instructor. (3)

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: Consent of the instructor. (3)

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)

GO640. Remote Sensing. An introduction to the principles/concepts of remote sensing, its applications, and its significance in today's world. Two lectures, one lab per week. Prerequisites: GO110; MA133; MA 134; or consent of instructor or consent of instructor. (3)

GO644. Spatial Analysis. Develop an understanding of spatial relationships and methods to analyze those relationships by using GIS and geostatistics for model development. (3)

GO645. Geographic Information Systems (GIS). An introduction to the theory, methods, and applications of GIS for spatial data analysis. Two lectures, one lab per week. Prerequisite: IS175; GO340; MA223 OR SO242; GO640 or consent of instructor. (3)

GO658. Environmental Geochemistry. Application of chemical principles to the study of near surface environments. Prerequisite: CH186 or consent of instructor. (3)

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: GO110; MA134; or consent of instructor. (3)

GO681. Independent Study. Supervised individual study in a selected field of the geosciences. Prerequisite: Consent of department chairperson and supervising faculty member. (1)

GO682. Independent Study. (2)

GO683. Independent Study. (3)

#### 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)

GI602. AP Institute: Art. Examine and develop curricular and assessment methodologies, explore practical classroom management strategies, and prepare teaching resources to be used in each respective studio. (3)

GI603. AP 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)

GI604. AP 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. Prerequisite: Certified chemistry teacher. (3)

GI609. AP 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)

GI610. AP 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)

GI611. AP 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)

GI619. AP 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)

GI621. AP 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. Prerequisite: Qualification for and experience in teaching history at the high school level. (3)

GI622. AP 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. Prerequisite: Qualifications for and experience in teaching history at the high school level. (3)

GI623. AP 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)

GI624. AP 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)

GI631. 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; Missouri teacher certification. (3)

GI635. 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)

GI640. 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. (1-3)

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. Prerequisite: Graduate status or consent of instructor. (1-3)

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. Prerequisite: consent of instructor. (3)

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. Prerequisite: Consent of Instructor (3.)

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; Experienced AP Chemistry Teacher. (2)

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. Prerequisite: Possess middle or secondary school teaching credentials (for public school teachers only). (1-3 credit hours)

#### GRADUATE SCHOOL (GR)

GR603. Seminar on College Teaching. An in depth study of, and intensive practical training in effective classroom teaching. (3)

GR609. Graduate Thesis/Creative Project Development. Preliminary effort to define and develop a suitable concept for a graduate thesis, creative project, or capstone work. (0)

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: Admittance to the graduate program. (3)

GR693. Independent Study. (3)

GR694. Thesis. (3)

GR698. Master's Final Comprehensive Examination. Written comprehensive examination over the degree program. Students must enroll in GR698 during the final semester, except by permission of the graduate program coordinator. (0)

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, except by permission of the graduate program coordinator. (0)

GR799. Education Specialist Oral Examination. (0)

#### HEALTH, HUMAN PERFORMANCE & RECREATION (HL)

HL510. Health Concerns of Aging. This course is designed to consider the health concerns of individuals and groups as they relate to the aging process. Emphasis will be on working with the aged population. (3)

HL511. Applied Anatomy. Location and action of skeletal muscles. Anatomy and biomechanical principles of movement as applied to rehabilitation, physical activity, and common anatomical injuries and disease. (3)

HL526. Health Behavior Change. Behavior change theory, principles, predictive models, and their application to health behavior change programs and interventions. Prerequisites: HL120; HL331/031; or consent of instructor; or graduate standing. (3)

HL531. Advanced Exercise Testing. Development of knowledge and skills necessary to conduct exercise tests in clinical settings. 2-hours lecture, 2-hours lab. Prerequisite: HL431 or HL601; or consent of instructor. (3)

HL550. Exercise Programming for Special Populations. Exploration of exercise testing and exercise programming considerations for special populations. (3)

HL601. Physiology of Exercise. Physiological responses to exercise, the recovery process, and systematic training regimens. Emphasis on bioenergetics, training and health. (3)

HL603. Cardiovascular Exercise Physiology. Systems approach to the cardiovascular responses to acute and chronic exercise. Emphasis on the myocardial and circulatory adaptations associated with physical training and the impact of environment on pertinent parameters. (3)

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)

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. Prerequisite: Graduate standing or consent of instructor. (3)

HL672. Health Promotion Programs. Principles of planning, implementing, and evaluating health promotion programs in various settings. Prerequisite: Graduate standing or consent of instructor. (3)

HL690. (Cross-listed as 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)

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; consent of department chair. (3)

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)

#### HEALTHCARE MANAGEMENT (HA)

HA510. Healthcare Operations. Focus on the practical and analytical tools required to deal with operational issues in healthcare organizations. Prerequisites: HA300 or MG301 with a minimum grade of C; or permission of department chairperson. (3)

HA520 Introduction to Healthcare Quality. Foundation of the quality improvement issues, including the history and drivers of quality, facing individuals in the healthcare setting. Prerequisites: HA300 or MG301 with a minimum grade of C; or permission of department chairperson. (3)

HA525. Advanced Healthcare Quality. Focus on the implementation of quality initiatives in healthcare organizations based on organizational structure, new and existing processes, and desired outcomes. Prerequisite: HA520 with minimum grade of C; or permission of department chair. (3)

HA530. Introduction to Patient Safety. Introduction to relevant theory and practice in the area of patient safety, including the role of management, physicians, nurses, clinicians, and support staff in patient

safety initiatives. Prerequisite: HA300 or MG301 with minimum grade of C; or permission of department chair. (3)

HA535. Advanced Patient Safety. Focus on implementation of patient safety initiatives through leadership, developing a culture of safety, and the legal and ethical concerns in the context of patient safety. Prerequisite: HA530 with a minimum grade of C; or permission of department chair. (3)

HA540. Healthcare Informatics. Introduction to information technology as it is applied to healthcare and health related organizations. Examination of how information is captured, converted and stored in machine readable form and used in the various facets of the healthcare system; the impact of Electronic Medical Record (EMR) and mobile computing on the healthcare system. Prerequisites: MI375 with a minimum grade of C; HA300 or MG301 with a minimum grade of C; or permission of department chair. (3)

HA545. Healthcare Database Systems. Study of the design of databases used in healthcare. Types of database architecture, normalization techniques, file and access techniques, query, and update languages, data integrity, use of health record systems, and applications of databases to support the healthcare system. Prerequisites: MI375 with a minimum grade of C; HA300 or MG301 with a minimum grade of C. (3)

HA580. Management of Health Systems: Strategy and Quality. Introduction to comparative health systems; impact on strategy and quality. Prerequisite: HA300 or MG301 with a minimum grade of C; or consent of department chair. (3)

HA581. Health Administration Policy. Introduction to policies impacting health administration. Prerequisite: HA300 or MG301 with a minimum grade of C; or consent of department chair. (3)

HA582. Healthcare Budgeting and Reimbursement. This course is an introduction to health care budgeting and reimbursement and the impact of resource allocation on health care delivery.

Prerequisite: HA300 or MG301 with a minimum grade of C; or consent of department chair. (3)

HA585. Marketing for Health Services Organizations. Introduction to strategic marketing in healthcare. Concepts and tactics marketers use to develop cutting-edge value propositions for key target audiences in a range of healthcare settings. Prerequisite: HA300 or MG301 with a minimum grade of C; or consent of department chair. (3)

HA620. Research Methodology in Healthcare. Introduction to research and program evaluation in a healthcare setting. Prerequisite: PY271 with a minimum grade of C; or consent of Graduate Studies Program Director. (3)

HA657. Applied Research Project in Healthcare. Designed to understand the process by which leaders respond to healthcare problems. Integrates research skills and professional practices and provides an opportunity to apply current research to a healthcare problem. Prerequisite: Successful completion of 18 hours in the MS in Healthcare Management program; or consent of Graduate Studies Program Director. (3)

HA658. Graduate Internship in Healthcare. Supervised field experience in a healthcare related setting involving at least 150 supervised contact hours. Prerequisite: Successful completion of 18 hours in the MS in Healthcare Management program; or consent of Graduate Studies Program Director. Credit/No Credit. (3)

HA691-693. Independent Study in Healthcare. Study of an approved specific problem in healthcare management, preferably one growing out of previous coursework for from practical experience. Course may be repeated for credit. (1-3)

HISTORIC PRESERVATION (HP)

HP500. Historic Preservation Internship I. Professional practicum requiring demonstration of Historic Preservation competency in appropriate settings under the direction of cooperating site administrators and University coordinator. (3)

HP501. Historic Preservation Internship I. Historic Preservation Internship I. Professional practicum requiring demonstration of Historic Preservation competency in appropriate settings under the direction of cooperating site administrators and University coordinator. (6)

HP502. Historic Preservation Internship I. Historic Preservation Internship I. Professional practicum requiring demonstration of Historic Preservation competency in appropriate settings under the direction of cooperating site administrators and University coordinator. (9)

HP540. Topics in Historic Preservation. Examination of specialized topics or issues in historic preservation. (3)

HP552. Historic Preservation Field School. Intensive field experience in documenting and preserving the built environment and the historic landscape. (3)

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)

HP585. History of American Architecture. The study of architectural history as material evidence of America's social, cultural, economic, and technological development. (3)

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; HP200. (3)

HP589. Historic Preservation-Based Economic Revitalization. A study of the role of historic preservation in the revitalization of America's historic downtown. (3)

HP601. Independent Study in Historic Preservation. Prerequisite: Consent of instructor. (1)

HP602. Independent Study in Historic Preservation. Prerequisite: Consent of instructor. (2)

HP603. Independent Study in Historic Preservation. Prerequisite: Consent of instructor. (3)

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)

HP640. Historic Preservation Internship. Graduate internship in historic preservation. 150 hours required. May be repeated for credit. (3)

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: Minimum of 16 hours of graduate coursework completed. (3)

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. Prerequisites: HP100 and HP200; or HP600; or consent of instructor. (3)

#### HISTORY-EUROPEAN (EH)

EH 516. History of Modern Germany. Germany in the Nineteenth and Twentieth Centuries. (3)

EH 518. History of Soviet Russia. The 1917 revolution and analysis of the history and policies of the U.S.S.R. (3)

EH 520. History of Spain and Portugal. Survey of the history of Spain and Portugal from the Roman era to the present. (3)

EH 527. Intellectual History of Europe. Examination of intellectual and social history of Europe from the seventeenth century to the twentieth century. (3)

EH620. Seminar in European History. Intensive study in European History. (3)

#### HISTORY-GENERAL (GH)

- GH520. Techniques of Oral History. Study and practice in designing and carrying out oral history projects. (3)
- GH600. Introduction to Public History. Guided readings, discussion, and practice in presenting history to audiences outside the academy. Prerequisite: Graduate status. (3)
- GH601. Independent Study in History. Prerequisite: Consent of instructor. (1)
- GH602. Independent Study in History. Prerequisite: Consent of instructor. (2)
- GH603. Independent Study in History. Prerequisite: Consent of instructor. (3)
- GH610. Methods of Research in History. Location, evaluation, and presentation of historical material, including a component of historiography. Designed to prepare the student for writing research papers and the thesis. Emphasis will be upon archival and computer research tools. (3)
- GH645. Readings Applied History. Study of selected topics in applied history. (3)
- GH651. Problems in Social Studies. (Subtitle will vary.) (1)
- GH652. Problems in Social Studies. (2)
- GH653. Problems in Social Studies. (3)
- 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. Prerequisite: A major or minor in history and/or social studies. (3)
- GH680. Practicum Teaching History. Applied and mentored experience in teaching history to undergraduates at the college level. (0)
- GH694. Thesis. A written report based upon investigation of a subject or the completion of a creative project. See "Thesis" for additional information. (3)
- GH695. 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. (3)
- GH696. Thesis. (2)
- GH679. Thesis. (1)

#### HISTORY-UNITED STATES (US)

- US 507. Civil War and Reconstruction. Study of the social, economic, military and political aspects of the Civil War and Reconstruction periods of American history. (3)
- US509. American West. The economic cultural, political, and military developments of the various frontiers. (3)
- 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)
- US531. American Military History. A study of the changing relationship between civil-military authority, of warfare, and their impact upon democratic institutions. (3)
- 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)
- 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)

US635. American Material Culture. A study of American material culture emphasizing how commonplace artifacts provide historical evidence of the past and the people who made and used them. (3)

US660. African Americans During a Time of Slavery. A study of Africans in America, both slave and free, from 1619 to 1865. (3)

#### HISTORY-WORLD (WH)

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)

WH 522. History of South America. Survey of the development of the major nations of South America since independence with particular attention to revolutionary change and the evolution of democracy. (3)

WH524. History of Mexico. An examination of modern Mexico from wars of independence to the Mexican Revolution of 1910. (3)

WH550. The Atlantic World. The political, social, economic and cultural history of the Atlantic world from 1492 to 1830. Prerequisite: US105 or consent of the instructor. (3)

WH600. Readings in European History. Selected readings in European history. Topics will vary according to areas of specialty of the instructor. (3)

WH610. Readings in World History. Selected readings in world history. Topics will vary according to the areas of specialty of the instructor. (3)

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)

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)

#### 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, turf grasses, ground covers, and annual and perennial flowering plants found in the home landscape. One lecture; two-hour lab. (2)

#### HOUSING AND INTERIOR DESIGN (DS, HI)

DS518. 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)

DS618. Environmental Design for Human Services. Examination of models of sustainability and critical applications in human services. (3)

DS620. Advanced Environmental Design Studio. In-depth review of design-related research, theories, and case studies. Emphasis of research to the design of interior environments. May be repeated for credit.(3)

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)

## 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)

HE505. Problems in Human Environmental Studies. Directed study of special problems through seminars, workshops, forum, etc. (1)

HE506. Problems in Human Environmental Studies. (2)

HE507. Problems in Human Environmental Studies. (3)

HE508. Problems in Human Environmental Studies. (4)

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.

Prerequisite: FN255. (3)

HE540. Foundations of Family and Consumer Sciences. Focus on mission, vision, and history; roles in improving quality of life for individuals and families; and career opportunities. (3)

HE600. Foundations of Human Environmental Studies. A study of history, theory and philosophy as related to Human Environmental Studies. Prerequisite: Introductory Philosophy course or consent of instructor. (3)

HE601. Sustainable Environments in Human Services. Examination of models of sustainability and critical applications in human services. (3)

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)

HE610. Independent Study. (1)

HE611. Independent Study. (2)

HE612. Independent Study. (3)

HE615. Qualitative Research Design. Introduction to qualitative research design including data collecting, recording, managing analysis. Prerequisites: CF630; HE625; or consent of instructor. (3)

HE625. Evaluating Research in Human Services. Emphasizes understanding and evaluating research studies. Identifying, differentiating, analyzing, and evaluating research components and processes.

Prerequisite: Introductory statistics course or consent of instructor. (3)

HE637. Research Design in Human Environmental Studies. Application of basic principles of research design to the development of the first three chapters of the student's research proposal. Prerequisites: HE625; PY571; or permission of instructor. (3)

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)

HE645. Advanced Graduate Seminar. Selected advanced topics will be offered as needed in a seminar format. Student interaction, debate and presentation skills are incorporated. Prerequisites: CF630; HE608; or consent of instructor. (3)

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)

HE695. Thesis. Second semester. (3)

HE696. Thesis. Second semester. (2)

HE697. Thesis. Second semester. (1)

## INDUSTRIAL EDUCATION (IE)

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)

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)

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)

IE594. Guidance in Vocational 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)

IE595. Teaching Adults in Vocational 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)

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)

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)

#### INDUSTRIAL MANAGEMENT (IM)

IM501. Independent Study in Industrial and Engineering Technology. Individualized independent investigation in laboratory and informational content. (1)

IM502. Problems in Industrial and Engineering Technology. Study of special concerns. (1)

IM503. Independent Study in Industrial and Engineering Technology. Individualized independent investigation in laboratory and informational content. (2)

IM504. Problems in Industrial and Engineering Technology. Study of special concerns. (2)

IM505. Independent Study in Industrial and Engineering Technology. Individualized independent investigation in laboratory and informational content. (3)

IM506. Projects in Industrial and Engineering Technology. Study of special concerns. (3)

IM581. Independent Study in Industrial and Engineering Technology. Individualized independent investigation in laboratory and informational content. (1)

IM583. Independent Study in Industrial and Engineering Technology. (2)

IM585. Independent Study in Industrial and Engineering Technology. (3)

IM600. Managing Technology Innovation. This course focuses on management of technology, innovation, and new product development. It will cover concepts such as innovation management in the field of technology, identification of sources of innovation, and creating new products and services in the field of technology. (3)

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, required documentation and legal and ethical issues regarding safety issues. (3)

IM602. Advanced Quality Concepts. This course examines the role(s) and application of quality concepts to modern industrial organizations. The key concepts related to Certified Quality Engineer certification exam will be covered. Prerequisite: IM302. (3)

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)

IM605. Innovation for a Lean Enterprise. 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)

IM606. Knowledge Management. The goal of the course is to prepare students to become familiar with the current theories, practices, tools and techniques in knowledge management (KM) organizations. In addition, students will learn to determine the infrastructure requirements to manage the intellectual capital in organizations. (3)

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. (3)

IM681. Independent Study in Industrial and Engineering Technology. Individualized independent investigation in laboratory and informational content. (1)

IM683. Independent Study in Industrial and Engineering Technology. (2)

IM685. Independent Study in Industrial and Engineering Technology. (3)

IM691. Methods of Research in Technology Management. Covers fundamental issues in planning, conducting, and research in technology management areas. Includes concepts such as identification of research problems, effective research design, data collection and analysis using quantitative and qualitative techniques and techniques for evaluation research results. (3)

IM692. Modeling and Simulation. This course emphasizes the development of modeling and simulation concepts and analysis skills necessary to design, program, implement, and use computers to solve and analyze problems of complex systems/products. (3)

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)

IM694. Thesis. (3)

## INFORMATION SYSTEMS (IS)

IS575. IS/IT Strategy and Management. Business alignment with technology using strategic frameworks for IT deployment in organizations. Course is of applied nature with discussions on industry practices in managing IT. Prerequisite: IS448 with 'C'. (3)

## INTERNATIONAL EDUCATION (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. Prerequisite: IN510 or graduate standing. (3)

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 nonwestern world. Prerequisite: IN510 or graduate standing. (3)

IN550. International Education Internship. Intensive professional internship experience requiring demonstration of culturally appropriate intercultural education competencies. Prerequisites: EL274; IN510; IN520; UI347; or graduate standing. (3)

## LITERATURE (LI)

LI510. Literature and the Bible. A study of literature based on Biblical parallels and archetypes. Includes novels, stories, poems, and plays. (3)

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. (3)

LI560. Chaucer. Chief works of Chaucer and his time. (3)

LI565. Southern Literature. Southern writers from colonial days to the present, with particular emphasis upon the Southern Renaissance, c. 1920-1945. (3)

LI568. Nineteenth Century American Novel. Intensive reading of selected American novels from the beginning to 1890. (3)

LI570. Twentieth-Century 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. (3)

LI571. Contemporary American Poetry. An emphasis on critical interpretation of contemporary poetry. (3)

LI576. American Fiction of the Twenty-First Century. The study of the social and cultural junctures and fractures explored by twenty-first century American fiction and its criticism. (3)

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. (3)

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. (3)

LI582. Topics in Literature. Directed study of special topics in literature. (3)

LI605. Contemporary Anglophone Literature/Contemporary Theory. An examination of contemporary literary theory through contemporary literature (British, Commonwealth, and post-colonial) which addresses the theoretical issues of our time. (3)

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)

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)

LI631. Faulkner Seminar. Study of the works of William Faulkner and other writers. Features in-depth study of the works and criticism of Faulkner, paired with a changing selection of other writers and topics. Students will be introduced to the University's world-class L.D. Brodsky Collection of Faulkner materials. Pre- or corequisites: EN140; any 200 level LI course.(3)

LI658. Literary Criticism. A course in the techniques of close analysis of literary form. (3)

LI665. Shakespeare. An extensive study of the works of William Shakespeare and Shakespeare criticism. (3)

LI674. Studies in Modern American Literature. A study of American literature from the Civil War to the present. Variable content; may be repeated. (3)

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)

LI679. Independent Study in English. Independent work in a specialized area not covered by regular course offerings. (1)

LI680. Independent Study in English. (2)

LI681. Independent Study in English. (3)

## MANAGEMENT (MG)

MG526. Managing and Developing Talent. Covers the human resources activities of performance, management and training and development of talent. Emphasis is placed on practice, applications, and exercises. Prerequisite: MG301 with minimum grade of C. (3)

MG546. Acquiring and Compensating Talent. Covers the human resources activities of recruitment, selection and compensation of talent. Emphasis is placed on practice, applications, and exercises. Prerequisite: MG356 with minimum grade of C. (3)

MG548. Project Management. Project organization structure and staffing; conflict management; project planning and control; pricing and estimating; earned value analysis; proposal preparation; project information systems; international project management. Prerequisite: MG 301 with a minimum grade of 'C'. (3)

MG550. Improving Team Performance. The course will investigate team performance and the skills and techniques required to improve team performance. Prerequisite: MG301 with minimum grade of C. (3)

MG560. International Management. Economic, cultural, political, and environmental variables of international management. Includes trends, organization for international operations, international management of human resources. Prerequisite: MG301 with minimum grade of C. (3)

MG562. Organization Theory and Design. Organizational purpose, design, structure, bureaucracy, power and politics; impact of external environmental and internal organizational factors on structure and design. Prerequisite: MG301 with a minimum grade of C. Prerequisite: MG356 with minimum grade of C. (3)

MG566. Legal and Union Issues in Human Resources. Human resource topics of employment law and labor relations. Emphasis on the impact of case law and union activity on organizations. (3)

MG575. Information Technology Management. Business alignment with technology as pertaining to strategic frameworks for IT deployment in an organization. Applied nature, with discussions on industry practices. Prerequisite: MI375/IS275 with minimum grade of C. (3)

#### 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. (3)

#### 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 effect on web content. Prerequisites: AD101; MK301; with minimum grades of C. (3)

MK560. International Marketing. The marketing environments throughout the world and the management of the marketing function on a global scale. Prerequisites: MK301 with minimum grade of C. (3)

#### MATHEMATICS (MA)

MA 523. Probability and Statistics I. Introduction to probability and statistics using the tools of calculus. Algebra of probability, random variables, discrete and continuous distributions. Prerequisite or Corequisite: MA 240. (3)

MA 524. Probability and Statistics II. Continuation of MA 523 with emphasis on applications sampling, estimation, hypothesis testing, regression, experimental design, nonparametric methods. Prerequisite: MA 523. (3)

MA526. Actuarial Seminar. Solving probability problems that are unique to actuarial science. Prerequisite: MA524. (3)

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)

MA538. History of Mathematics. A historical account of mathematics from the time of Newton and Leibniz to its twentieth century developments. Prerequisite: MA139 Applied Calculus or MA140 Analytic Geometry & Calculus I with a grade of 'C' or higher. (3)

MA 540. Projective Geometry. Non-Euclidean geometry, study of projective geometry and its relation to other geometries. Prerequisite: MA 340 or 10 hours of mathematics courses numbered above MA 140. (3)

MA 545. Linear Algebra and Matrices. Introduction to vector spaces, linear transformations, matrices, eigenvalues, eigenvectors, and numerical methods in linear algebra. Prerequisite: MA 445. (3)

MA 546. Advanced Calculus I. Elementary set theory and topology, sequences and series, continuity and differentiability of functions on Euclidean space. Prerequisites: MA 240; MA 250. (3)

MA 547. Advanced Calculus II. Convergence of series of functions, Implicit Function Theorem, integration. Prerequisite: MA 546. (3)

MA548. Enumerative Combinatorics. A study of basic enumeration techniques, recurrence relations, generating functions, the inclusion-exclusion principle, Ramsey theory, partially-ordered sets, and combinatorial designs. Prerequisite: MA145 Analytic Geometry & Calculus II and MA250 Foundations of Mathematics. (3)

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. Prerequisite: MA145 Analytic Geometry & Calculus II and MA250 Foundations of Mathematics (3)

MA 550. Differential Equations II. Theory and techniques of solving ordinary differential equations, partial differential equations, boundary value problems, applications, numerical methods, and stability. Prerequisite: MA 350. (3)

MA 560. Research Methods in Mathematics. An overview of research methods. Practice in the methods for the formulation and solution of problems. Prerequisite: MA 240 or MA 445. (3)

MA575. Time Series and Forecasting. Introduction to financial time series analysis with hands-on estimation of mean and conditional heteroscedastic processes using statistical software. Prerequisites: MA145; MA425. (3)

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)

MA585. Introduction to Life Contingencies. Introduction to survival models, life tables, contingent payment models, and contingent annuity models using tools of mathematical statistics. Prerequisite: MA524. (3)

MA611. Internship in Numbers and Operations. Supervised teaching practicum and online seminars in which candidate acquires experience working with a range of students and adult learners on Number and Operations concepts. Corequisite: MA621. (1)

MA612. Internship in Rational Numbers and Proportional Thinking. Supervised teaching practicum and online seminars in which candidate acquires experience working with a range of students and adult learners on Rational Number and Proportional Thinking concepts. Corequisite: MA622. (1)

MA616. Internship in Geometry and Measurement. Supervised teaching practicum and online seminars in which candidate acquires experience working with a range of students and adult learners on Geometry and Measurement concepts. Corequisite: MA626. (1)

MA617. Internship in Algebraic Reasoning. Supervised teaching practicum and online seminars in which candidate acquires experience working with a range of students and adult learners on Algebraic Reasoning concepts. Corequisite: MA627. (1)

MA621. Numbers and Operations. The course is designed to develop an understanding of the learning and teaching of pre-number concepts, counting and cardinality, and numbers and operations in base ten. Emphasis will be given to how children think about and learn these concepts and how they fit into the elementary school curriculum. Corequisite: MA611. (3)

MA622. Rational Numbers and Proportional Thinking. The course is designed to develop an understanding of the learning and teaching of rational numbers and ratio and proportional relationships. Emphasis will be given to how children think about and learn these concepts and how they fit into the elementary school curriculum. Corequisite: MA612. (3)

MA624. Data and Probability. The course is designed to develop understanding of probabilistic reasoning and the collection, exploration, and analysis of data. Emphasis will be given to how children think and learn about these concepts and how they fit into the elementary school curriculum (3)

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. Prerequisite: MA223 Elementary Probability & Statistics (3)

MA626. Geometry and Measurement. This course is designed to develop an understanding of the teaching and learning of geometry and measurement. Emphasis will be given to how children think about and learn these concepts and how they fit into an elementary mathematics curriculum.

Corequisite: MA616. (3)

MA627. Algebraic Reasoning. This course will focus on the content and complexities of teaching and assessing algebraic reasoning in grade 1-6 settings. Course content will include examination of representation and analysis of mathematical situations and structures. Attention will be given to patterns, functions, and the transition from arithmetic to algebra. Corequisite: MA617. (3)

MA642. Groups and Fields. Groups, Group Actions, Sylow Theorems, Abelian Groups, Field Extensions, Galois Theory. Prerequisite: MA445 Modern Algebra (3)

MA644. Rings and Modules. Rings, Ideals, Quotient Rings, Domains, Polynomial Rings, Modules, Modules over PIDs, Commutative Rings. Prerequisite: MA445 Modern Algebra (3)

MA648. Independent Study in Mathematics. Study of topics in specialized area not covered by regular course offerings. (1)

MA649. Independent Study in Mathematics. (2)

MA650. Independent Study in Mathematics. (3)

MA661. Special Topics in Mathematics. Study of topics in specialized area not covered by regular course offerings. (1)

MA662. Special Topics in Mathematics. (2)

MA663 Special Topics in Mathematics. (3)

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. Prerequisite: MA223 or MA250 or MA338 or MA245 or MA443 with a grade of 'C' or higher. (3)

MA694. Thesis. A written report based upon investigation of some subject of the completion of a creative project. See Thesis Plan for additional information. (3)

MA695. Thesis. Second semester. (3)

MA696. Thesis. Second semester (2)

MA697. Thesis. Second semester (1)

## NURSING (NS)

NS601. Informatics for Advanced Nursing Roles. Overview of informatics, the transformation of data into information, knowledge, decisions, and actions to improve outcomes. Prerequisite: Admission to the MSN program. (3)

NS602. Quality and Safety in Advanced Nursing Roles. Examine and evaluate strategies to create and sustain safe healthcare systems based upon research, expert recommendations, and public opinion. Prerequisite: Admission to the MSN program. (3)

NS603. Organizational and Systems Leadership for Advanced Nursing Roles. Emphasizes organizational and systems leadership for culturally responsive nursing practice to improve healthcare outcomes using theoretical, ethical, and communication principles. Prerequisite: Admission to the MSN program. (3)

NS604. Evidence-Based Practice: Synthesis and Translation. Analysis and critique of evidence to translate and integrate scholarship into advanced nursing roles. Prerequisite: Admission to the MSN program. (3)

NS610. Policy, Politics, and Advocacy in Advanced Practice Nursing. Examines health policy development and the advanced nursing role in advocacy and influencing policy in health care delivery. Prerequisites: BSN; instructor consent. (3)

NS625. Advanced Pharmacology. Comprehensive study for the management of drug therapy in diverse populations. Meets requirements for prescription writing by nurse practitioners. Prerequisite: BSN or instructor consent. (4)

NS628. Advanced Health Assessment. Systematic approach to health assessment building upon basic health history and physical assessment skills. Prerequisite: BSN or instructor consent. (3.5)

NS629. Advanced Health Assessment Practicum. Practice of advanced health assessment skills in the clinical setting to prepare for provision of primary health care to rural families. Prerequisite: NS628 with a grade of  $\geq$  B. (.5)

NS635. Nurse Educator Practicum. A precepted advanced clinical experience in a selected clinical focus area. Prerequisites: Preparation of customized "Specialty Area Clinical Action Plan" designed to meet individualized learning needs; NS643; NS644. (3)

NS636. Advanced Pathophysiology. Explores the physiologic human response to illness. Prerequisite: Graduate status or consent of the instructor. (4)

NS638. Primary Care I. Preparation to provide primary care to rural pregnant women/families. Emphasizes need identification to achieve optimal health. Prerequisites: NS601; NS602; NS603; NS604; NS610; completion of NS625, NS628\*, NS629 and NS636 with a grade of  $\geq$  B. \* If NS628 was completed prior to the summer semester immediately preceding enrollment into NS638, the student must complete a faculty supervised, comprehensive health and physical assessment, according to NS628 evaluation criteria. This assessment must be completed by the end of the first week of the NS638 fall semester and must be completed with 80% accuracy. Failure to complete the above will prohibit the student from progressing into NS638. Corequisite: NS639 or consent of instructor. (3)

NS639. Primary Care I Practicum. Provision of primary health care in pregnancy and throughout the lifespan. Integration of theory and practice guided by experienced practitioners. Prerequisites: NS628 and NS629; grade of  $\geq$  B. (1.5)

NS641. Internship: Nursing Education. Supervised and precepted practicum experience in the nurse educator role. 90 hours of clinical/classroom experience. Prerequisites: NS643; NS644. (1)

NS642. Advanced Roles Seminar. Presents theoretical content pertinent to the family nurse practitioner advanced nursing practice role. Corequisites: NS648; NS659. Prerequisites: NS638 and NS639 with a minimum grade of C. (2)

NS643. Advanced Nursing Roles I: Nurse Educator. 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)

NS644. Advanced Nursing Roles II: Nurse Educator. 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. Prerequisites: NS643 or instructor consent. (4)

NS648. Primary Care II. Preparation to provide primary care to rural families. Emphasizes need identification to achieve optimal health. Prerequisites: NS638 and NS639 with a minimum grade of C; Corequisites: NS642; NS659. (3)

NS649. Primary Care II Practicum. Preparation for providing primary health throughout the lifespan. Integration of theory and practice is guided by experienced practitioners. Prerequisites: NS628 and NS629; grade of  $\geq$  B. (2.5)

NS650. Topics and Issues in Nursing. Directed study of special topics and issues in nursing through seminars, forums, etc. (1)

NS651. Topics and Issues in Nursing. (2)

NS652. Topics and Issues in Nursing. (3)

NS659. Primary Care III Clinical Role Practicum. Development of FNP as primary care provider in family practice setting. Integration of theory into practice guided by experienced practitioners. Prerequisites: NS638; NS639; NS649. (4)

NS661. Independent Study. (3)

NS662. Independent Study. (2)

NS663. Independent Study. (1)

NS694. Thesis. A written report based upon investigation of a nursing problem. See Department Thesis Guidelines for additional information. (3)

NS695. Thesis. Second semester. (3)

#### PHILOSOPHY (PL)

PL697. Independent Study in Philosophy. A study of a major trend or issue in philosophy with emphasis on interdisciplinary connections. (1)

PL698. Independent Study in Philosophy. (2)

PL699. Independent Study in Philosophy. (3)

#### PHYSICS (PH)

PH501. Optics. Geometrical and physical optics; Fourier analysis; interference, diffraction, double refraction, gratings and light in matter. Prerequisites: MA245; PH231 or consent of instructor. (3)

PH502. Modern Physics. Theory of special relativity, quantum physics, atomic structure, nuclear physics, elementary particles. Selected topics chosen from recent developments in physics. Prerequisites: PH231; MA245 or consent of instructor. (3)

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. Prerequisites: PH231; MA245 or consent of instructor. (3)

PH504. Electromagnetics. Electric fields, potential and dielectrics, magnetic fields, magnetic properties of matter; Maxwell's equations and electromagnetic waves. Prerequisites: PH231; MA245; or consent of instructor. (3)

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. Prerequisites: PH360/PH502 or consent of instructor. (3)

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. Prerequisites: MA350; PH231; or consent of instructor. (3)

PH578. Interdisciplinary Research. Original research for students of superior ability in majors other than engineering physics, physics, or physics education. May be repeated once for credit. (1)

PH579. Interdisciplinary Research. Original research for students of superior ability in majors other than engineering physics, physics, or physics education. May be repeated once for credit. (2)

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)

## POLITICAL SCIENCE (PS)

PS580. International Politics. Analysis of the super powers struggle for economic military and political power with emphasis on the Third World. Prerequisite: PS 103 or PS 104. (3)

PS595. International Law. Examination of those principles generally governing the conduct of nations. Prerequisite: PS 103 or PS 104. (3)

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)

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)

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)

PS615. Government Budgeting. Procedures and decision-making strategies involved in the preparation, authorization, and expenditure of the budget at all levels of government. (3)

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)

PS625. Administrative Law and Procedure. An analysis of rules, procedures and decision-making practices of public agencies at the state and federal level. (3)

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)

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)

PS640. Seminar in Twentieth Century Political Thought. Study of twentieth century political philosophies. (3)

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)

PS655. Federalism. This course covers the theory and practice of federalism and intergovernmental relations. (3)

PS687. Independent Study for Political Science. Directed individual study of special topics of particular interest to the student. (1)

PS688. Independent Study for Political Science. (2)

PS689. Independent Study for Political Science. (3)

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)

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)

## PSYCHOLOGY (PY)

PY525. Maturity and Aging. Investigation of the physical, intellectual, social and cultural influences on post-adolescent development. (3)

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)

PY531. Psychological Testing. Technical and methodological principles of test construction, as well as an overview of psychological tests employed in various applied settings. (3)

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, psychosomatic illness, risk factor identification, and disease prevention, and career opportunities in health psychology for administrators, service providers, and consultants. (3)

PY571. Introductory Behavioral Statistics. An introduction to descriptive and inferential statistics used in the reporting of educational and psychological research. (3)

PY692. Independent Study in Psychology. (3)

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)

#### QUANTATATIVE METHODS (QM)

QM 530. Operations Analysis and Management. Application of mathematical techniques to operations problems including waiting-lines, decision-making, project management, scheduling, location analysis, and capacity management. Prerequisite: QM 258 with a minimum grade of C. (3)

QM558. Principles of Supply Chain Management. 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.

Prerequisite: QM 352. (3)

#### 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)

RC680. Recreation in Community Development. An analysis of the role of recreation programming and facilities in the community, with emphasis on the importance of inclusion of leisure services in community development. Prerequisite: Graduate standing. (3)

#### 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. Lightly blended course format. Students must have internet access. Prerequisite: Consent of instructor. (3)

ST603. Research Methods in Science Teaching. 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)

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)

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. Prerequisite: ST603 or consent of instructor. (3)

ST667. 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.) Prerequisite: Admission to the graduate program of the MNS in Science Education. Departmental approval of study plan and compliance with university guidelines for independent studies. (1)

ST668. Independent Study in Science Education. (2)

ST669. Independent Study in Science Education. (3)

## 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. Prerequisite: EM102 or consent of instructor. (3)

SE527. Implementing Business and Marketing Education. A study of components for successful implementation of business and marketing programs. (3)

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)

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)

SE602. Effective Literacy Instruction at the Middle and Secondary Levels. Implementation of effective literacy programs that support content area learning and literacy through use of materials and methods that meet the needs of diverse learners. Pre- or Corequisite: SE601. (3)

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)

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)

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)

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)

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)

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. This course is designed for students without current teacher certification. Pre- or Corequisites: Graduate status; consent of instructor. (3)

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)

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)

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. Prerequisite: Twenty-four semester hours completed, including GR691 and SE638. (3)

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)

SE680. Topics in Middle and Secondary Education. Directed study of contemporary issues in middle level and secondary education. (1-3)

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: Classroom instructional certification awarded by the state of Missouri. (2)

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)

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)

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)

SE698. Independent Study in Secondary Education. Independent work in a specialized area not covered by regular course offerings. Prerequisite: Consent of instructor. (1-3)

#### 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)

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)

#### SPEECH COMMUNICATION (SC)

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)

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)

#### 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 consent of instructor. (3)

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)

SM610. Principles and Practices of Sport Management. Sport management principles and practices for international, collegiate and professional sport. Prerequisite: Graduate standing. (3)

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 consent of instructor. (3)

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)

#### TESOL (TL)

TL525. English as a Second/Foreign Language: Learning and Teaching. Basic theories of second language acquisition and their implications for second language teaching, including work with ESOL students and development of personal theories of second language learning and teaching. (3)

TL530. Practicum for Teaching English to Speakers of Other Languages. This course provides students with practical classroom experience in teaching English to Speakers of Other Languages (ESOL). (3)

TL585. Methods and Techniques for Teaching ESOL. Introduces students to techniques for teaching ESOL. Includes curriculum development, class observations, and hands-on experiences. (3)

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)

TL610. Developing Intercultural Awareness and Competence. The course focuses on diverse worldviews, ethnic heritages and historical contributions of people from different regions of the world. The course provides an opportunity to develop appropriate teaching strategies and materials to use in an intercultural/international classroom setting. (3)

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)

TL625. Materials Development and Assessment Tools for ESOL. Advanced course in the analysis and preparation of materials for teaching ESOL and the basics of test development in ESOL. (3)

TL630. Special Problems in TESOL. 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. (3)

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 sociolinguistics, semantics, phonetics, phonology, morphology, syntax,

and language acquisition. This course is offered as a multimedia online course. Computer literacy and e-mail access required. (3)

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)

TL652. Computer-Assisted-Language Learning. Introduces the most up-to-date methods for integrating current computer technology into a classroom with non-native English learners. Emphasis on students' development of a technology-integrated curriculum plan for the classroom. (3)

#### THEATRE (TH)

TH663. Independent Study. (3)

#### TELECOMMUNICATIONS & COMPUTER NETWORKING (TN)

TN562. Networking I. Comprehensive overview of networking; from fundamentals to advanced applications and services. The course emphasizes concepts and skills required to design networks, while providing opportunities for practical application and hands-on experience. Topics include data networks and the Internet, layered communications, networking models, networking services and protocols. (3)

TN563. Local Area Network Switching. Switching and operation of networking technologies and protocols. Topics include operation and security configurations of VLAN, trunking, VTP (VLAN Trunking Protocol), inter-VLAN routing and layer two networks. (3)

TN564. Telecommunications and Networking II. Advanced networking course focusing on the purpose, nature, and operations of routers and routing protocols. The course emphasizes IOS installations, configurations and maintenance of routers. Details of routing protocols including both distance vector and link state algorithms. Configuration and troubleshooting of routing protocols in routed networks. (3)

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. (3)

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. (3)

TN625. 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. (3)

TN635. 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. (3)

#### 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)

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)

UI504. Leaders of Social Change. A course in rhetorical criticism, exploring how rhetorical theories help us process and appreciate the substance of speeches and the effectiveness of speakers. (3)

UI505. Health-Related Quality of Life Across Life Span. A critical exploration of "Quality of Life" or overall well-being related to health conditions among pediatric, adult, and geriatric populations across the life span. (3)

UI506. Education, Law and Society. A study of the social and legal issues that have influenced public K-12 education. Prerequisite: Junior standing or permission of instructor. (3) (University Studies course)

UI508. African Americans during the Era of Segregation and Jim Crow. A study of African Americans from the end of the Civil War to the beginning of the Civil Rights Movement. (3)

## ZOOLOGY (ZO)

ZO501. Fundamental Concepts of Zoology. Diversity of animal life with emphasis on invertebrates. Comparison of the major animal phyla emphasizing integration of function and form. Does not count toward completion of a graduate degree. Prerequisite: Admission to Graduate Study in Department of Biology; 30 semester hours of acceptable undergraduate credit in science and mathematics. Two hours lecture; one 2-hour lab. (3)

ZO614. Developmental Biology. The differentiation of germ layers into tissues and organs with an emphasis on genetic processes and morphological patterns. Prerequisite: BI381. Two hours lecture; one 2-hour lab. (3)

ZO620. Animal Behavior. An evolutionary approach to the study of behavior of the individual and group. Topics include proximate and ultimate explanations of behavior. Prerequisites: BI154; MA134 or MA135 or MA139 or MA140. (3)

ZO630. Invertebrate Zoology. Invertebrate biology, diversity, phylogeny, structure, life history, development, and additional selected topics in invertebrate zoology. Prerequisite: ZO 200 or permission of instructor. Studio style course: three 2-hour periods. (4)

ZO641. Parasitology. Introduction to the symbiotic association known as parasitism, with special emphasis on animal parasites. Protozoa, platyhelminths, and nematodes are stressed, particularly host-parasite relationships and life cycles. Prerequisite: BI154. One hour lecture; two 2-hour labs. (3)

ZO645. Aquatic Entomology. Introduces students to the biology, ecology, and taxonomy of aquatic insects that live in streams, lakes, and wetlands. Emphasis on taxonomic identification of the regionally common aquatic insects. Studio-style course in which two two-hour class periods will involve both lecture and lab activities. Prerequisite: BI 154. (3)

ZO651. Vertebrate Histology. Vertebrate tissue preparation, tissue composition, and tissue identification. Two lectures and one two-hour lab. Prerequisite: BI 154. (3)

ZO659. Mammalogy. An introduction to the ecology, zoogeography, structure/function, evolution, and behavior of mammals. Prerequisite: BI 154. One hour lecture; two 2-hour labs. (3)

ZO660. Herpetology. An introduction to the biology of the amphibians and reptiles. Evolutionary history, ecology, behavior, physiology, and distribution. Prerequisite: BI154. (3)

ZO665. Entomology. Insect biology, diversity, structure, physiology, behavior, control and additional selected topics in entomology. Prerequisite: BI154; or AO120 and AY101 and HO130. Two hours lecture; one 2-hour lab. (3)

ZO666. Ornithology. The physical structure, habits, ecology, geographical distribution, physiology, evolution, and conservation of birds are discussed. The emphasis will be on current topics in the scientific literature. Prerequisite: BI154. Two hours lecture; one 2-hour lab. (3)

ZO669. Vertebrate Adaptations. A survey of vertebrate adaptations to aerial, arboreal, aquatic, and terrestrial environments. Mechanistic and morphological adaptations for feeding, thermoregulation, locomotion, reproduction and sensory systems are among the topics included for study. Prerequisite: BI154. One hour lecture; two 2-hour labs. (3)

ZO678. Ichthyology. An introduction to the evolution, zoogeography, taxonomy, and ecology of fishes with particular reference to Missouri fishes. Prerequisites: BI154; ZO200. Two hours lecture; one 2-hour lab. One Saturday and one week-end field trip may be required. (3)

## **SOUTHEAST MISSOURI STATE UNIVERSITY ADMINISTRATIVE OFFICERS**

Carlos Vargas-Aburto (2015)  
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Interim Provost (2015)

Kathy Mangels (1995)  
Vice President, Finance and Administration (2006)

Deborah Below (2002)  
Vice President, Enrollment Management and Student Success (2013)  
Dean of Students (2013)

Charles McAllister (2006)  
Vice Provost (2014)  
Dean, School of Graduate Studies (2014)

William Holland (2005)  
Vice President, University Advancement/Executive Director, Foundation (2009)

## **DEANS AND DEPARTMENT CHAIRPERSONS**

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Dept. of Accounting, Dr. Leisa Marshall  
Dept. of Economics & Finance, Dr. Rebecca Summary  
Dept. of Management & Marketing, Dr. Judy Wiles

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Dr. C.P. Gause  
Dept. of Elementary, Early, and Special Education,  
Dr. Julie Ray  
Dept. of Middle & Secondary Education, Dr. Simin Cwick

### **COLLEGE OF HEALTH AND HUMAN SERVICES**

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Dept. of Communication Disorders, Dr. Marcia Haims Brown (Interim)  
Dept. of Criminal Justice & Sociology, Dr. Jeremy Ball  
Dept. of Health, Human Performance & Recreation, Dr. Joe Pujol  
Dept. of Human Environmental Studies, Dr. Shelba Branscum  
Dept. of Nursing, Dr. Gloria Green  
Dept. of Social Work, Dr. Cathy McElderry

### **COLLEGE OF LIBERAL ARTS**

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Dept. of English, Dr. Susan Kendrick  
Dept. of Global Cultures and Languages, Dr. Toni Alexander  
Dept. of History, Dr. Wayne Bowen  
Dept. of Mass Media, Dr. Karie Hollerbach

Dept. of Political Science, Philosophy and Religion, Dr. H. Hamner Hill  
 Dept. of Psychology, Dr. Leslee Pollina  
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 Prof. Rhonda Weller-Stilson, Director  
 Dept. of Art, Prof. Caroline A. Kahler  
 Dept. of Music, Dr. Kevin Hampton  
 Dept. of Theatre & Dance, Dr. Kenneth Stilson

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 Dept. of Biology, Dr. James Champine  
 Dept. of Chemistry, Dr. Philip Crawford  
 Department of Computer Science, Dr. David Probst  
 Department of Industrial & Engineering Technology, Dr. Bradley Deken  
 Dept. of Mathematics, Dr. Tamela Randolph  
 Dept. of Physics & Engineering Physics, Dr. David Probst

SCHOOL OF GRADUATE STUDIES  
 Dr. Charles McAllister, Dean

SCHOOL OF UNIVERSITY STUDIES  
 Dr. Francisco Barrios, Dean

ACADEMIC INFORMATION SERVICES  
 Dr. David Starrett, Dean

ONLINE AND EXTENDED LEARNING  
 Dr. Gerald McDougall, Associate Provost

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